

➔ Business Administration Unit

The Business Administration staff oversees a \$37 million operating budget along with Essex County Prosecutor's Office's criminal forfeiture accounts. Additionally, it oversees the Office's 13 major grant-funded programs totaling more than \$1.8 million per year. The Unit provides crucial support services at ECPO's seven office sites including facility management, supply distribution, inventory, purchasing, budgeting, personnel records, time keeping, payroll, and criminal case file storage and retrieval.

Capital equipment—including copiers, telephones, fax machines, desk units and file storage cabinets—is continually monitored to identify and prioritize replacement needs. The Unit assists the Prosecutor and executive management team with long-term planning and strategic decision support including staffing plans, compensation policies, and capital spending/infrastructure decisions.

The Business Administration Unit's support functions also include:

- Cooperation with program and financial auditors
- Workers' Compensation reporting
- Office renovation and safety improvements
- Purchase request processing and shipping receipt
- Supply storage, inventory, and distribution
- Liaison to County, State, and Federal government offices

2011 - 2012 Achievements

In support of the Prosecutor's efforts to secure additional space for the Office to relieve crowding and to promote efficiency, ECPO's Administration Unit coordinated efforts with the County of Essex in moving various units and improving facilities within existing units.

In 2011, the Arson unit was moved from the East Orange satellite office to space within the ECPO headquarters in the Veterans Courthouse. The Juvenile office in downtown Newark was upgraded with new furniture. Also, the Cyber Crimes Unit was moved to a facility in East Orange that has been specifically prepared to meet its specific needs.

To free up space for other critically needed storage and processing functions, the Unit helped coordinate a purge of paper files that were no longer needed and coordinated file-shredding to ensure protection of sensitive material.

The Business Administration Unit has worked closely with the Prosecutor and other high-level ECPO managers in responding to the continuing fiscal challenges presented by reduced County revenues. Through careful planning and monitoring of expenditures, staff reductions and furloughs were unnecessary in 2011.

In 2012, the Unit continued its efforts to provide efficient and comfortable space and support facilities for ECPO's wide range of operations. A key project was to support the

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rental acquisition of appropriate and secure space for the Professional Standards Unit, given its critical role in monitoring and maintaining the professional conduct of local police along with ECPO's law enforcement activities in Essex County. Once an appropriate site was secured, Administration staff coordinated the move-in and assured the availability of all necessary infrastructure.

Unit staff helped to facilitate two 2-day training sessions held in July and September for Essex County mental health professionals, regarding mental health issues in law enforcement and criminal justice. These sessions were in-part funded by a grant from the N.J. Division of Criminal Justice, and were attended by a total of over 60 professionals involved in the field of administering and providing mental health services.

Business Administration personnel also played a key role in facilitating the start-up of a domestic violence response program that was funded by a federal grant to the County of Essex. This program will seek to coordinate appropriate law enforcement responses to domestic violence incidents, emphasizing arrest and enforcement as necessary. Key coalition members include the Family Justice Center of Essex County, the County of Essex, the Newark Police Department, and the Essex County Prosecutor's Office.

When Superstorm Sandy struck with unexpected force early in the last week of October, ECPO's headquarters offices as well as its satellite facilities experienced varying yet significant levels of damage. Business Administration staff were on the scene as soon as safety allowed, and coordinated the emergency repairs that allowed ECPO employees to fully resume normal operations by later the same week.

Over the 2011-2012 time frame, the Business Administration Unit also actively coordinated with the Information Technology Unit in planning for the eventual purchase and installation of an office-wide digital case and records management system, and in making improvements to existing administrative data systems. These activities foster increased employee efficiency, better case management, less reliance on paper and bulky file storage, better data security, easier system support, and lower overall data system maintenance costs.

In keeping with the above goal, the Business Administration Unit also provided continuing support to the planning and installation of the Integrated Law Enforcement Initiative (ILEI), an effort linking the Prosecutor's Office with the Sheriff's Office, the Corrections Department, and the Newark Police Department to digitally exchange arrest and police incident reports on a real-time basis.

➔ Community Justice Unit

The Community Justice Unit promotes awareness concerning the role and function of the Essex County Prosecutor's Office. By attending community meetings to address issues related to crime and crime prevention, the Unit serves as a liaison between law enforcement and residents.

Children & Adolescent Programs

The Unit is dedicated to creating and executing programs aimed at offering children and teens positive alternatives and interventional strategies aimed at preventing delinquency.

On March 25, 2011, the Community Justice Unit held its first all-female youth conference, titled, "Being Empowered and Inspired". The conference featured a panel discussion regarding perceived negative images of women in mass media and how they affect adolescent females. The conference included a career session, an interactive segment about consequences and workshops on nutrition and safety.

The Unit also sponsored three youth symposiums featuring workshops on making positive choices, the dangers of drugs and gangs and Internet safety. Some 1,300 middle and high school students from Essex County attended the full day conferences.

2011 Accomplishments

On May 13, 2011, the Community Justice Unit held a conference for middle school students on the issue of bullying. "No More Bullying" attracted some 500 students to the New Jersey Institute of Technology, where they learned to identify and prevent bullying. Students also learned about New Jersey's Anti-bullying law, enacted on January 5, 2011.

On December 15, 2011, the Unit offered a conference to encourage middle school students to make positive choices and avoid negative behavior. The conference featured motivational speaker, Caryl Lucas, a former reporter with the Star-Ledger.

During 2011, over 100 Essex County elementary school students were exposed to various careers through Project I Can Achieve Now! (Project I C.A.N!). Students met Acting Essex County Prosecutor Carolyn A. Murray, Essex County Sheriff Armando Fontoura, Assignment Judge Patricia Costello and members of the Essex County Freeholders. Students also participated in career days with representatives from the University of Medicine & Dentistry of New Jersey (UMDNJ).

The Community Justice Unit held a five week summer internship program to introduce rising Essex County high school students to careers in law, law enforcement and

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government. The internship included a one week residential component at the New Jersey State Trooper Academy.

Community Visibility

Representatives from the Community Justice Unit attended community forums to address issues related to crime prevention and re-entry programs for ex-offenders. In 2011, the Unit attended 42 community meetings and joined the Essex County Local Advisory Committee on Alcohol and Drug Abuse as its board member.

Speaker's Bureau

In 2011, the Unit provided over 40 presentations to members of the Essex County community. Thirteen presentations were offered on the topic of bullying. Presentations were also provided on Internet Safety, expungement and overviews of the Essex County Prosecutor's Office. Members of the Essex County Prosecutor's Office's investigative staff provided workshops on gang awareness.

2012 Accomplishments

On March 23, 2012, the Community Justice Unit held its first all-male youth conference, titled, "From Boys to Men!" The goal of this conference was to inspire young men to reach their goals and learn about resources that are available to them in their communities.

On December 4, 2012, the Community Justice Unit held its 17th World Against Violence youth conference, known as, "Overcoming Obstacles: Achieving Your Goals!" Over three hundred high school students from Essex County attended the full day summit, which focused on the consequences of negative behavior and motivated students to set positive goals.

On three occasions this year, students from middle schools in Newark, Irvington, East Orange and Bloomfield participated in Project I.C.A.N! Over 200 students participated in these career-oriented programs in 2012.

On January 11th and November 20th students participated in "A Day at the ECPO", which included visits to the Essex County Sheriff's Office, the Historic Courthouse and the Essex County Freeholder's meeting chambers. Students met various government officials including Acting Essex County Prosecutor Carolyn A. Murray, Essex County Sheriff Armando Fontoura, Assignment Judge Patricia Costello, the Clerk of the Essex County Freeholder's Office, Deborah Davis Ford, Director of Constituent Services for Essex County Joyce Goldman and Essex County Public Information officer Anthony Puglisi. Students toured the Essex County Veterans Courthouse Complex.

On April 19th, through a partnership with UMDNJ, students from Newark and East Orange participated in "A Day at U.M.D.N.J." titled "Critical Thinking". Students were

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exposed to career opportunities in the medical field and met various medical professionals including a surgeon, nurse practitioner and emergency medical staff.

The Community Justice Unit also hosted its 12th annual summer internship program. This five week program continued its mandate to introduce rising Essex County high school students to various careers in law, law enforcement and government. The internship included a one week residential component at the New Jersey State Trooper Academy.

Community Visibility

Representatives from the Community Justice Unit attended community forums to address issues related to crime prevention and re-entry programs for ex-offenders. In 2012, the Unit attended 32 community meetings. The Community Advisory Board welcomed as new members the superintendent of the Bloomfield School District, a representative from the Orange Public Schools and a representative from Covenant House as new members.

Speaker's Bureau

In 2012, the Unit provided over 44 presentations to members of the Essex County community. Topics included, "How the Law Treats Youth When They Turn 18", Gang Awareness, Bullying, Internet Safety, Sexting, Expungements, Elder Law and the role of the Essex County Prosecutors Office in the Community.

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➔ Information Technology Unit

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

The ITU is responsible for maintaining all server hardware, network communications, computer equipment and software at the headquarters and at six satellite offices. Maintenance involves servicing the IT needs of the 450-plus member staff and providing ongoing computer support.

2011 - 2012 Accomplishments

Network Administration/Helpdesk – During 2011, the office-wide mission critical electronic messaging system, known as Exchange 2007, was patched to the latest version SP3 to ensure stability. And the ECPO's server backup system, Symantec Backup Exec 10, was upgraded to the latest version Symantec Exec 2010. This accomplishment enables the back up of all Windows 2008, offering increased system stability. Further, the ECPO has migrated over the Verizon Private IP Network—encompassing the Sheriff's Department, Prosecutor's Office, and 21 Police departments within Essex County and provides access to all incident, arrest and continuation reports within the county.

Finally, the ITU began rolling out Windows 7 computers on our network as XP support will be phased out within the next 1-2 years. Thus, the Unit is gradually replacing all existing XP client computers with a goal of completion prior to the end date of XP support.

Office Automation/Training – The ECPO Forms Bank continued to expand in 2011 with additional standardized and computerized forms and formats created to automate the paperwork process. Individual units have greatly expedited their workload utilizing forms customized to meet their specific needs.

Advances in the training and support of individual computer users are met through "*ECPO University*," a training program designed to support ECPO staff. Courses are offered to enhance the staff's knowledge base, and mandatory courses, such as *Introduction to ECPO Technology* and *Introduction to Promis/Gavel*, are included in the *New Hire Course*. Individual computer training continues to be offered as needed and a new course, "*Formatting Techniques for Word*," was released in 2011 with rave reviews.

Software Engineering – In an effort to meet the increasing need for statistical and technical data, the ongoing development of office-wide databases and maintenance of existing databases has allowed assistant prosecutors and detectives to track their cases, log evidence and print detailed reports. The most notable databases created and upgraded in 2011 were: Expungement Tracking, Ballistics for Viper, Corruption Unit

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Tracking, Trial Observation, Firearms, Equipment and Inventory, Carjacking, Appellate Archive, Homicide Detectives and Carjacked Vehicles Processing.

Media Services/Litigation Support – Media services are provided to all units of the ECPO to assist attorneys and detectives in preparing, organizing and presenting information at all stages of litigation. Media is conveyed through the creation of large-scale graphic displays, including maps, charts, graphs, timelines and automated presentations utilizing various video and computer equipment. Additionally, mass production of media discovery materials is generated from the ITU among other services.

Media Services is currently outfitting Superior Courtrooms with new audio/video and computer equipment. Upon completion, ECPO prosecutors may amplify, view and display visual data before the court.

During 2012, the following projects were started: a *Barracuda E-mail Archive* appliance was implemented to complement our new *E-Communications Policy* created by First Assistant Robert Laurino; *License Plate Reader technology* was purchased for use in our vehicles with the goal of our office serving as the central hub for providing weekly updates to all Municipal Police Departments in Essex County; and the *expansion of BEAST Evidence* workstations to the Special Victims Unit, VIPER, Evidence Unit and the Crime Scene Unit with barcode scanners, printers and signature pads all supported by a centralized database.

The IT Unit is also participating in a joint project meant to phase-out individual data lines between the New Jersey State Police computer system and the various municipal and county law enforcement offices throughout Essex County. In lieu of many parallel data lines, all municipal and county law enforcement offices will connect into a local data hub which transmits all Essex County law enforcement data via a high-capacity "data pipeline" to the State Police. This "hub and spoke" arrangement has many advantages including lower overall costs. The project is being coordinated with the Essex County Sheriff's Office, the N.J. State Office of Information Technology, and the N.J. State Police.

The resulting "Essex County Law Enforcement Network" will handle all Criminal Justice Information System data flowing from and to the State Police criminal database and its connected nationwide databases. The data applications involved include NCIC 2000, NJ Wanted, LIMS, CSI InfoShare Intelligence, and License Plate Reader data transmissions, which are utilized by ECPO, the Essex County Sheriffs Office, the municipal police departments of Essex County and other law enforcement agencies (e.g. college police departments in Essex). Substantial progress was made in this migration effort in 2012, and full migration is anticipated in 2013.

In October 2012, a time sensitive project involved the acquisition of a new satellite office for our Professional Standards Unit. The project involved building a new network and called for careful and expeditious teamwork with our Administrative Staff, including Mr. James Hunter and Mr. Raj Krishnan in planning and acquiring network

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telecommunications services, Dell Server and Cisco Equipment and relocation services over a 2 ½ month time frame. Cost and speed of implementation factors were used to decide upon deploying a site to site VPN connection by means of high speed cable internet. The cost savings amount to half the cost of the alternative, a \$1,000 per month T1 data communication line plus three months deployment.

Also in the fourth quarter of 2012, an upgrade of our Windows Server and Active Directory was executed from *Windows 2003 to 2008*. Backup Tape Robotic Library units were deployed to each of the six remote sites allowing for increased efficiency of backup tapes and unattended rotation of tapes. Our *VMware* (Virtual Server Infrastructure) was upgraded to the latest version. This software will leverage our standing as we consider a new goal for Continuity of Operations. It also will allow us to failover virtual servers, applications and data to a remote site for redundancy.

Office Automation/Training – Individual computer training continues to be offered as needed and a new course, *"Formatting Techniques for Word,"* was released in 2012. Another course, *"Tracking with Access,"* will be released in 2013.

Software Engineering –The most notable databases created and upgraded in 2012 were: Expungement Tracking, Ballistics for Viper, Corruption Unit Tracking, Trial Observation, Firearms, Equipment and Inventory, Carjacking, Appellate Archive, Homicide Detectives and Carjacked Vehicles Processing.



Information Technology Unit, left to right: ECPO Staff Members Brian Innis, Hector A. Monteverde, Jr., Katherina Sloujitel, Lloyd Holmes, Lorraine DeGardner, Bernardo Serra, Jr., Eduardo Rivera, Jr. and Director Carlos A. Rueda (center).

➔ 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 in the largest media market in the country.

The responsibilities of the Office include:

- Serving as lead spokesperson for the Essex County Prosecutor and office staff.
- Maintaining daily contact with print and broadcast media regarding homicides, arrests, trials, indictments, convictions and other newsworthy developments.
- Remaining on call twenty-four hours a day, seven days a week for developing news stories.
- Managing press conferences on major issues.
- Developing and implementing the strategic communications plan with the Prosecutor.
- Assisting local police departments with media relations.
- Working cooperatively on media relations with law enforcement partners at the state and federal level.
- Providing current information to public officials and government agencies on relevant investigatory and prosecutorial activities.
- Educating assistant prosecutors and other staff regarding the ethical rules of dealing with the press.
- Overseeing the production of the ECPO Annual Report.
- Overseeing the production of *The Enforcer*, the Essex County Prosecutor's Office internal e-Newsletter, and *The Essex Observer*, the newsletter produced by the Community Justice Unit.

2011 - 2012 Accomplishments

In 2011 and 2012, the Media Relations Office continued to provide timely, appropriate and accurate information to members of the press. The Media Relations Office attempts to strike a balance between protecting the rights of victims, the integrity of investigations and the public's right to know.

Perhaps the most high profile cases, in terms of press interest, was the prosecution of six defendants charged in the triple murder of three Delaware State University students killed execution style at the Mount Vernon School in Newark on Aug. 4, 2007. Between late 2010 through 2012, all six of the defendants were found guilty by trial or entered guilty pleas. The victims, Iofemi Hightower, Dashon Harvey, both 20, and Terrence Aerial, 18, were robbed and killed behind the Mount Vernon school playground. A third victim, Natasha Aerial, was shot and attacked with a machete but survived.

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In 2012 as part of our efforts to be even more responsive to victims, we began a project aimed at bringing greater attention to unsolved homicides. Working with News12 NJ, more than a dozen stories have been aired on cold cases, featuring surviving family members and the detectives investigating the cases.

In 2012 the Media Unit assisted with the development a new Victim-Witness video and the updating the Victim-Witness Website. And in December 2012 the Media office announced the launch of the Mental Health Initiative, a program aimed at providing alternatives for defendants with a history of serious mental illness.

The assistant prosecutors, detectives and support staff that work in the Essex County Prosecutor's Office do extraordinary work. Prosecutors are encouraged to speak to reporters about the fine work that is being done by this Office. Doing so helps to maintain public confidence in the Office and provides an opportunity to educate the public about the challenges prosecutors face.



Left to right: Press Office Assistant, Cinda Adams Gaskin and Public Information Officer, Katherine Carter

➔ 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 Forensic Examiner (SAFE) program. The law required that each County Prosecutor appoint or designate a certified Sexual Assault Forensic 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, which joined the statewide Sexual Assault Forensic Examiner and Sexual Assault Response Team program in November 2005.

The Essex County SAFE/SART program is a victim-oriented program designed to render care to survivors of sexual assault ages 13 and above throughout the county. Program services consist of a medical forensic exam in which evidence of the crime is collected by a certified forensic examiner. Victims are also offered the services of a rape care advocate and law enforcement personnel.

The SAFE/SART coordinator is a registered nurse with advanced certification in Forensic nursing, specializing in Sexual Assault. The nurse continually works in collaboration with county hospitals, countywide law enforcement and rape care advocates to provide the best possible patient care and forensic evidence collection for victims of sexual assault. Fourteen Forensic Nurse Specialists contract with the Essex County Prosecutor's Office to ensure Forensic services are available 24 hours a day, 7 days a week, 365 days a year.

2011-2012 Accomplishments

The SAFE/SART program operates in four county hospitals, Newark Beth Israel Medical Center, University of Medicine and Dentistry, Mountainside Hospital and St. Barnabas Medical Center. Victims of sexual abuse can receive forensic services at any of these locations. The program also works closely with the Essex County Rape Crisis Center and the Regional Diagnostic and Treatment Center to render victim services for follow up care and post assault counseling.

The success of the Essex County SAFE/SART program is evidenced by the frequency of its use. In year 2011, the sexual assault response team (SART) was activated on 214 occasions to respond to the needs of sexual assault victims. The team was activated on 241 occasions in 2012. Forensic examiners also testified as fact witnesses in a number of cases aided by DNA evidence collection during 2011-2012.

The SAFE/SART program also participated in a training program presented to SVU detectives from several municipalities throughout the county during 2011-2012.

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➔ **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 assists victims and their families in locating a wide range of needed resources, including 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, helping them to obtain professional assistance as needed. Further, the Unit ensures that victims and witnesses understand their rights and responsibilities in the criminal justice system, providing continual communication and coordination regarding case progress and participation in legal proceedings.

In 2011-2012, the Victim-Witness Advocacy Office assisted 27,486 victims and witnesses and initiated approximately 400,000 items of correspondence on their behalf.

2011-2012 Achievements:

Office staff developed a 40-hour intimate partner violence training curriculum entitled "Sanctuary" and rolled out the training material in October 2011 and again in October 2012.

The Sanctuary initiative is designed to provide crisis intervention services to domestic violence-related assault, sexual assault, child abuse and survivors of homicide victims who are members of a participating local religious congregation. The domestic violence training program, which is run over a thirteen week period, has graduated approximately 200 volunteers since its inception.

Area churches, mosques, and synagogues now have a cadre of volunteers that can operate as crisis intervention teams with members providing immediate and spiritually sensitive outreach to parishioners within a 24-48 hour period.

The Unit also expanded its formal relocation program which 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. During 2011-2012, 243 program clients and their families were assisted.

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The Victim Witness Unit also conducted 56 community outreach forums throughout 2011-2012. Approximately 700 community residents, including approximately 300 high school students and 110 students who attend area colleges, received information on the services provided through the Office of Victim-Witness Advocacy. The Unit also provided 18 instructional seminars during 2011-2012. Approximately 150 law enforcement and allied professionals received instruction on victim rights and services, victim notification and domestic violence. In total, approximately 80 hours of training were provided throughout the calendar years.

Finally, in 2011-2012 unit staff organized the Office's annual "Holiday Toy Drive" to assist needy families, largely those that had been assisted by the Victim-Witness Advocacy Unit. Approximately 1,500 toys, board and video games, dolls, electronics and clothing items were collected and distributed to eleven social services agencies who, in turn, distributed to toys to Essex County residents in need.



**Legal Staff
Essex County Prosecutor's Office**



**Investigative Staff
Essex County Prosecutor's Office**



**Support Staff
Essex County Prosecutor's Office**

