

<b>Title:</b> Administrative Policy Criminal Justice Coordinating Committee	<b>Policy No.</b> Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 12
	<b>Effective Date</b> November 14, 2017
<b>Policy Custodian</b> County Manager and Board of County Commissioners	<b>Adoption/Revision Date</b> November 14, 2017/December 2019

**Adopting Resolution(s):** CC17-367

**References (Statutes /Resos/Policies):** CC12-381

**Procedures:** Criminal Justice Coordinating Committee Bylaws

**Purpose:** To establish the Criminal Justice Coordinating Committee, specify its membership and terms, and define its responsibilities.

**Policy:** Criminal Justice Coordinating Committee

**A. Establishment**

The mission of the Jefferson County Criminal Justice Coordinating Committee (CJCC) is to serve as an advisory body to the policy makers, judiciary, and stakeholder groups of the criminal justice system in Jefferson County.

**B. Responsibilities**

1. The CJCC shall serve as an advisory body to the policy makers and judiciary of the criminal justice system in Jefferson County.
2. The CJCC shall consider requests to examine potential improvements to the criminal justice system, prioritize those requests, conduct research, analyze options, make recommendations and assist with their implementation.
3. The Board of County Commissioners authorizes the Criminal Justice Planning Unit to serve as a resource for the CJCC and the Executive Committee.
4. **Bylaws**  
The Executive Committee may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or local law or other county policy or regulation.
5. **Remuneration**  
Members of the CJCC shall not be compensated for their service on CJCC.
6. **Meetings**
  - a. All regular and special meetings of the CJCC or Executive Committee shall be held at times set in accordance with the CJCC Bylaws. All meetings will be held in accordance with the Colorado Open Meetings Law (§ 24-6-401, et seq., C.R.S. (2011)).
  - b. **Quorum.** A simple majority of the voting members of the CJCC or Executive Committee constitutes a quorum for the transaction of business.

- c. Meeting Location. All the meetings of the CJCC or Executive Committee shall be held within Jefferson County and shall be open to the public. No vote or other formal action shall be taken in any session which is closed to the general public.

### C. Membership

1. Members serve at the pleasure of the Board of County Commissioners, and may be removed with or without cause, at the discretion of the Board of County Commissioners. Each member shall be appointed by the Board of County Commissioners.
2. The Criminal Justice Coordinating Committee shall consist of the following agency heads:
  - County Commissioner
  - Presiding Judge, Jefferson County Court
  - Chief Magistrate, First Judicial District Court
  - Presiding Judges, Municipal Courts in Jefferson County
  - Police Chiefs, Municipal Police Departments in Jefferson County
  - District Manager, First Judicial District
  - Director, Jefferson County Justice Services
  - Superintendent, Jefferson County Public Schools (not active at this time)
  - Director, Colorado Department of Corrections Division of Adult Parole, Community Corrections, and YOS
  - Contract justice service providers, to include victim advocates, community supervision, community corrections, mental health services, etc.
  - Others as designated by the Executive Committee

The CJCC shall also include the following at-large representatives as designated by the Executive Committee:

- Private Criminal Defense Attorney (with preference given to active practice in Jefferson County)
  - City Council member(s), Municipalities in Jefferson County
  - Representative(s) from the Jefferson County delegation of the Colorado General Assembly
3. There shall be an Executive Committee of the CJCC consisting of:
    - The Chair of the CJCC
    - The Vice Chair of the CJCC

The following agency heads:

- County Commissioner, as appointed by the Jefferson County Board of County Commissioners
- The Chief Judge, First Judicial District Court
- The Sheriff, Jefferson County Sheriff's Office
- The District Attorney, First Judicial District Attorney's Office
- The Office Head, Golden Regional Office of the Colorado State Public Defender
- The Chief Probation Officer, First Judicial District
- The Director, Jefferson County Human Services
- The Director, Jefferson County Justice Services

And the following at-large members:

- A Police Chief from a Municipality in Jefferson County
- A Judge from a Municipal Court in Jefferson County
- A member elected by CJCC vote from an agency not otherwise represented on the Executive Committee

5. Vacancies

Vacancies on the Council shall be created either by the resignation of a member, expiration of a member's term, or removal of the member from the Committee by the Board of County Commissioners. New appointments shall be made in accordance with the Board Appointments Policy.

6. Conflict of Interest

Any member who is present at a meeting at which any matter is discussed in which he or she has a private pecuniary or property interest shall declare that he or she has a potential conflict of interest. He or she shall refrain from attempting to influence the decisions of the other members of the governing body in voting on the matter and shall not vote in respect to such matter.