

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 20

July 18, 1983

TO: All Departments, Boards, Agencies and Commissions

FROM: Reynard J. Rochon, Chief Administrative Officer

SUBJECT: OFFICE OF CRIMINAL JUSTICE COORDINATION

1. PURPOSE.

This purpose of this memorandum is to restate the function of the Office of Criminal Justice Coordination, revise the procedure for interagency criminal justice coordination, and clarify the name of the office. The Office of Criminal Just Coordination was established in 1971 and is administratively located in the Office of the Mayor, Division of Intergovernmental Relations. Effective with this memorandum, the agency previously known as the Criminal Justice Coordinating Council is officially designated as the Office of Criminal Justice Coordination.

2. FUNCTIONS.

The Office of Criminal Justice Coordination serves the dual role as the vehicle for facilitating coordination of crime control and criminal/juvenile justice activities for the City of New Orleans. The Office of Criminal Justice Coordination shall advise the Mayor and the Chief Administrative Officer on the status of problems of and problems in the criminal/juvenile justice system and shall make recommendations for modifications and solutions.

Staff functions of the Office of Criminal Justice Coordination are executed by, but not limited to the following activities:

- A. Develop and monitor the implementation of the overall criminal and juvenile justice policies for the City of New Orleans;
- B. advise the mayor, the Chief Administrative Officer, and criminal and juvenile justice agencies on matters of criminal and juvenile justice;
- C. provide staff support for the Mayor's Criminal Justice Coordinating Council, its Executive Committee and other ad hoc committees as determined by the Mayor;
- D. confer with appropriate city, state, federal, and private agencies concerned with the administration of criminal and juvenile justice for the purpose of improving crime control programs and policies;

- E. confer with the appropriate city, state, federal & private agencies for the purpose of securing funds for the support of crime control and criminal justice reform programs among criminal and juvenile justice agencies;
- F. conduct research, studies, and evaluations of crime control and criminal justice agencies, including but not limited to operations organization and budget; and contracting, subject to the approval of the New Orleans City Council, with other public or private agencies and engaging consultants for such research programs and studies;
- G. prepare and publish reports,, studies and public information and sponsor conferences as appropriate;
- H. encourage and coordinate joint activities among the separate criminal and juvenile justice agencies; and represent the overall interest and needs of the criminal and juvenile justice systems through participation on appropriate task forces, committees, boards, and commissions;
- I. mediate disputes among criminal and juvenile justice agencies, and provide a forum for the resolution of conflicts;
- J. administer and implement special projects and operate programs;
- K. administer, monitor, and operate state, federal and private agency grant programs;
- L. collect statistics and information relative to the criminal and juvenile justice agencies, and maintain a system database;
- M. prepare and review legislation relative to criminal and juvenile justice;
- N. prepare systems analyses, productivity analyses, and other special studies as directed by the Mayor and Chief Administrative Officer; and
- O. provide technical assistance to public and private agencies and identify training opportunities.

3. PROCEDURE

- A. The Mayor's Assistant for Criminal Justice shall be informed of any activities, proposals, meetings, programs, projects, proposed legislation, adoption and/or revision of criminal or juvenile justice policies and procedures by City agencies. The Office of Criminal Just Coordination will review and forward to the Mayor and

CAO recommendations relative to all legislation and budgetary matters affecting the criminal and juvenile justice agencies.

- B. Parochial and other criminal/juvenile justice agencies, boards, commissions, etc. are requested to contact the Mayor's Assistant for Criminal Justice regarding activities, proposals, meetings, programs, projects, proposed legislation, adoption and/or revisions of criminal/juvenile justice policies and procedures which transcend intra-agency jurisdictional lines and impact related criminal/juvenile justice agencies or the City of New Orleans.
- C. All criminal/juvenile justice agencies are expected to cooperate with the Office of Criminal Justice Coordination relative to requests for descriptive and statistical information. The Mayor's Assistant for Criminal justice shall develop mechanisms and procedures for the collection of such information.

4. **INQUIRIES.**

Any questions concerning the intent of this memorandum should be addressed to the Mayor's Assistant for Criminal Justice.

Reynard J. Rochon
Chief Administrative Officer

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