



# Mecklenburg County Criminal Justice Advisory Group Charter

## 1 OVERVIEW

The Mecklenburg County Criminal Justice Advisory Group (CJAG) was created in 2005 as an informal forum where criminal justice system leaders engage in systemic planning and coordination. The CJAG focuses on identifying goals and priorities, developing solutions, and measuring results. Commitment is made to establishing cohesive policies and programs which are based on research and comprehensive planning. This commitment entails effective resource utilization and targeted funding strategies as part of its goal.

## 2 MISSION STATEMENT

*"The Criminal Justice Advisory Group is committed to making a positive difference in the Mecklenburg County criminal justice system through communication, research, coordination, and planning. The group collaboratively develops programs and policies, and advocates change, in the interest of improving public safety."*

## 3 GOAL AND OBJECTIVES

The goal of the CJAG is to coordinate the overall criminal justice system to make it more efficient, effective, and productive. Based on this goal, the objectives are:

1. To bring together key decision makers on a monthly basis to openly discuss issues that affect the criminal justice system.
2. To identify problems and issues, and to proactively address those issues through planning and coordination.
3. To facilitate the administration of criminal justice and the provision of related services and programs.
4. To generate system-wide data that increases knowledge of the criminal justice system and strengthens decision-making.
5. To continually improve a criminal justice plan that defines systemic goals and objectives, identifies areas of strength and weakness, and includes an action plan with timelines and evaluative aspects.

6. To initiate innovative programs and policies which enhance the functionality of the criminal justice system and increase public safety.
7. To review costs related to criminal justice agency activities, avoid duplicate spending, and prioritize the use of limited funds.
8. To determine potential grant opportunities, identify eligible agencies and programs, and synchronize the grant application process to ensure that, on balance, no opportunities are lost.
9. To interconnect, and possibly consolidate, existing criminal justice groups, committees, and boards operating in Mecklenburg County to avoid redundancy of efforts and to ensure cohesive systemic planning.
10. To develop and monitor an integrated information system that permits the timely sharing of data among criminal justice agencies.
11. To respond to critical issues and collectively develop resolutions before they become crises.

## 4 ORGANIZATION

The CJAG consists of: 1) CJAG Committee, 2) Executive Committee, 3) Standing Committee(s), and 4) Task Group(s).

### 4.1 CJAG COMMITTEE

The CJAG Committee consists of key decision makers for the criminal justice system. Meetings are informal and there is no voting, since the group is advisory in nature and based on mutual interest. The purpose of the open forum style is to encourage candid discussions regarding the criminal justice system, thus it is imperative that members abide by a rule of “what is said in the room, stays in the room.”

CJAG membership consists of the following position holders:

- |  |  |
|--|--|
| 1. Chief District Court Judge          | 12. Police Chief- Cornelius              |
| 2. Chief Magistrate                    | 13. Police Chief- Davidson               |
| 3. Child Support Enforcement Director  | 14. Police Chief- Huntersville           |
| 4. Clerk of Court                      | 15. Police Chief- Matthews               |
| 5. Community Support Services Director | 16. Police Chief- Mint Hill              |
| 6. County Manager’s Designee           | 17. Police Chief- Pineville              |
| 7. City Manager’s Designee             | 18. Public Defender                      |
| 8. District Attorney                   | 19. Senior Resident Superior Court Judge |
| 9. Health Department Director          | 20. Sheriff                              |
| 10. Judicial District Manager          | 21. Trial Court Administrator            |
| 11. Police Chief- Charlotte            |  |

Additional members may be added in the future if the CJAG Committee deems the positions beneficial to the planning and coordination process. The County Manager’s Designee shall serve as the

chairperson of the CJAG Committee. The Criminal Justice Services Director and his/her team will serve as staff for the CJAG.

## 4.2 EXECUTIVE COMMITTEE

The Executive Committee is responsible for advancing the mission of the CJAG, setting meeting agendas, establishing standing committees, monitoring progress of initiatives, and providing guidance and direction to staff.

Once a year, the CJAG Executive Committee will hold a half-day planning retreat to establish the goals and objectives for the upcoming year.

The CJAG Executive Committee membership consists of the following position holders:

1. Chief District Court Judge
2. County Manager's Designee
3. District Attorney
4. Police Chief – Charlotte
5. Police Chief - Town
6. Public Defender
7. Sheriff
8. Trial Court Administrator
9. Judicial District Manager

## 4.3 STANDING COMMITTEES

Standing groups coordinate and oversee designated elements of the criminal justice system on an on-going basis. Members and meeting times will vary. The CJAG will serve as an “umbrella” for these groups and provide direction and guidance when needed.

The CJAG Executive Committee reserves the power to create and disband standing committees as necessary.

## 4.4 TASK GROUPS

Task groups will investigate and analyze specific issues within the criminal justice system as determined by the Executive Committee. They will form recommendations and submit them to the Executive Committee for action. Task groups will also assist in the implementation and evaluation of supported plans.

Task groups may include members from the public and private sector. The number of members and meetings will vary. Task groups shall dissolve once they have completed their purpose.

## 5 MEETINGS

Full CJAG committee meetings will be held on the second Wednesday of even numbered months at 8:30 A.M. Additional meetings may be scheduled if needed.

CJAG Executive Committee meetings will be held on the second Wednesday of odd numbered months at 8:30 A.M. Additional meetings may be scheduled if needed.

Standing Committees and Task Groups meet on an ad-hoc basis.