Douglas County Criminal Justice Coordinating Council
Data and Technology Committee Charter

Date Charter Reviewed and Approved: _____

Background:

In 2024, the Douglas County Criminal Justice Coordinating Council (CJCC) completed a process to develop a three-year strategic plan, which was adopted by the CJCC on February 11, 2025. This plan outlines four priority areas for the CJCC's work in the years 2025-2027. Following the February 2025 meeting, the Executive Committee charged the commencement of the priority area to enhance existing system data metrics to identify trends, guide strategic discussion and inform decision making. This priority area establishes objectives that will result in the collection of systemwide data measures, the development of an accompanying data dictionary to enhance the understanding of the measures and data elements, and the development of regular reporting of these measures to CJCC members, stakeholders, and the community. In accordance with the CJCC bylaws, a committee has been formed by the Executive Committee to lead the work on this strategic priority.

Purpose:

The Data and Technology Committee of the Douglas County Criminal Justice Coordinating Council will a) serve as subject matter experts representing their agency and discipline in the development of relevant system measures, b) contribute to the development of necessary data use/sharing agreements, data dictionaries, and report templates, and c) assist the CJCC Coordinator and Executive Committee with completing the objectives of this priority area in a timely manner and in accordance with the CJCC's strategic plan.

Throughout the planning process, committee members must, at minimum, consider:

- The 2025-2027 adopted CJCC Strategic Plan, corresponding Briefing Presentation and Data Metric Template
- CJCC Bylaws, including mission and vision statements, responsibilities, and guiding principles
- Best practice or industry standard measures, when applicable
- Engaging and growing buy-in of stakeholders to participate in the data collection, analysis, and reporting processes

Membership:

Members of the Committee will be identified by their agency executive based on their knowledge, expertise, and access to the necessary data systems to achieve the objectives of the committee. Members will represent CJCC members agencies and broader system stakeholders who may not be members of the CJCC, but whose work and agencies are reflected in the criminal justice system data sources.

Responsibilities:

The Committee is formed under the definitions in the bylaws of the CJCC and is tasked with leading the implementation of Priority Area 1 of the 2025-2027 CJCC Strategic Plan, which is found in Appendix A.

Committee Members agree to:

- Maintain focus on the objectives, tasks, timelines, and deliverables outlined in the strategic plan.
- Adhere to the purpose outlined above and strive to reach decisions through consensus.
- Work collegially with one another and participate in respectful debate and dialogue.
- Select a chairperson to help manage the meetings and serve as Committee spokesperson.
- Provide expertise and input from their specific agency and discipline.
- Provide feedback, commentary, and ideas promptly, in accordance with deadlines established by Committee members.
- Attend all meetings and prepare adequately.
- Actively support communication and other efforts to encourage participation of, relay, and gather information to/from agency leaders, staff, peers, and colleagues in a timely manner.
- Present updates to and gather feedback from the CJCC and Executive Committee throughout the process.

The Committee will be supported by the Douglas County Criminal Justice Coordinator. Staff will:

- Produce completed deliverables outlined in Attachment A and other documents as directed by the Committee to support the committee with meeting their goals
- Schedule committee meetings
- Arrange logistics for meetings (Zoom links, room reservations, etc.)
- Take and disseminate meeting notes
- Prepare and disseminate meeting materials
- Coordinate tasks and assignments as directed by the Committee
- Assist with meeting facilitation
- Provide committee members with technical expertise, examples, best practices, guidance, and other information as needed to help the committee meet their goals and deliverables

CJCC Members agree to:

- Provide timely and honest feedback to Committee members.
- Ask questions and share feedback with Committee members during the process.
- Provide Coordinator and Committee members with relevant data and information to the extent feasible.
- Provide timely review and feedback to help finalize deliverables from the Committee.

Meetings:

Meeting frequency and proposed schedule will be discussed and determined by the Committee.

Authorization:

This charter was presented to CJCC membership for review, feedback, and approval in the April 8, 2025 meeting. Per that approval, this Committee is chartered and responsible for the tasks above.

Attachment A: Priority Area 1 Enhance Existing System Data Metrics, 2025-2027 Strategic Plan

Priority Area #1	Enhance Existing System Data Metrics: Collect, analyze, and share data to identify trends, guide strategic discussion, and inform decision making					
Goal	By January 2026, the CJCC will have established a quarterly cycle for reporting system data metrics, including the data use and data sharing agreements necessary to facilitate such reporting. By April 2027, the CJCC will have produced two annual reports.					

Objectives (Measurable Steps Taken to Achieve Goal)	Tactic(s) (Actionable Tasks within Strategies)	Target Start Date	Target Completion Date	Leader(s) (Person or agency responsible)	Resources/ Agencies Needed	Outputs/Deliverables (Things Produced)
1. Create and convene Data & Technology Committee *(Set expectations)*	1) Invite and assemble initial committee members	2/11/2025	4/8/2025	CJCC Director and Executive Committee	N/A	• Initial committee membership • Committee charter • Committee meeting schedule
	2) Design and approve committee charter	2/11/2025	4/8/2025			
	3) Establish meeting schedule and hold kickoff meeting	4/8/2025	Ongoing			
2. Establish initial CJCC systemwide data metrics *(Start measuring)*	1) Use data template from the strategic planning process to establish regular reporting cycles of existing data tables	4/8/2025	6/10/2025	CJCC Director and Data & Technology Committee	Data Subject Matter Experts (SMEs)	• Index of existing data tables and reporting cycles • Data dictionary • Data sharing agreements • First and ongoing data collection of initial CJCC Systemwide measures
	2) Develop a data dictionary to include each system data metric, its data source, what it means, what trend lines indicate, and how to calculate it	4/8/2025	7/1/2025			
	3) Identify and complete any necessary data sharing or data use agreements	4/8/2025	6/10/2025			
	4) Begin collecting measures on the identified reporting cycle	7/1/2025	Ongoing			
3. Expand CJCC systemwide data metrics *(Decide what else to measure)*	1) Review the tables not initially completed in the data template and prioritize the remaining measures into primary, secondary, and tertiary needs	7/1/2025	8/31/2025	CJCC Director and Data & Technology Committee	Data SMEs	• Index of prioritized measures • Updated index of data tables and reporting cycles • Updated data dictionary • Updated data sharing agreements • First and ongoing data collection of expanded CJCC Systemwide measures
	2) Starting with the primary measures, work with relevant staff and stakeholders to add these at regular reporting intervals	9/1/2025	12/31/2025			
	3) Update data dictionary to include the additional measures and update data agreements as necessary	1/1/2026	3/1/2026			

	4) Begin collecting expanded measures on the identified reporting cycle	1/1/2026	Ongoing			
	5) Repeat steps 2-4 for secondary and tertiary measures	3/1/2026	Ongoing			
4. Establish reporting templates *(Make data metrics understandable)*	1) Develop draft reporting template and identify initial report recipients	1/1/2026	3/31/2026	CJCC Director and Data & Technology Committee	Data SMEs, software/ platform, and stakeholders to provide feedback	• Draft reporting template • Initial index of report recipients • First and ongoing report distribution • Final quarterly reporting template for public distribution
	2) Distribute initial draft reporting template to recipients	1/1/2026	3/31/2026			
	3) Gather feedback re: ease of understanding and accessibility	1/1/2026	3/31/2026			
	4) Make initial updates to the reporting template/platform based upon feedback and initiate regular reporting	1/1/2026	3/31/2026			
	5) Continue to gather feedback and make subsequent updates based upon expanded metrics	3/1/2026	Ongoing			
	6) Finalize reporting template and publication platform	3/1/2026	3/31/2026			
5. Produce standard reports for the public *(Make data metrics accessible)*	1) Publish first CJCC quarterly report	1/1/2026	1/31/2026	CJCC Director and Executive Committee	Coordinate with Communication Workgroup	• First and ongoing quarterly public reports • Final and ongoing annual reports
	2) Continue quarterly reporting	4/1/2026	Ongoing			
	3) Publish first CJCC annual report	3/1/2026	4/15/2026			
	4) Continuing annual reports pursuant to the bylaws	4/15/2026	Ongoing			