

**MEMORANDUM OF UNDERSTANDING  
FOR DATA SHARING  
AMONG MEMBER AGENCIES  
OF THE  
CRIMINAL JUSTICE COORDINATING COUNCIL**

In accordance with the principles of the Interagency Agreement of Information Technology dated April 12, 1999, member agencies of the Criminal Justice Coordinating Council (CJCC) hereby agree to collaborate, coordinate and facilitate on-going research and statistical analyses of the District of Columbia criminal justice system by sharing data and subject matter expertise from their respective agencies. Competent and effective management of the administration of justice for the citizenry of the District of Columbia is a shared responsibility of the following member agencies who agree to participate in all aspects of this Memorandum of Understanding (MOU): Mayor's Office, Office of the Deputy Mayor for Public Safety and Justice (OPJS), D.C. Superior Court (DCSC), Office of the Corporation Counsel (OCC), D.C. Metropolitan Police Department (MPD), D.C. Public Defender Service (PDS), D.C. Department of Corrections (DOC), U.S. Attorney's Office (USAO), Court Services and Offender Supervision Agency (CSOSA), and D.C. Pretrial Services Agency (PSA).

Inter-agency data sharing is paramount to creating a comprehensive overview of the processes and activities of the DC criminal justice system to identify its strengths and weaknesses. On-going joint analyses and the accompanying need for data and agency expertise is essential for the CJCC to maintain continuity in instituting best practices within and across all boundaries of the criminal justice community. The core purpose of this MOU, effective January 17, 2002, is to establish a collaborative effort and consensus by member agencies to share data and subject matter expertise for the advancement of knowledge and problem-solving for the DC criminal justice system.

**Responsibilities of CJCC Member Agencies**

Member agencies agree to do the following:

1. Establish an agency point of contact (POC) responsible for data and subject matter requests made by the CJCC or its representative(s).
2. Provide the CJCC with an updated inventory of available data with associated code books, data definitions, and data variable values and confidentiality requirements by an agreed upon date by member agencies.
3. Assure the reliability, accuracy, and completeness of shared data provided in electronic format, e.g., Excel spreadsheet, CD, zip file.
4. Expediently respond to requests made by the CJCC or its representative(s) for data and subject matter expertise no later than 30 business days from the date of request.
5. Participate in joint sessions with other CJCC members to define research and statistical requirements.

6. Participate in joint sessions with other CJCC members to determine requirements for common formats for data coding and common data categories.
7. Develop and implement a data security plan that specifies the storage and handling of confidential criminal justice data by an agreed upon date by member agencies.
8. Obtain approval from the CJCC Executive Director before releasing/sharing findings with non-CJCC persons or entities.

#### **RESPONSIBILITIES OF RESEARCHERS, STATISTICIANS, AND PROGRAM ANALYSTS**

Researchers, statisticians, and program analysts serving the CJCC agree to do the following:


1. Ensure and maintain the confidentiality of all sensitive data.
2. Not share data beyond the CJCC or any of its member agencies without approval from the member agency(ies) who contributed the requested data.
3. Ensure that the end product of research/statistical information is not personally identifiable or traceable to an individual.
4. Provide draft reports/presentations to member agency(ies) who contributed data for a particular data project prior to its dissemination.
5. Not distribute/present finalized research or statistical projects without approval from the CJCC and member agency(ies) who contributed data for a particular data project prior to its dissemination .

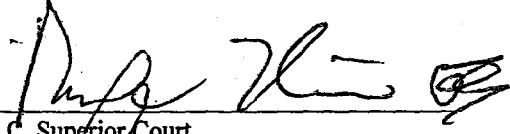
#### **MOU Modifications and Termination**

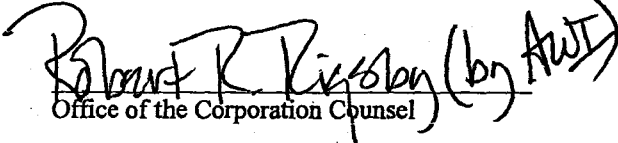
Member agencies agree to the following:


1. Proposals for modifications to this MOU must be in writing and presented to the CJCC for consideration by all member agencies.
2. Agreed to modifications require a specified implementation date.
3. All member agencies must sign off on modifications.
4. The MOU will be automatically renewed at the start of each new fiscal year unless otherwise agreed upon by all member agencies to terminate or amend the MOU.
5. Any member agency desiring to withdraw from this MOU must notify the CJCC in writing with justification.
6. This MOU does not override or prohibit any agreement or detailed MOU, which is otherwise required to release specific data.

Signatories

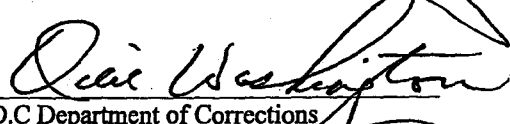
  
Office of the Deputy Mayor for Public Safety  
and Justice

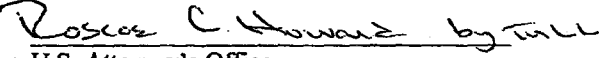
  
D.C. Superior Court

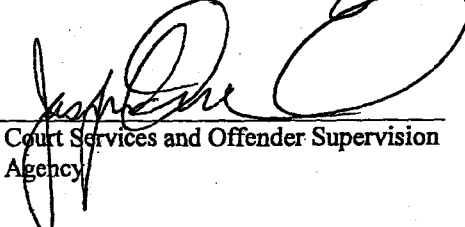
  
Office of the Corporation Counsel

  
D.C. Metropolitan Police Department

  
D.C. Public Defender Service

  
D.C. Department of Corrections

  
U.S. Attorney's Office

  
Court Services and Offender Supervision  
Agency

  
D.C. Pretrial Services Agency