


CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 20(R)

January 9, 2025

TO: All Departments, Boards, Agencies and Commissions
FROM: Gilbert A. Montaño, Chief Administrative Officer 
SUBJECT: Office of Criminal Justice Coordination

I. PURPOSE.

This purpose of this memorandum is to state the functions of the Office of Criminal Justice Coordination and the procedure for interagency criminal justice coordination. The Office of Criminal Justice Coordination was established in 1971 and is administratively located in the Office of the Mayor. The last revision of this memorandum was issued on July 18, 1983, and the purpose of this revision is to update the title and role of the Criminal Justice Commissioner and the procedure for interagency criminal justice coordination.

II. FUNCTIONS.

The Office of Criminal Justice Coordination serves the dual role as the vehicle for facilitating coordination of public safety and criminal/juvenile legal system activities for the City of New Orleans. The Office of Criminal Justice Coordination shall advise the Mayor and the Chief Administrative Officer to advance collaborative and data-driven strategies and solutions that improve public safety and promote equitable justice to support thriving, healthy communities.

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 and programs for the City of New Orleans;
- B. advise the Mayor, the Chief Administrative Officer, and Criminal and Juvenile legal system agencies on matters of criminal and juvenile justice;
- C. provide staff support for the Sanford "Sandy" Krasnoff Criminal Justice Council, its Executive Committee and other ad hoc committees as determined by the Mayor;
- D. confer with appropriate city, state, federal, private agencies, and community-based organizations concerned with the administration of criminal and juvenile justice for the purpose of improving public safety for all New Orleanians;
- E. confer with the appropriate city, state, federal, and private agencies, as well as community-based organizations, for the purpose of securing funds for the support of public safety and criminal justice reform programs among criminal and juvenile justice agencies;
- F. conduct research, studies, and evaluations of public safety efforts 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 legal system agencies; and represent the overall interest and needs of the criminal and juvenile legal systems through participation on appropriate task forces, committees, boards, and commissions;
- I. support collaboration among criminal and juvenile legal system agencies;
- J. administer and implement special projects and operate programs;
- K. secure, 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 to support data-informed decision making;
- M. prepare and review legislation relative to criminal and juvenile justice;
- N. provide technical assistance to public and private agencies and identify training opportunities.

III. PROCEDURE.

- A. The Criminal Justice Commissioner shall be informed of any activities, proposals, meetings, programs, projects, proposed legislation, adoption and/or revision of criminal or juvenile legal system policies and procedures by City agencies. The Office of Criminal Justice 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 Criminal Justice Commissioner 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 legal system agencies or the City of New Orleans.
- C. All criminal/juvenile legal system agencies are expected to cooperate with the Office of Criminal Justice Coordination relative to requests for descriptive and statistical information. The Criminal Justice Commissioner shall develop mechanisms and procedures for the collection of such information.

IV. INQUIRIES.

Any questions concerning the intent of this memorandum should be addressed to the Criminal Justice Commissioner.

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