

Criminal Justice Advisory Board



Dauphin County, Pennsylvania

BYLAWS

1. NAME

The Name of this Board is the Dauphin County Criminal Justice Advisory Board, and it shall be referred to as “DCCJAB”, “CJAB”, or “Board”, in the bylaws.

2. AUTHORITY

The initial meeting of the CJAB was February 23, 2003. The District Attorney’s Office spearheaded the efforts to create the CJAB, and it was formally established through Administrative Order 03-103 as written by then Dauphin County President Judge, Joseph H. Kleinfelter.

A Criminal Justice Local Policy Board, which met as early as 2000, preceded the existence of the CJAB and evolved into the CJAB upon the issuance of the Administrative Order. The most recent update to the order was April 19th, 2018.

The Board was established as an advisory arm of the Dauphin County Court.

3. MISSION

The current CJAB mission statement revised the previous version adopted in 2008. This version was created at the Strategic Planning Retreat held in October 2011.

“The mission of the Dauphin County Criminal Justice Advisory Board (CJAB) is to enhance the criminal justice system and public safety through a collaborative and targeted approach which prioritizes the support of evidence-based practices and innovative strategies while maintaining fiscal responsibility and maximizing outside resources.”

4. ROLE

The Board shall function as a practical problem-solving group and shall address criminal justice issues from a systemic and policy level perspective.

The Board shall make recommendations intended to improve the effectiveness and efficiency in the administration and delivery of criminal justice in Dauphin County.

The CJAB is empowered to make recommendations to public policy boards or agencies regarding the community criminal and juvenile justice systems.

5. MEMBERSHIP

- a. CJAB membership shall be a diverse and broad-based representation of the community at large.
- b. CJAB membership is reserved for individuals with the authority and expertise to affect the delivery of community juvenile and criminal justice programs in Dauphin County.
- c. Representatives from the following core group of community justice system stakeholders shall be invited to become members of the CJAB:
 - i. County Governing Body, including but not limited to:
 1. County Commissioner
 - ii. Judiciary, including but not limited to:
 1. President Judge
 2. Magisterial District Judge
 3. Court Administrator
 4. Deputy Court Administrator(s) – Criminal Division
 - iii. Clerk of Courts
 - iv. District Attorney
 1. CJAB Administrator
 2. Criminal Justice Programming Administrator
 - v. Chief Public Defender
 - vi. County Law Enforcement, including but not limited to:
 1. Police Commissioner, Harrisburg Bureau of Police
 2. President, Dauphin County Chiefs of Police Association
 3. Dauphin County Chiefs of Police
 - vii. Sheriff
 - viii. Chief Probation Officer, Probation Services
 - ix. Dauphin County Prison
 1. Director of Criminal Justice
 2. Warden
 - x. Director, Work Release Center

- xi. Executive Director, Victim/Witness Assistance Program
- xii. Director, Dauphin County Emergency Management Agency
- xiii. Director, Pretrial Services
- xiv. Director, Dauphin County Human Services
- xv. Director, Dauphin County MH/A/DP
- xvi. Director, Dauphin County Drug & Alcohol Services
- xvii. Director, Dauphin County Information & Technology Services
- xviii. Representative(s) from the Pennsylvania Department of Corrections
- xix. Representative(s) from the Pennsylvania Board of Probation & Parole
- xx. Representative(s) from the Pennsylvania State Police
- xxi. Representative(s) from Local Institution(s) of Higher Learning
- xxii. Representative(s) from the Community
 - 1. Non-Profit Organizations
 - 2. Faith-Based Organizations

- d. A Board member may, at his/her discretion, appoint a representative other than him/herself to fulfill the duties and responsibilities of him/her on the board.
- e. Additional positions may be created by the Board as the Board may from time to time determine; and shall be created by a majority vote of Board members present.

6. CHAIR

The Chairperson of the CJAB shall be the District Attorney, a member of the CJAB's core group membership.

Per Administrative Order 03-0103, the District Attorney is designated as the Chairman of the CJAB.

The Vice-Chair of the CJAB shall be the Director of Criminal Justice, a member of the CJAB's core group membership.

7. MEETINGS AND QUORUM

- a. Regular business meetings of the CJAB will be held bi-monthly.
- b. Special CJAB meetings may be convened at the call of the Chair.

- c. CJAB members or their designees representing the core group cited in paragraph 5(b) shall be invited and given reasonable notice of both regular and special meetings.
 - i. CJAB members are to designate a substitute to attend and vote in their stead in the event the member is unable to attend a regular or special meeting.
 - ii. If the Chairman is unavailable for a meeting, the Director of Criminal Justice shall fulfill the role. If either is unavailable at that time, a Chairperson shall be selected to complete the business of the Board while the meeting is in session.
- d. A quorum for the purpose of conducting regular business or calling for a vote shall be one half of the membership, plus one, of the CJAB members in attendance. Membership shall exclude vacant membership slots.

8. AGENDA

- a. Meeting agendas may include:
 - i. Juvenile & Criminal Justice Data (as appropriate)
 - ii. Approval of Minutes or Meeting Summaries
 - iii. Committee Reports
 - iv. Items requiring CJAB action.
 - v. Any other items deemed appropriate for CJAB attention/discussion/consideration.
- b. Periodic reviews of the CJAB's strategic planning initiative(s) shall be included on the agenda.

9. VOTING

All CJAB members or designees shall be entitled to one (1) vote.

10. MEETING DOCUMENTATION

All of the CJAB's regular and special meetings will be documented in the form of meeting summaries. Existing Committee or/and Subcommittee meetings will be documented in the form of meeting summaries and submitted to the CJAB at the next regular CJAB meeting.

11. COMMITTEES

- a. The CJAB shall establish standing and ad hoc committees, sub-committees and workgroups, as needed, in order to expedite and facilitate the business of the CJAB.
- b. Non-members of the CJAB may serve on committees, sub-committees and workgroups after receiving the approval of the CJAB membership.

12. GRANT MANAGEMENT

- a. All juvenile and criminal justice-related grant concept papers and application proposals will be presented to the CJAB.
- b. The CJAB will maintain an overview of all juvenile and adult criminal justice grant-related concept papers, applications and awards.
- c. The CJAB shall investigate and pursue all sources of possible juvenile and adult criminal justice-related grant funding for Dauphin County.

13. STAFF SUPPORT

The Criminal Justice Advisory Board Administrator, with the chairs of the committees, sub-committees, workgroups, consultants as needed shall provide the staff support necessary to conduct the business of the CJAB.

14. COMMUNICATION

The CJAB will communicate its goals and work to the community-at-large, county and municipal officials who are outside the criminal justice system, practitioners within the criminal justice system and to other interested parties via press release, e-mail reports, and/or by request of Core Members of the CJAB.

15. STRATEGIC PLANNING AND PERFORMANCE

- a. The CJAB will develop strategic plans that define its objectives and the means by which it plans to achieve them.
- b. The CJAB will develop indicators to measure its performance in pursuit of achieving its objectives.

- c. The CJAB shall conduct periodic self-evaluations of its performance using the indicators it has established.
- d. The CJAB will develop a reentry component to be included in the CJAB strategic plan.
 - i. CJAB will assess its reentry strategies and will support those strategies jointly identified with the Dauphin County Reentry Coalition;
 - ii. CJAB will collaborate with its county jail and state and/or federal prisons, as appropriate, for the successful reintegration of offenders;
 - iii. CJAB will collaborate with county, state, and federal boards of probation and parole, as appropriate, for the successful reintegration of offenders; and
 - iv. CJAB will collaborate with community and faith-based service providers, as appropriate, for the successful reintegration of offenders.

16. REVIEWS AND AMENDMENT OF BYLAWS

- a. These Bylaws shall be reviewed biennially at a minimum.
- b. There must be an advance written notice of the intent to amend these Bylaws sent to each CJAB member at least two (2) weeks prior to the meeting at which the motion to amend is to be presented.
- c. These Bylaws may be amended by a two-thirds (2/3) vote of the CJAB members attending the meeting at which the motion to amend is raised.