



## Waukesha County Criminal Justice Collaborating Council Amended By-Laws

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### Preamble

Waukesha County began participating in the National Institute of Corrections' (NIC) Evidence-Based Decision Making (EBDM) Initiative in 2015. Waukesha County was chosen as 1 of 7 WI counties (the others include Chippewa, Eau Claire, La Crosse, Marathon, Outagamie, and Rock) to receive technical assistance from NIC in using research to inform and guide decisions across our local justice system.

Through EBDM, a Policy Team and 5 workgroups were formed to focus on specific justice system change targets identified by the Policy Team, to include:

- 1) Pretrial Workgroup
- 2) Case Processing Workgroup
- 3) Alternative Interventions Workgroup
- 4) Mental Health Workgroup
- 5) Victims' Rights Workgroup

Since the Initiative began, these workgroups, as well as the Policy Team, have been meeting regularly with an NIC consultant following the specific steps laid out in the EBDM [Framework](#), which suggests that "public safety outcomes will be improved when justice system stakeholders engage in truly collaborative partnerships, use research to guide their work, and work together to achieve safer communities, more efficient use of tax dollars, and fewer victims." As the EBDM Initiative draws to a close, the by-laws of the CJCC are being amended to incorporate Waukesha County's adoption of these evidence-based principles into the organizational structure of the CJCC.

The EBDM workgroups will replace the previous standing committees of the Council, which included:

### **Programs & Interventions Committee**

- Explore ways of deterring initial entrance into the criminal justice system.
- Identify ways to reduce criminal recidivism and victimization by researching efficient and cost-effective alternative programs and processes for defendants and offenders in Waukesha County.

### **Public Relations & Education Committee**

- Educate the public about initiatives, programs and services supported by the Council.
- Identify community concerns that are related to the responsibilities of the Council.
- Prepare a detailed, proactive public relations plan that will promote Council activities and initiatives.

### **Juvenile Justice Committee\***

- Identify the issues and initiatives relating to juvenile justice.
- Examine current successful processes that might be relevant for the adult system and vice versa.

*\*This Committee will become the Juvenile Justice Advisory Board under Wis. §48.11, with a representative member on the Council.*

**Article I: Name**

The name of this council shall be the Waukesha County Criminal Justice Collaborating Council. It will be referred to as the Council throughout these by-laws.

**Article II: Creation**

The Council is created by ordinance (2002) as adopted by the Waukesha County Board of Supervisors and signed by the Waukesha County Executive.

**Article III: Mission**

The mission of the Council is to enhance public safety in Waukesha County through community collaboration by ensuring offender accountability, providing rehabilitation programs and supporting the rights and needs of victims.

**Article IV: Structure****Section A: Membership**

There are nineteen voting members of the Council who are members due to the position they hold. These nineteen members serve on the Council as long as they occupy the position.

- 1) Chief or Presiding Judge for Waukesha County
- 2) County Executive
- 3) County Board Chair
- 4) Sheriff
- 5) District Attorney
- 6) Clerk of Circuit Court
- 7) District Court Administrator
- 8) City of Waukesha Mayor
- 9) State Public Defender Regional Attorney Manager
- 10) Waukesha County Police Chief's Association Representative
- 11) Department of Health & Human Services Director
- 12) Department of Corrections Regional Chief
- 13) Department of Corrections, Division of Community Corrections Waukesha Field Supervisor
- 14) Juvenile Justice Advisory Board Member
- 15) Municipal Judge
- 16) University of Wisconsin Cooperative Extension Director
- 17) DA's Office Director of Victims Services
- 18) Wisconsin Community Services Administrator
- 19) Waukesha County Citizen Member

Additional members may be appointed as the Council deems appropriate. Council members may designate one chief staff person to represent them and vote at Council meetings. Any member wishing to appoint a designee is to identify the designee in written correspondence addressed to the chair of the Council. No more than three consecutive meetings shall be allowed for a member's designee to attend Council meetings. Designees can only be changed by notifying the chair in writing. The citizen representative will be selected based upon nominations submitted to the Executive Committee. This

representative will serve a term of no less than one year.

Any member of the Council may recommend removal of any agency member whom they believe is no longer appropriate for membership. Lack of attendance by a member may be cause for removal from the Council. Resignation of Council members shall be submitted to the chairperson in writing and brought to a vote of the Council.

### Section B: Legal Influence of the Council

The Council is not a body that "orders" members to do anything beyond what any one member has the legal power to do as a part of their legal position. The Council can make system-wide policy through consensus.

### Section C: Standing Committees

#### **1. Executive Committee**

Only members of the Council may serve on the Executive Committee. The Council shall determine the membership of the Executive Committee, which is as follows:

- Chief/Presiding Judge for Waukesha County, Chair
- County Executive
- County Board Chair
- District Attorney
- Sheriff
- State Public Defender Regional Attorney Manager
- Department of Health & Human Services Director

Any member of the Council may attend and participate in the Executive Committee meetings. The Executive Committee shall be responsible for the following:

- Develop Council meeting agendas and ensure matters are ready for Council meetings.
- Ensure assignments are completed and prepared for Council meetings.
- Propose to the Council the formation of standing committees, subcommittees and ad hoc committees, as well as assign those committees special projects as needed.
- Recommend to the Council individuals to serve as chairs and members of below-listed committees.
- Coordinate and approve the membership and structure of the standing committees, subcommittees and ad hoc committees, as nominated by any member of the Council or a current committee.

#### **2. Pretrial Committee**

The Pretrial Committee shall be responsible for evaluating whether current pretrial decision-making concerning bail and pretrial supervision follows evidence-based practices, and if not, modifying current programs and practices to be in-line with best pretrial practices, consistent with available resources. Membership is subject to Executive Committee approval. The Chair of the Committee will be required to report out to the Council annually.

**3. Case Processing Committee**

The Case Processing Committee shall be responsible for improving the efficiency of moving select cases through court from initial appearance to sentencing. The group will use available data to identify points in the process where there is unnecessary delay, and then develop means by which to reduce or eliminate those delays. A primary focus of the group will be to reduce the number of select cases set for trial, thereby allowing for all cases to have more meaningful and efficient scheduling opportunities. Membership is subject to Executive Committee approval. The Chair of the Committee will be required to report out to the Council annually.

**4. Alternative Interventions Committee**

The Alternative Interventions Committee shall be responsible for identifying, exploring, and promoting opportunities to divert or defer prosecution of participants involved in the adult justice system to sustainable programs that reduce expense, facilitate effective treatment and rehabilitation, and reduce recidivism for the protection of our community. Membership is subject to Executive Committee approval. The Chair of the Committee will be required to report out to the Council annually.

**5. Mental Health Committee**

The Mental Health Committee shall be responsible for assisting people with mental illness in leading more productive and autonomous lifestyles and promoting mental health through service, advocacy, support, and education in a meaningful, practical, and fiscally responsible way. The group's primary focus is to explore alternatives to the use of the criminal justice system as a response to a mental health crisis. Membership is subject to Executive Committee approval. The Chair of the Committee will be required to report out to the Council annually.

**6. Victims' Rights Committee**

The Victims' Rights Committee shall be responsible for increasing the opportunity for victims' meaningful participation in the criminal justice system. A primary focus of the group will be to increase the collection of restitution for victims of crime in Waukesha County. Membership is subject to Executive Committee approval. The Chair of the Committee will be required to report out to the Council annually.

**Section D: Subcommittees and Ad Hoc Committees**

The Council may authorize the formation of subcommittees and/or ad hoc committees, to address any emerging issues or trends. Standing committees, subcommittees and ad hoc committees shall report their information and recommendations to the Council.

**Section E: Meetings**

- Meetings of the Council shall be set by the Council, the chairperson, and/or upon petition by any four members of the Council. Notice of Council, executive committee, standing committee, subcommittee and ad hoc committee meeting times and location shall be provided to all members and duly posted in compliance with open meetings statutes.
- Minutes of the Council meetings shall be recorded and distributed to all members of the Council.
- A minimum quorum is a simple majority of seated voting membership.
- Recommendations of the Council shall be made by consensus. If consensus cannot be reached, recommendations may be made by a 2/3 vote of Council members.

## **Article V: Officers**

### **Section A: Officers**

The chairperson of the Council shall be the chief/presiding judge. A vice-chairperson will be selected annually by the Council upon the recommendation of the Executive Committee. The term of the chief/presiding judge and vice-chairperson shall run June 1 through May 30.

### **Section B: Duties of Officers**

The chairperson shall preside at all meetings. The vice-chairperson shall preside in the absence of the chairperson.

## **Article VI: Change in By-laws**

Proposed amendments to the by-laws are to be included on the agenda of an executive committee meeting. The proposal will be forwarded to the Council for approval. Any action in response to the proposed change in the by-laws taken by the Council shall become effective immediately.