

➔ Business Administration Unit

The Business Administration staff oversees a \$37 million operating budget, along with ECPO criminal forfeiture accounts. It also oversees the Office's 15 major grant-funded programs, totaling over \$2 million per year. The Unit provides crucial support services at ECPO's seven office sites, including facility management, supply distribution, inventory, purchasing, budgeting, payroll, personnel records, time keeping, and criminal case file storage and retrieval. Capital equipment such as copiers, fax machines, desk units and file storage cabinets are continually monitored to identify and prioritize replacement needs.

The Business Administration Unit's support functions also include:

- Cooperation with program and financial auditors
- Workers' compensation reporting
- Office renovations, office safety improvements
- Liaison to County government offices

2008 – 2009 Achievements:

In support of the Prosecutor's efforts to secure additional space for the Office as to relieve crowding and promote efficiency, ECPO's Administration Unit coordinated efforts with the County of Essex in moving various units to newly available space on the fourth floor of the Veterans Courthouse, and then in re-arranging other units remaining on the 3rd floor headquarters area. This resulted in a modernized, much-improved work environment for over ten of ECPO's legal, investigatory and administrative units. It also provided more and better meeting space, along with appropriate dual-usage space that can reasonably accommodate local media when events of high public interest occur.

The Business Administration Unit has worked closely with the Prosecutor and other high-level ECPO managers in responding to the fiscal challenges presented by the severe economic downturn and the reduced funding available from County tax collections. Although some staff reductions and furloughs were necessary in 2009, Business Administration identified areas for cost reduction and closely monitored actual expenditures, allowing the reduction of staffing to be minimized.

The Business Administration Unit also actively coordinated with the ECPO Information Technology Unit in planning for the eventual purchase and installation of an office-wide digital case and records management system. The obvious benefits of an office-wide solution would include the ability for each unit to digitally communicate with each other and efficiently exchange data as needed. This could be termed "horizontal" interface. Another benefit would be "vertical" integration, i.e. the integration of data systems dealing with investigation, litigation, records generation and storage, personnel scheduling and accountability, progress tracking, etc. There would obviously be many benefits to such an "enterprise solution", including increased employee efficiency, better case management, less reliance on paper and bulky files storage, better data security,

SUPPORT UNITS

easier system support and adjustment to ECPO computer system changes, and lower overall data system maintenance costs.

In keeping with the above goal, Business Administration staff also provided support to the planning and installation of the Integrated Law Enforcement Initiative, an effort linking the Prosecutor's Office with the Sheriff's Office, the Corrections Department and the Newark Police Department so as to digitally exchange arrest and police incident reports on a real-time basis. This Initiative will be a keystone in the planned office-wide case and record management system.

➔ Community Justice Unit

The Community Justice Unit is a key component in the Essex County Prosecutor's Office's commitment to maintaining strong and productive ties to the Essex County community. Through this Unit, the Office interacts with schools, law enforcement and governmental agencies, Essex County residents, block associations and other community-based organizations and faith-based organizations. This Unit raises awareness about key public safety issues, facilitates positive changes in the perception of law enforcement, and addresses public safety concerns of residents and stakeholders in Essex County.

2008 – 2009 Achievements:

ECPO Newsletter - In 2007, the Newsletter was renamed "The Essex Observer." A total of three (3) issues have been published. They were winter editions for the years 2007, 2008 and 2009. These are available on the ECPO web site (www.njecpo.org).

ECPO Speakers Bureau - During the 2008 and 2009 calendar year, the Community Justice Unit coordinated more than 350 presentations through its Speakers Bureau to various communities, civic, educational and faith-based organizations in Essex County.

ECPO Service Awards – In 2009 the Community Justice Unit coordinated the first office service awards breakfast that recognizes the outstanding achievements of ECPO personnel in the community.

Project I C.A.N. (I Can Achieve Now) – In 2006 this program was created and designed by ECPO as a new approach to crime prevention. Our collaboration began with the Newark Public Schools and has expanded to include collaborations with the Irvington Board of Education and the East Orange Board of Education. Middle school students are encouraged to begin thinking about careers they may want to pursue as adults. The students have field trips to various agencies once every six weeks during the school year. The three most popular field trips are the following:

- a) A day at the Essex County Prosecutors Office
- b) A day at University of Medicine and Dentistry of NJ (U.M.D.N.J.)
- c) A visit with members from the NJ Symphony Orchestra

F.I.T. (Fellas in Training) - Through our collaborations with the Irvington Board of Education and The Bridge, Inc. male students in grades 4 and 5 are mentored to learn the game of chess. The students are then encouraged to apply those rules to their everyday lives.

2008-2009 Summer Youth Internship Program - The Community Justice Unit annually hosts a six-week program from June through August, where rising high school seniors from public schools in Bloomfield, Belleville, East Orange, Irvington, Montclair, Newark, Orange, South Orange, Maplewood and West Orange are exposed to the positive roles of law enforcement and the Essex County criminal courts. The

SUPPORT UNITS

comprehensive curriculum includes learning about the role and function of the Essex County Prosecutor's Office; participating in New Jersey State Trooper Youth Week, which is a one week residential program; observing a jury trial and participating in a mock trial. Interns have the opportunity to work with local law enforcement agencies and tour the law enforcement agencies of the U.S. Secret Service, the Federal Bureau of Investigations, the Drug Enforcement Agency and the Federal Air Marshall. Interns



visit various detention centers such as the Essex County Youth Detention Center and Northern State Prison.

Two new components have been added to this program:

- a) Students are taken to the local food bank where they help package food to be given out at shelters.
- b) Students receive classes in manners. They learn the proper table settings, how to interview for college and jobs and they learn the proper dress for interviews.

Throughout the program the students interface with attorneys, judges, corporate and community-based partners on the ECPO Community Justice Advisory Board.

Essex/Union Fugitive Safe Surrender Program (November 4 - 7, 2009) - The Unit worked in partnership with various law enforcement agencies, including but not limited to the U.S. Marshal's Office, the Essex County and Union County Sheriffs' Offices, the Union County Prosecutor's Office, the Police Institute at Rutgers School of Criminal Justice, Newark, and various faith based organizations such as Bethany Baptist Church, Newark and the Salvation Army, to coordinate and implement the second largest and

most successful program in the nation for nonviolent offenders to surrender to law enforcement. More than 4,100 persons surrendered and had their warrants judiciously handled. This Unit was responsible for the organization of more than 200 volunteers who assisted law enforcement personnel in this program.

World Against Violence (W.A.V.) IX through XII Youth Conferences - The Community Justice Unit hosted these conferences at Rutgers University, Newark and NJ Institute of Technology (NJIT) Newark. Approximately 500 Essex County students attended each conference. The students are comprised of private and public school students beginning in grades 6 through 12. The conferences informed students how to stay safe in various environments such as when using the internet, gang and gun awareness, dating and domestic violence, and driver safety.

The Photography/Video Department - In 2008 the department was formed to document the office's outreach programs and various other media events sponsored by ECPO.

SUPPORT UNITS

➔ Information Technology Unit

The Information Technology Unit (ITU) is responsible for all the information technology needs within the Essex County Prosecutor's Office. The ITU is organized into four sections: Network Administration/Helpdesk, Office Automation/Training, Software Engineering and Media Services/Litigation Support.

The ITU is responsible for the maintenance of data processing capacity at six satellite offices, as well as the headquarters site. This includes servicing the computer needs of the 450 plus member staff, as well as servicing and maintaining the network hardware and software. In addition, computer support is provided to the County on a regular basis.

2008 – 2009 Achievements:

Network Administration/Helpdesk – The ECPO underwent a technology upgrade during the past two years. The Dell Server, Storage Area Network (SAN) Infrastructure, Cisco Communications Infrastructure and various other components that constitute the ECPO Network were updated.



Office Automation/Training – The ITU continues to make advances in the area of training and support for individual computer users through the “ECPO University,” a training program designed to meet the needs of the ECPO staff. Various courses are offered to enhance the computer user's knowledge, as well as mandatory courses such as Introduction to ECPO Technology and Introduction to Promis/Gavel, which are included in the New Hire Course. Currently, a new course entitled “Tracking

with Access” is being designed to educate the ECPO staff in the benefits of utilizing databases to reflect statistical data, generate customized reports, etc. This course will be offered in 2010.

Software Engineering – Due to the ongoing need for compiled statistics and technical data, creation of new office-wide databases and maintenance for existing databases allow Detectives and Assistant Prosecutors to track their cases, log in evidence and print various detailed reports. Additionally, the EPIC (Essex Prosecutor's Information Conference) database was recently designed and programmed to allow all Essex County law enforcement agencies to report and log in their violent crimes into a centralized data bank for crime pattern analysis and information sharing.

Media Services/Litigation Support – Media services are provided to all units of the ECPO by assisting the attorneys and Detectives in the preparation, organization and presentation of information in all stages of litigation. This information is conveyed through the creation of large-scale graphic displays via maps, charts, graphs, timelines and automated presentations utilizing various video and computer equipment. Additionally, mass production of media discovery materials, among other services, is generated from the ITU.

SUPPORT UNITS

➔ Media Relations Office

The Office of Media Relations in the Essex County Prosecutor's Office manages external communications for the largest and busiest Prosecutor's Office in the State of New Jersey. The Essex County Prosecutor's Office handles one-quarter of all criminal prosecutions in the State and is situated in the number one media market in the country.



The responsibilities of this Office include:

- Serve as lead spokesperson for the Prosecutor and office.
- Provide daily contact with media representatives (both print and broadcast) regarding trials, arrests, indictments, convictions, sentencing and homicides.
- Remain on-call 24/7 for developing news stories.
- Develop strategic communications plans with the Prosecutor and senior executives.
- Manage press conferences on important issues determined by the Prosecutor.
- Assist local police departments with media relations issues.
- Develop marketing strategies to promote grant-funded public awareness campaigns.
- Provide current information to public officials and government agencies on relevant investigatory and prosecutorial activities.

2008 - 2009 Achievements:

In 2008 and 2009, Media Relations continued its efforts in providing accurate, appropriate, and timely information to the public regarding matters of interest. A variety of high-profile cases and criminal incidents generated a high demand for information from the Office of Media Relations, including: the indictment of all six suspects in the Newark schoolyard triple homicide, the arrest and indictment of the Montclair YMCA homicide suspect, the sentencing of an Orange man convicted of murdering an Orange Police Detective, the Fugitive Safe Surrender Program, the multiple gang take downs of the VIPER Unit, the arrests made in the Essex County multiple crime spree and the homicide of a Verona gas station attendant, the Essex County Gun Amnesty Buy Back Program, the arrests and indictments of a Belleville father and son accused of murdering their nephew/cousin, and the arrests and convictions of numerous defendants involved in vehicle arsons.

➔ Sexual Assault Examiner/Response Team Program

On May 4, 2001, N.J. Assembly Bill 2083 was signed into law, providing for the establishment of a statewide Sexual Assault Nurse Examiner (SANE) program. The law required that each County Prosecutor appoint or designate a certified Sexual Assault Nurse Examiner to serve as program coordinator for that County. The law also established a Sexual Assault Response Team (SART) program, which provides a team approach to assisting sex assault victims. These programs continue to expand in Essex County.

Essex County joined the statewide Sexual Assault Nurse Examiner and Sexual Assault Response Team program in November 2005. The Essex County SANE/SART program is a victim-oriented program designed to render care to



survivors of sexual assault aged 13 and above throughout the county. The services consist of a medical forensic exam in which evidence of the crime is collected by a certified forensic nurse. The victims are also offered the services of a rape care advocate and law enforcement personnel.

The SANE/SART Coordinator is a registered nurse, and has attained the advanced certification of Forensic Nurse – Certified Sexual Assault. She continually works in collaboration with the county hospitals, countywide law enforcement, and rape care advocacy to provide the best possible patient care and forensic evidence collection for victims of sexual assault.

2008 – 2009 Achievements:

The SANE/SART program operates out of a number of hospitals located in the county to provide sexual assault medical forensic examinations for victims of sexual abuse. St. Michael's Medical Center has also affiliated with the program to provide HIV/AIDS testing and counseling without cost to victims upon request. In 2008, University Hospital of the University of Medicine & Dentistry of New Jersey joined the program, thereby permitting the program to expand to the largest hospital complex in the county.

The success of the program is evidenced by the frequency with which the program was used. In the year 2009, the SART was activated on 208 occasions to respond to the needs of sexual assault victims in Essex County.

SUPPORT UNITS

In 2009 the SANE/SART program took another step forward by joining with the Rutgers University College of Nursing to train the program's 14 nurses to conduct examinations on children under the age of 13. This will allow the program to branch out into the area of pediatric examinations.

The solving of a major sex crimes case in 2009 was directly attributable to the work of SANE nurses. An unknown suspect attempted to kidnap an 11 year old child, kidnapped a 14 year old child who was able to escape, and kidnapped and sexually abused an 18 year old female on a single day. Forensic samples taken from the sexually abused victim by SANE nurses were sent to the New Jersey State Police Laboratory for DNA testing. A DNA profile was developed from the samples, and the previously unknown suspect was able to be identified through his DNA. He was arrested shortly thereafter.

➤ Victim-Witness Advocacy Office



The mission of the Essex County Prosecutor's Office Victim-Witness Advocacy Unit is to treat victims of crime and their families with dignity, compassion and respect. The Unit helps to find resources for them that meet basic needs such as food, clothing, shelter, healthcare, employment, transportation, and childcare for school-aged children. The Unit also assists victims and witnesses in dealing with the psychological trauma of crime, and helps them to obtain professional assistance as needed. It helps victims and witnesses to understand their rights and responsibilities in the criminal justice system, providing continual communication and coordination regarding case progress and participation in legal proceedings. In 2008 and 2009, the Victim-Witness Advocacy Office assisted over 27,797 victims and witnesses and initiated approximately 260,000 items of correspondence on their behalf.

2008 – 2009 Achievements:

The unit launched a new outreach effort to assist survivors of homicide victims in January, 2008 entitled "Never Alone". The program is a support group designed to help, encourage, and empower victim/survivors to navigate the criminal justice system in the aftermath of sudden, violent unanticipated death in an environment of emotional safety and support. The group meets once a month and has assisted approximately 150 families during the two year period.

SUPPORT UNITS

Victim services were continued during this period in support of the Municipal Court Domestic Violence Advocate Program. The goal of this program is to assess the domestic violence victim's financial, emotional, physical, and psychological needs, to make appropriate social service and mental health referrals, to explain the critical stages of the criminal justice system, to provide court accompaniment, and to develop safety plans and other plans of action. Since its foundation in 2004, the advocates assigned to the program have contacted and assisted over 3,550 victims and their families. Additionally, office staff developed a 40-hour training curriculum for domestic violence shelter volunteers in October, 2009. The domestic violence training program, which took place over a ten week period, ended in December, and graduated 35 volunteers. The volunteers will work at Abigail House, a transitional housing program for 11 families located in Morris County.

The Unit also expanded its formal relocation program in 2008 and 2009, through which 848 program clients and their families were assisted. This program offers and provides security and protection to victims and witnesses who have been threatened, intimidated or harassed because they have provided information to law enforcement regarding organized crime, gang-related, and domestic violence cases. Trained advocates provide survivors of crime with referrals to social service agencies that offer emergency shelter placement, transitional and permanent housing, food, and clothing. The advocates also work closely with local housing authorities, welfare agencies, social security offices and school districts, to ensure that the victim/witness is fully and successfully integrated into the new living environment.

Further, the Victim Witness Unit conducted 40 community outreach forums throughout 2008 and 2009. Approximately 1,200 community residents, including approximately 150 high school students and 60 students who attend area colleges received information on the services provided through the Office of Victim-Witness Advocacy. The Unit also provided 15 instructional seminars during 2008 and 2009. Approximately 500 law enforcement and allied professionals received instruction on victim rights and services, victim notification, and domestic violence. In total, approximately 200 hours of training were provided throughout the two-year period.

The Unit continued its annual Christmas toy drive that benefits needy families living in the Greater Newark area. Over 550 toys, games, gift certificates, and bicycles were donated each year by ECPO staff and their families. The toys were distributed to families through the Salvation Army of Greater Essex County, St. Michael's Medical Center's Nadine Brunnini Comprehensive Hemophilia Care Center, Renaissance Community Development Corporation Center, Echoes-The Grief Center, House of Mercy Mission, W.I.S.O.M.M.M. Early Childhood Development Center, and New Community Corporation-Gateway to Work Program.

Every April, Prosecutor Dow, along with office staff, hosts a reception and awards ceremony in recognition of National Crime Victims Rights Week. The ceremony is held to recognize the efforts of victim service providers, law enforcement agencies and professionals, and other Essex County Prosecutor's Office staff who were exemplary in

their service in support of Essex County crime victims. Victims who volunteered their time and focused their energies to help, support, and empower crime victims are also recognized.

Providing outreach services and assistance to community youth is a priority area for office staff. With this in mind, office staff organized and delivered several outreach events for young people during 2008 and 2009, two of which were directed towards two diverse but no less needy youth populations. As part of the 2009 National Day of Service held in celebration of Dr. Martin Luther King, Jr. Day and declared by then President-elect Barack Obama, the office organized a book drive that benefited young men and women who were housed in the Essex County Youth House, many of whom were found to have a victim history at the time of their incarceration. The staff collected over 300 fiction and non-fiction books, text books, and test prep books (GED, SAT preparation) for these young people. Additionally, in September, 2009, office staff collected and donated over 50 back packs filled with back-to-school items for underprivileged and disenfranchised school-aged children living in the county.



PAULA T. DOW

" The Community Prosecutor "