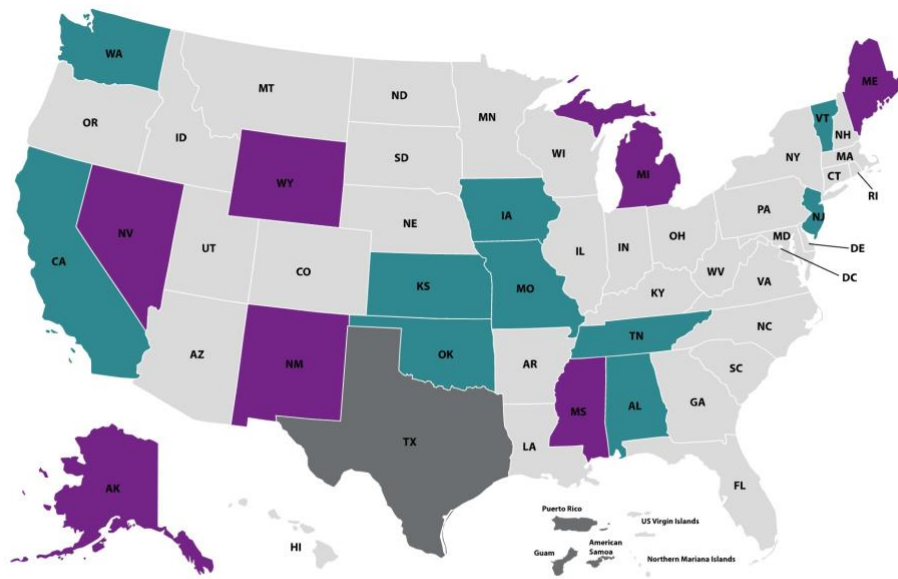




Statistical Analysis Center Director's Manual

Prepared for



- SACs located in State Administering Agencies (SAA)
- SACs located in other types of state agencies
- SACs located in universities
- States or territories without a SAC

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SAC Director's Manual

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Date

Name, Title

Agency

Street Address 1

Street Address 2

City, State ZipCode

Dear First Name:

Congratulations on your appointment as director of the Statistical Analysis Center (SAC). As a SAC director, you are a key part of a comprehensive, nationwide network of fellow SAC directors, staff, and justice policy researchers. The Justice Information Resource Network (JIRN) and its members are fully committed to being a valuable resource to you as you begin your duties as a SAC director!

Additionally, I hope and expect that you will be an active part of our team. The true value of an organization like JIRN is derived from its talented and respected membership. I strongly encourage you to get involved and bring your own unique skills and talents forward to benefit the Network as well as your fellow JIRN members. There is no shortage of opportunities for you to participate, and I believe your involvement will enhance not only JIRN but your own work as a SAC director in return.

As SAC director, you serve as your state's representative to the Justice Information Resource Network as an institutional member. JIRN promotes policy-oriented research and analysis at all levels of government and is a unique resource for state criminal justice information sharing. There are several great benefits to being a member of JIRN. You will become part of a community providing peer-to-peer learning through virtual and web events, as well as a Mutual Assistance Program offering technical assistance to those who request it. You will receive our twice-yearly SAC Publication Digest, as well as our monthly newsletter, *The Forum*.

The JIRN web site at www.jirn.org contains valuable resources, including links to each SAC, links to Department of Justice agencies and other justice-related organizations, and a searchable database of SAC and JIRN projects and publications. It also includes community forums that provide an opportunity—for those logged into the site—to discuss topics such as working with NIBRS data, new data dashboards, and more. If you click on "About JIRN" on the banner, you will find a list of the JIRN Executive Committee members, staff, and other helpful information.

JIRN Executive Director Jeffrey Sedgwick has prepared this SAC Director's Manual with background information about JIRN, the SACs, and the Bureau of Justice Statistics, our partner at the U.S. Department of Justice. JIRN charges very modest state dues, which enables the Network to support activities for members that are not possible with grant funds. Invoices for dues are sent to SACs annually in May.

JIRN is scheduling several upcoming events, including a virtual Fall Research Gathering and a hybrid national conference next summer with our partner organization, SEARCH – The National Consortium for Justice Information and Statistics - stay tuned for details! I urge you to take advantage of these opportunities to learn more about JIRN and its resources as well as to network and learn from your peers.

If you have any questions about the Network, please feel free to contact JIRN's Executive Director, Jeffrey Sedgwick [jsedgwick@jirn.org or 202-503-3520]. You may also reach out to me, as your President [gshaler@maine.edu or 207-274-9299]. I would welcome the opportunity to get to know you and assist you in any way that I can.

Sincerely,



George Shaler
President



Date

Name, Title
Agency
Street Address 1
Street Address 2
City, State ZipCode

Dear First Name:

On behalf of the Justice Information Resource Network (JIRN), I would like to extend my congratulations on your appointment as Director of the Statistical Analysis Center (SAC)! In this position, you are joining a nationwide network of SAC directors and staff as well as criminal and juvenile justice professionals in public agencies, professional associations, nonprofit organizations, and academic institutions. Together, we share a commitment to promote the development, analysis, and dissemination of objective and accurate information to support the policymaking process at state, local and national levels.

This manual is designed to provide you with a basic overview of the Justice Information Resource Network, your national membership association, whose primary mission is to serve the SACs and the community of applied criminal justice researchers to improve the administration of criminal and juvenile justice through the objective analysis of data and the dissemination of research that informs policy and practice.

In addition to information about JIRN and the SACs, the manual includes the following Network documents: Bylaws, Election Policies and Procedures, Executive Committee Duties and Responsibilities, as well as JIRN's Code of Ethics. JIRN's State Justice Statistics (SJS) Training & Technical Assistance grant from the Bureau of Justice Statistics includes modest funding for travel expenses so that a SAC director can receive expert assistance on a wide range of topics from another SAC director or JIRN staff. You will find information in your manual about how to use this Mutual Assistance Program (MAP). There is also a list of acronyms and abbreviations to help you navigate the ever-changing world of justice agencies and programs.

Finally, this manual is just a brief introduction to JIRN; given the availability of information through JIRN's website at www.jirn.org, we have only included information here that is not widely available online. Each year, JIRN provides webinars, trainings, and technical assistance responsive to the needs of the SACs. JIRN annually surveys SAC members to identify their challenges and areas where they can serve as a resource to their peers. Results of this survey drive our TTA activities. SAC directors are also supported by the Bureau of Justice Statistics, which pairs each SAC with an SJS liaison for routine work and communication.

We also provide for you an online/on-demand orientation webinar as part of your onboarding process as a SAC Director. You can access the webinar here: [New SAC Director Orientation](#). If you have further questions or need information, please call or email me (jsedgwick@jirn.org) or

any of the JIRN staff, as well as any member of the Executive Committee; we are always available to answer your questions and help you find what you need. We wish you the best in your new position!

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey L. Sedgwick". The signature is fluid and cursive, with a large initial "J" and "S".

Jeffrey L. Sedgwick, Ph.D.
Executive Director

SAC and JIRN History

In 1968, the U.S. Congress passed the Omnibus Crime Control and Safe Streets Act. Declaring that “crime is a local problem that demands local solutions,” the legislation created the Law Enforcement Assistance Administration (LEAA) to provide funding to states for improving the criminal justice system. Over the following twelve years, a considerable amount of funding flowed to state and local agencies through the LEAA program.

The National Criminal Justice Information and Statistics Service (NCJISS) was established under LEAA to collect, evaluate, publish, and disseminate statistics and other information on law enforcement. The agency was to “provide expert assistance to states and local communities in their development of statistical systems; collection, publication, and dissemination of technical and substantive statistical data to the criminal justice community; statistical support to the administration of LEAA in program development, implementation, and evaluation; and national leadership in the development of statistical research methods in the field of criminal justice.” The service began operating in 1970; in 1972, it announced the founding of the Comprehensive Data Systems (CDS) program.

Creation of SACs

The CDS program had three principal goals: to enhance the ability of law enforcement and criminal justice administrators to fight crime on the local level; to provide better tools for assessing, reporting, and planning activities from a policy perspective at the state level; and to set in motion mechanisms for producing national crime statistics and establishing uniform policies for systems development and statistical analysis.

States received federal funding under the CDS program to:

- establish Statistical Analysis Centers (SACs) as the nucleus for coordinating each state’s criminal justice system and statistics activities;
- create Offender-Based Transaction Statistics (OBTS) and Computerized Criminal Histories (CCH) to systematically collect offender-based data from all major criminal justice agencies, from arrest through final disposition; and
- establish a uniform crime reporting (UCR) system at the state level for collecting and reporting law enforcement data to the FBI for inclusion in its national program.

The CDS guidelines established six objectives for the SACs:

- provide objective analysis of criminal justice data, including data collected by operating agencies;
- generate statistical reports on crime and the processing of criminal offenders in support of planning agencies;
- coordinate technical assistance in support of the CDS program in the state;

- collect, analyze, and disseminate management and administrative statistics on the criminal justice resources expended in the state;
- collect, analyze, and disseminate management and administrative statistics on the criminal justice resources expended in the state;
- uniform data on criminal justice processes for the preparation of national statistical reports.

In 1972, SACs were established in seven states, and three existing state statistical agencies were officially designated as SACs.

Creation of JIRN

The SACs created the Criminal Justice Statistics Association (CJSA) in 1974 to promote the exchange of information among the SACs, to enable them to work together toward common goals, and to serve as a liaison between the state agencies and United States Department of Justice. By 1976, when the Association was incorporated as a 501(c)(3) nonprofit organization, 34 states and the District of Columbia had Statistical Analysis Centers.

Upon expiration of LEAA's statutory authorization in 1980, 41 states plus the District of Columbia and Puerto Rico had SACs. The Bureau of Justice Statistics (BJS), which was established in 1979, took over the Federal role in funding SAC research and statistics activities, though BJS funds are not designed to fully support the SACs. Many states had already begun to fully or partially fund their SACs, whose primary role is to collect, analyze, and disseminate policy-relevant data for state decision makers. BJS annually provides funds for the SACs under its State Justice Statistics (SJS) Program, soliciting proposals from SACs for projects that fall under a broad spectrum of criminal justice themes.

In 1991, CJSA changed its name to the Justice Research and Statistics Association (JRSA), to better reflect the expansion of roles over the years on the part of both the SACs and the Association. As the role of the SACs expanded over time, JRSA received funding from BJS to build capacity in the SACs through training and technical assistance. This training and technical assistance capacity of JRSA grew to reach all parts of the criminal justice system in support of evidence-based practices through such centers as the National Juvenile Justice Evaluation Center (NJJEC), the Incident-Based Reporting Resource Center (IBRRC), the Center for Program Evaluation and Performance Measurement, and the Center for Victim Research (CVR).

In 2020, JRSA launched its Vision 2020 rebranding project exploring avenues to grow its membership and expand its outreach. Over the next two years, interviews with a variety of focus groups identified several salient needs including: a source of credible, nonpartisan research on justice topics; access to publications from across the nation touching on all parts of the criminal justice system; better opportunities to disseminate research to wider audience; guidance on how to make research more consumable for a lay audience; assistance on data access, management and governance; and online learning resources to assist researchers become more proficient at their jobs.

In 2023, JRSA members voted to accept the findings of the Vision 2020 project, embrace its vision and mission statements and change the name of the organization to the Justice Information Resource Network (JIRN).

SACS and JIRN

SACs exist today as units or agencies at the State government level that use operational, management, and research information from all components of the criminal justice system to conduct objective analyses of statewide and system-wide policy issues. There are SACs in 49 of the 50 states (Texas is the exception) plus the District of Columbia, the Northern Mariana Islands, and the Virgin Islands. SACs are in a variety of settings. While the majority are housed within the State Administering Agency (SAA), some are in offices of the Governor or Attorney General, in Departments of Corrections, Law Enforcement or Public Safety, or in academic institutions. Contact information for all the SACs is available on the JIRN web site at www.jirn.org, along with links to their websites, to the Bureau of Justice Statistics, and to other Department of Justice agencies.

Each SAC is led by a Director who manages the day-to-day operations of the SAC. The Director has extensive knowledge of research methodology and statistical analyses techniques, as well as the ability to design and conduct research studies, and produce and present findings in written and oral presentations. Additionally, the Director is familiar with the factors, issues, and processes involved in crime and the criminal justice system. The Director is able to communicate effectively and maintain sound working relationships with all levels of staff, employees from other agencies, and public officials. A degree, with major studies in mathematics/statistics, computer science, criminology, or a related social sciences field with emphasis on research methodology, from an accredited college or university is required.

The goal of the SACs continues to be producing data and research that are relevant to the state legislative and programmatic decisions in the area of criminal justice and, increasingly, juvenile justice. Of particular concern is data quality including:

- the extent to which criminal history records are complete, accurate and timely;
- the accessibility, completeness of records, and the extent to which records include dispositions as well as arrest and charge information; and
- the timeliness of data reporting to State and Federal repositories and the timeliness of data entry by the repositories.

From its inception in 1974 as CJSA to today, JIRN's mission has expanded from promoting the exchange of information among the SACs, enabling them to work together toward common goals, and serving as a liaison between the SACs and United States Department of Justice to being a national nonprofit association of researchers and practitioners throughout the justice system, academia, and the nonprofit community.

JIRN's vision and mission is to be the premier professional organization for all state justice researchers and statistical analysis centers promoting the objective analysis of statistical data and the dissemination of research to guide policy and practice and creating a more effective and responsive criminal and juvenile justice system in the states. This work has included partnering

with SACs on research projects addressing key justice-related issues. Our values are based on the principles of integrity and professionalism as they pertain to the applied social sciences. The selection of data, of sampling methods, and of presentation of findings all create the opportunity for bias to be introduced; the goal for researchers and analysts is to avoid bias to the extent possible and to document known biases where they are introduced. We recognize peer review as a primary safeguard to ensure integrity and professionalism.

JIRN offers several benefits to its student, individual and institutional members, including:

- webinars
- online courses
- communities of practice
- *JIRN Forum*, our eNewsletter
- *Grant notes, etc.*, our online list of funding opportunities
- *SAC Publication Digest*
- Fact Sheets
- Policy, Issue and Research Briefs

Overview

JIRN is a national nonprofit association of analysts, researchers, and practitioners throughout the justice system dedicated to providing accurate and timely information in support of sound policy development. Created as the Criminal Justice Statistics Association (CJSA) by the state Statistical Analysis Centers (SACs) in 1974, JIRN works closely with the Bureau of Justice Statistics and other federal agencies to promote the effective use of criminal and juvenile justice information. Through a grant from BJS, JIRN works to build the analytical and statistical capacity of the SACs, promote the exchange of information and technology within the justice community, encourage cooperation among the states in addressing common policy-related problems, and facilitate liaison between the states and the federal government.

JIRN works to promote evidence-informed policy through three focus areas:

1. Information resources

Publications by SACs and JIRN are available through the online *Justice Information Center* (JIC), at <https://justiceresearch.dspacedirect.org/home>. The JIC's collection of publications is open and searchable by the public.

JIRN publishes the *SAC Publication Digest* twice a year, highlighting reports and other information resources produced by JIRN and its members. JIRN publications include its eNewsletter, the *JIRN Forum* providing information about contemporary events and issues as well as numerous fact sheets and issue, policy and research briefs on criminal justice and research topics. Other information is made available through the JIRN website, including listings of current funding opportunities posted on the Grants Notes page. JIRN also hosts websites focusing on specific areas of interest, such as the *Center for Victim Research* (CVR), the *Incident-Based Reporting Resource Center* (IBRRC), the *Death in Custody Reporting Act TTA Center* (DCRA TTAC), the *National Juvenile Justice Evaluation Center* (NJJEC) and the *Smart Suite Academy*.

2. Learning resources

JIRN provides training through live and archived webinars, as well as virtual and in-person events on criminal & juvenile justice topics, research and dissemination methods, and policy issues. Coming soon is JIRN's *Justice Research Academy (JRA)* with a rich curriculum of online/on-demand courses as well.

3. Fostering community

JIRN hosts online/asynchronous discussion boards for SAC directors and staff and convenes virtual roundtables to promote peer-to-peer networking through its *Justice Research Community (JRC)* found here: <https://jirn.org/resources/justice-research-community>. There are dedicated discussion board for a variety of topics that members can subscribe to and be alerted when new material is posted as well as request assistance on grant writing.

JIRN also collaborates with its members and partners throughout the states to conduct multistate, issue- and policy-relevant research. Over the years, JIRN has either collaborated with, or provided funding for, work on a variety of projects including use of state criminal history records and incident-based reporting data, probation and parole revocations for new offenses and technical violations, measuring the cost of victimization, prosecuting human trafficking, and evaluating victim legal services. A list of current projects can be found on JIRN's website at <https://jirn.org/our-work/our-projects/>.

For more information, see JIRN's website at www.jirn.org or contact JIRN at cjinfo@jirn.org.

Mutual Assistance Program for SACs

JIRN provides training and technical assistance to SACs through the Mutual Assistance Program (MAP) under a grant from the Bureau of Justice Statistics. SACs may request help on a wide range of topics such as research methodologies, innovative analytical techniques, sentencing guidelines, forecasting, policy impact evaluations, and review of publications.

Technical Assistance

The Justice Information Resource Network established MAP in 1988 to match Statistical Analysis Centers (SACs) that need assistance with other SACs, JIRN staff, or criminal justice researchers who have expertise in the area of need. This program allows SACs to learn from one another and build state capacity in policy analysis, research, and data development, opening a channel of communication among SACs. SACs can also consult with JIRN to identify an appropriate expert.

Peer Review

JIRN also coordinates peer review to enable SAC directors to get feedback from their colleagues on projects and reports they are preparing for publication. The Network has adopted guidelines

for independent, confidential review of SAC research reports and projects to provide SAC Directors with constructive comments and suggestions for improvement.

To apply for assistance or review, the SAC director should describe the problem or explain the need. JIRN staff will determine the type of assistance necessary to respond to the problem (telephone, online or on-site) and submit a proposal to BJS for approval. JIRN's State Justice Statistics grant covers travel expenses (if needed), but not the expert's time.

Requests for review should be made by the SAC director at least 30 days before the review is needed. A digital copy of the report to be reviewed should be submitted to JIRN as an email attachment, preferably in Word document format, to jtrask@jirn.org. Information to consider including in the "Description of the publication" includes:

- Background
- Goals
- Intended audience
- Other relevant supporting comments/materials

SAC Directors are encouraged to discuss requests by phone with JIRN before submitting a written request. Questions about the Mutual Assistance Program or its peer review component may be addressed either to Jeffrey L. Sedgwick, Executive Director, or Jason Trask, SJS Project Director, at jsedgwick@jirn.org or jtrask@jirn.org. Either can be reached through JIRN's main telephone line at (202) 842-9330.

Why the Justice Information Resource Network?

Because JIRN has:

Commitment

- JIRN has demonstrated a commitment to working with the SACs to develop state level capacity in statistical analysis and program evaluation.
- JIRN and the SACs bring a national network of SACs and applied researchers, a system-wide perspective, and a long-term commitment to data-driven initiatives and projects.
- Some organizations work with states over a short period of time; JIRN has a proven record of working with states and SACs to develop long term capability to address pressing justice policy issues. In short, JIRN and the SACs deliver on their commitment through the quality products they produce.

Relationships

- JIRN and the SACs have the relationships in place that are needed to quickly and efficiently access statistical information from state and local sources and the knowledge to interpret and use state and local data correctly.

- Because of the relationships they've established, and the understanding they have regarding data issues, JIRN and the SACs can respond to requests for information from policymakers (such as Congress and state legislatures) much faster than other organizations.
- JIRN and the SACs have the requisite relationships in place at the federal, state and local levels to facilitate receptivity to research and the use of research, evaluation, performance measurement and analytical findings by practitioners and policy makers.
- JIRN and the SACs have relationships established with SAAs across the country, which places JIRN and the SACs in a unique position to provide data-driven planning and evaluation support in conjunction with each state's administration of federal funds for criminal and juvenile justice.
- The SAC network places JIRN and the SACs in a strong position to serve as a partner in supporting national data collection efforts undertaken by OJP agencies.

Vision

- JIRN not only has a national presence on justice policy issues, but through its member Statistical Analysis Centers, JIRN is grounded in what is going on at the state and local level on a range of justice policy issues.
- JIRN and the SACs have an in-depth understanding of criminal and juvenile justice system data sources at the state and local levels and how they can be used to support data-driven decision making in criminal and juvenile justice.
- JIRN and the SACs have a unique ability to identify and quickly respond to emerging issues at the state and local levels, long before the issues gain widespread visibility at the national level.
- While some national organizations tackle a single issue among a few states, JIRN works with the full national network of SACs on such diverse issues as criminal history record research, correctional forecasting, recidivism research, crime victimization, and disproportionate minority contact.

Who We Are

We Promise to deliver the highest standards of ethical, non-partisan and comprehensive research & resources to the justice research community.



Our Mission

To be the go-to resource for justice researchers, analysts, journalists, and practitioners, empowering them to achieve their desired outcomes.



Our Vision

Providing research & resources to create a more equitable world.



Our Values

Be nonpartisan in everything we create or publish.

Deliver work that meets the highest standards for integrity and ethics.

Provide the resources for equitable outcomes to flourish.

Bring the justice research world together to learn and grow from each other.



BYLAWS

Adopted September 27, 1991
Revised November 1, 2000
Revised October 15, 2008
Revised November 5 & 23, 2015
Revised November 21, 2019
Revised June 5, 2023

ARTICLE I - NAME

The organization shall be known as the Justice Information Resource Network, hereinafter referred to as the Network.

ARTICLE II - MISSION

It is the mission of the Justice Information Resource Network to promote the effective and efficient administration of criminal and juvenile justice through the objective analysis of data and the dissemination of research that informs policy and practice.

The Network serves individuals and organizations engaged in criminal justice research and policy analysis to inform the public and supports policy development by:

- a) Assisting them to establish and enhance their technical and organizational capabilities;
- b) Fostering and coordinating the exchange of information and technology among them at the state, local, and national levels;
- c) Serving as a forum for expressing the common concerns and perspectives of these individuals and organizations and promoting the consensus of the states at the national level;
- d) Developing and disseminating methodologies to conduct empirically-based policy analysis in the states; and
- e) Establishing and promoting professional standards to enhance the work of criminal justice policy analysts.

ARTICLE III - MEMBERSHIP

Section 1 - Definition of Membership

The Network shall have no fewer than three types of membership: institutional, individual and student members.

- a) All interested individuals may apply for membership.

- b) The Executive Committee may define additional categories of membership.
- c) Annual dues for each category of membership will be as prescribed by the Executive Committee.

Section 2 – Rights and Privileges of Membership

JIRN members in good standing have the right to determine the scope and extent of the activities, policies, and member status of the Network. Each member in good standing of the Network shall have one vote. Individual members in good standing shall have the right to hold elected office in the Network.

ARTICLE IV – GOVERNANCE

Section 1 – Officers

The officers of the Network shall be a President, Vice-President, and Secretary/Treasurer.

Section 2 – Executive Committee

The governing body of the Network shall be the Executive Committee, also known as the Board of Directors.

- a) The Executive Committee shall consist of: the officers of the Network, each of whom will be a voting member; three elected delegates, each of whom will be a voting member; and the immediate past president. If the past president chooses not to serve, an additional voting delegate elected by the Network's members in good standing may be a member of the Executive Committee.
- b) All members of the Executive Committee shall be members of the Network.
- c) In order to serve as past president on the Executive Committee, an individual must have completed the term to which he or she was most recently elected. If an individual ascends to the position of president, he or she must serve a minimum of 180 days as president in order to serve as past president.

ARTICLE V - DUTIES AND RESPONSIBILITIES

Section 1 – President

The President of the Network presides at all general and Executive Committee meetings, is Chair of the Executive Committee, and is responsible for conducting the business of the Network.

- a) The President shall have the responsibility to appoint committees as needed to implement the Network's strategic plan.
- b) The President may act as a signatory for the Network with regard to contracts, grant applications, statements of affiliation, cooperative agreements, and other such written agreements, provided that such agreements have been approved by the Executive Committee.

- c) The President shall be responsible for appointing a designee from among the Executive Committee to represent the Network in its affiliate member status with any association or group in which the Network maintains such affiliate status.

Section 2 - Vice-President

The Vice-President serves on the Executive Committee, accepts administrative assignments from the President, and has the same powers as the President in the President's absence.

Section 3 – Secretary/Treasurer

The Secretary/Treasurer maintains the Network's records (minutes, financial, etc.), serves on the Executive Committee, and keeps the membership informed about the business of the Network.

Section 4 – Executive Committee

The Executive Committee shall carry out the following responsibilities:

- a) Establish policies and procedures for the operation and control of the affairs of the Network;
- b) Represent the Network in dealing with the federal government, consultants, and other organizations;
- c) Undertake projects of note based upon the concerns of the membership;
- d) Establish policies and procedures for the operation, evaluation, and control of such projects;
- e) Act upon applications for membership in the Network;
- f) Call meetings of the membership in addition to the annual meeting as necessary;
- g) Supervise the execution of formal, written agreements involving the Network; and
- h) Annually review and update the Network's strategic plan, describing the objectives for the year, the activities to be carried out, and the resources required and present it to the members in good standing for their adoption.

The Executive Committee members and former members are indemnified against expenses actually and necessarily incurred by him/her in connection with the defense of any action, suit, or proceeding in which he/she is made a party by reason of being of having been an Executive Committee member.

ARTICLE VI – ELECTION AND TERM

Section 1 – Officers/Executive Committee Election Procedures

The procedures for electing Executive Committee members shall be written procedures recommended by the Executive Committee and approved by Network's members in good standing.

Section 2 – Term of Office of the Executive Committee

The term of office for all members of the Executive Committee shall be as follows:

- a) The president shall serve a one-year term as president and an additional one year term as past president;
- b) All other members of the Executive Committee shall serve a term of one year;
- c) Executive Committee members may run for re-election. The president, however, may serve only two terms in succession. If a president is re-elected, the past president from the previous Executive Committee has the option of serving a second term. If the past president chooses not to serve, an additional delegate will be elected by the members in good standing. If the most recent president does not meet the criteria for serving as past president, the person who last served as past president may elect to continue serving in that capacity, even if it is in excess of two terms. Regardless of presidential succession, the current past president will not be replaced during a term unless he or she resigns; and
- d) If a committee member is unable to complete a term of office, the committee shall appoint a replacement consistent with the JIRN Election Policies and Procedures.

ARTICLE VII – NETWORK EXECUTIVE DIRECTOR

An Executive Director may be appointed by the Executive Committee and shall serve at the pleasure of the Executive Committee and in accordance with contract provisions and the Network's policies and procedures.

- a) The Executive Committee shall provide the Executive Director with strategic guidance and priorities regarding the Network's work, as well as individual performance objectives, on at least an annual basis.
- b) The Executive Director's compensation shall be set by the Executive Committee within amounts available therefore.
- c) The Executive Director may appoint staff to assist in performing his or her duties and may determine their respective compensations within amounts made available therefore by the Executive Committee, and as outlined in the policies and procedures of the Network.
- d) At the direction of the Executive Committee, the Executive Director may sign contracts, cooperative agreements, grants, or enter into other financial relationships.

ARTICLE VIII - MEETINGS

Section 1 – Meetings of the Membership

- a) An annual meeting shall be held at a time and place to be designated by the Executive Committee.
- b) Additional meetings of the membership may be called by the Executive Committee.
- c) One-third of the Network's members in good standing shall constitute a quorum for the purposes of conducting official business at any duly convened meeting of the Network.
- d) The meetings shall be conducted in accordance with Roberts Rules of Order.
- e) Meetings shall be preceded by a written notice to all members.

Section 2 - Executive Committee Meetings

- a) The Executive Committee shall convene at least two times annually. Times and places for such meetings shall be determined by the President, acting on the advice of the Executive Committee.
- b) A quorum of the Executive Committee shall be two-thirds of its members.
- c) Any duly convened meeting shall be preceded by a written notice to all members.

ARTICLE IX – AMENDMENTS

These by-laws and/or the Articles of Incorporation may be amended by two-thirds (2/3) vote of the members in good standing present at a meeting of the Network, provided that the subject of the proposed amendment(s) has been disseminated to all members in good standing of the Network, in writing, at least 30 days prior to the meeting at which a vote concerning the amendments shall be taken.

ARTICLE X - FISCAL YEAR

The fiscal year of the Corporation shall begin on the first day of January and end on the last day of December in each year.



Justice Information Resource Network

CODE OF ETHICS

Created 1994
Revised 2004
Revised 2012
Revised 2023

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Washington, DC 20005
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www.jirn.org

Acknowledgments

The Justice Information Resource Network appreciates the work of the following SAC directors who drafted the Code of Ethics in 1994: Carle Jackson, Louisiana; William Holmes, Massachusetts; Kim English, Colorado; Michael Overton, Nebraska; and Jack O'Connell, Delaware. JIRN also acknowledges the following SAC Directors who revised the Code in 2004: Doug Yearwood, North Carolina; Jack O'Connell, Delaware; and Paul Steele, New Mexico.

The 2011-12 Executive Committee updated the Code in 2012: Philip Stevenson, Arizona SAC Director; Stephen Haas, West Virginia SAC Director; Carmen Dorsey, Maine SAC Director; Lisa Broidy, New Mexico SAC Director; Lisa Shoaf, Ohio SAC Director; Jackie Vandercook, Tennessee SAC Director; and David Olson, Loyola University.

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Purpose of the Code of Ethics

The membership of the Justice Information Resource Network is composed primarily of criminal justice analysts and researchers working for state-level public institutions on problems of broad social and political concern. A fundamental purpose of the Network is to promote the use of empirical analysis in criminal justice policy decision making at the state level and, in furtherance of this, to promote the development and continued improvement of State Statistical Analysis Centers. Additionally, the Network has a role in the larger community of criminal justice policy analysts and researchers to serve as the institutional center for the promotion of applied research and policy analysis to the problems of crime and criminal justice. In this role, the Network has an interest in the conduct of both basic and applied research as these relate to criminal justice policy issues confronted at the state, local, and national levels.

The Code of Ethics for the Justice Information Resource Network is intended as a guide to the membership of the Network, its employees, and contractors for the proper conduct of research and analysis. While the Code is advisory for the membership, it is intended to be binding upon employees and contractors of the Network. It acknowledges the responsibilities of those who seek to participate in the life of the criminal justice research and policy analysis community through active membership in the Network, by clearly articulating standards which reflect the best interests of that community and the clients it seeks to serve. The standards of the Code are based on the principles of integrity and professionalism as they pertain to the applied social sciences. The Code recognizes peer review as a primary safeguard to ensure integrity and professionalism. Although the Code applies only to members of the Network, it is expected that individual members will require employees under their authority and members of any research team of which they may be a part to act in accordance with its provisions to the extent permitted by law. Further, the Code defines the level of professional conduct which JIRN members have a responsibility to demand of all other professionals with whom they have dealings. The Network recognizes that its members work in inherently political environments, and that it is almost impossible to achieve complete neutrality in the conduct of policy- relevant research. The selection of data, of sampling methods, and of presentation of findings all create the chance for bias to be introduced. The goal, therefore, for researchers and analysts, is to avoid bias to the extent possible, and to document known biases where they are introduced.

The Network Bylaws state that “it is the mission of the Justice Information Resource Network is to promote the effective and efficient administration of criminal and juvenile justice through the objective analysis of data and the dissemination of research that informs policy and practice.” The Code of Ethics was developed to further the mission of the Network by making explicit the ethical principles that will promote the highest professional standards for its members.

Terms and Definitions

"Association," as used herein, applies to the Justice Information Resource Network (JIRN).

"Member" means any member or employee of the Network. This includes all categories of membership as the Bylaws of the Network may define. It also includes all employees of the Network, part-time or full-time, contractors to the Network, or any other party with whom JIRN has a professional or business relationship.

"Research" refers to all aspects of the research process, including, but not limited to, problem definition, measurement, data collection, sampling, analysis, and interpretation.

"Researcher/Analyst." JIRN recognizes that researchers and analysts have different but overlapping roles; in the Code, the terms are used interchangeably, and all aspects of the Code are meant to apply to both types of positions.

The remaining terms should be given the broadest possible interpretation consistent with the statement of purpose given above and the Bylaws of the Network.

Enforcement

Because the Justice Information Resource Network does not have any formal disciplinary authority over its membership, it is the responsibility of each individual member to follow the prescriptions of the Code and to assist other members in doing so. In the case of employees and contractors of the Network, it is the responsibility of the Executive Director to enforce the provisions of the Code, with the advice and consent of the JIRN Executive Committee and subject to the review of the voting membership.

CODE OF ETHICS

I. Maintain the Integrity of Research and Analysis

A member should assist in maintaining the integrity of the criminal justice research community.

A. Neutrality

Analysts should always strive for neutrality in the conduct of their work and in the presentation of findings.

1. In the conduct of research or analysis, analysts should not knowingly do or fail to do anything which would bias the results of their work.
2. In the presentation of findings, an analyst should not knowingly do or fail to do anything which would bias the interpretation, understanding, or application of the findings by the intended audience.
3. An analyst is obliged to present professional and unbiased work to the policy makers requesting such work.
4. Analysts should not allow their personal interest or the interests of their own organizations or any other groups to influence their professional judgment in the conduct of research and/or analysis and in the presentation of findings to the policy makers requesting them.

B. Professional Integrity

Analysts should maintain the highest standards of professional integrity in all matters relating to the conduct of analysis and the presentation and publication of findings.

1. Analysts should always recognize their duty to provide the highest quality of analytical work within the constraints present in a given situation and should:
 - a. recognize their limitations and seek the advice of colleagues who are better versed in areas of research, analysis, or policy which they deem critical to the analysis at hand, whenever it is appropriate to do so;
 - b. decline work beyond their competence when it is possible to do so. When it is not possible, the analyst should seek such assistance as may be available from persons competent in the specific area, and should advise policy makers as to the limitations of the research whenever appropriate in such cases where no assistance is available; and
 - c. seek peer review of their work whenever it is practical to do so.
2. Analysts should respect the rights to privacy of both clients and subjects of analysis. All applicable federal and state laws pertaining to the privacy of individuals, informed consent dissemination, and the security of privileged and personally identifiable information should be rigorously followed during all phases of research and analysis. In addition to such legal and other requirements, such as Institutional Review Boards, the following principles should guide analysts in dealing with privacy issues:
 - a. They should never use their position or role as researchers in order to obtain information for other than professional purposes.

- b. They should always respect the privacy of subjects of any research project with which they are involved. It is incumbent upon analysts to prevent direct or collateral harm to the subject of any research project. This includes, but is not limited to, the following:
 - making full disclosure to research subjects of the entities and individuals to whom personally identifiable information on the research subjects will be shared and the manner in which information directly pertaining to them will be used during the course of a research project, the presentation of findings, and publications;
 - giving subject-specific information only to persons authorized to receive it under the terms and conditions of the research project (i.e., the terms and conditions presented to the subject);
 - maintaining in a secure manner all files, databases, tapes, or other medium which contains specific information about research subjects;
 - obtaining prior informed consent of the subject when subject-specific information will be used in any publication;
 - obtaining signed consent forms in those cases where individual subjects are to be identifiable in the published report; and
 - neither offering nor permitting to be offered any undue inducement to obtain informed consent from a subject.
 - c. They should only release research findings or publish the results of a research project or analysis with the prior notification and, whenever appropriate, the consent of the client or sponsor.
3. An analyst should formally acknowledge in any published report or professional paper all persons who collaborated on or assisted in a substantial way with a research project.
 4. An analyst should formally acknowledge in any published report or professional paper material explicitly borrowed from the analyst's past work which was supported or sponsored by a person, organization, or agency different from the current sponsor.
 5. An analyst should fully report all sources of financial support and note any special relations to sponsor(s). When financial support has been accepted, the analyst must make every reasonable effort to complete the proposed work on schedule, including providing copies to the funding source.

The Code generally recommends the use of peer review as the best means of promoting professionalism within the analytic community and improving research products utilized in the policy making process. In those cases where a formal peer review is not possible or practical, members are encouraged to utilize the informal networks within the Network to obtain feedback from their colleagues. The Code recognizes that all analysts, as well as the analytic community as a whole, benefit from knowledgeable and well-meaning feedback. It is a primary responsibility of

the Network to facilitate opportunities both for formal peer review and informal consultation among the members.

II. Promote Professionalism

A member should assist in maintaining the professionalism and competence of the criminal justice research community.

A. Professionalism in Conduct of Research and Analysis

An analyst should conduct research and analysis according to the highest standards of the profession applicable under the conditions of the project.

1. Analysts should always exercise due care and diligence in the collection, processing, analysis, and distribution of data, taking all reasonable steps to assure the accuracy of the results.
2. Analysts should always exercise due care and diligence in the development of research designs and in the analysis of data and should:
 - a. employ only those tools and methods which, in their best professional judgment, are well suited to the research or analytical problem at hand and are appropriate under the conditions of the project;
 - b. select research tools or methods of analysis without regard to their special capacity to yield a desired conclusion;
 - c. apply analytical tools objectively without the intent to obtain a desired result or derive a predetermined conclusion from any research or analytical effort;
 - d. not knowingly make interpretations of research results which are inconsistent with the data available;
 - e. not knowingly misinterpret data or analytical results in order to reach a desired result or conclusion;
 - f. not knowingly state or imply that results, findings, or interpretations of research are accorded greater confidence than the data actually warrant; and
 - g. not knowingly misstate the results of any research or analytical effort in order to support a desired conclusion.
3. Analysts should describe their findings accurately and in appropriate detail to allow the typical member of the intended audience to develop conclusions relative to the research and its applicability to any related decision making functions which are consistent with the data.
 - a. They should take care to insure that all generalizations presented in their findings are appropriately supported by the data and should:
 - insure that generalizations are properly drawn from the data presented, and that reasonable competing hypotheses of equal weight given the evidence, are presented or noted; and
 - not generalize their findings to an inappropriate population.
 - b. They should take care to avoid biased or prejudicial language in the writing of the report.

- c. They should be explicit concerning the applicability of their research to any policy questions being discussed and should:
 - state the limits of the research and its applicability; and
 - clearly state the assumptions made to arrive at any conclusions drawn.

B. Promote Professionalism in the Conduct of Research and Analysis

Analysts have an affirmative duty to promote professionalism in the conduct of research and analysis and should

1. willingly assist any colleague in the conduct of a research program or analytical project to the maximum extent possible whenever requested to do so;
2. promote and actively participate in peer-review activities whenever it is possible to do so;
3. actively assist in the development of training programs in their area of expertise whenever it is possible to do so;
4. willingly assist any colleague in building the research and analytic capacities of their organization whenever it is possible to do so;
5. publish and distribute the results of their work whenever it is possible to do so;
6. document and publish notes on new methods or techniques, or fresh applications of old methods or techniques whenever it is possible to do so; and
7. cooperate in efforts to make raw data and pertinent documentation collected and prepared at public expense available to other analysts, at reasonable costs, except in cases in which confidentiality, the client's rights to proprietary information and privacy, or claims of a field worker to the privacy of personal notes necessarily could be violated.

C. Protect Colleagues and the Public from Incompetent Research Analysis

Analysts have an affirmative duty to protect colleagues and the public from work that is unprofessional, substantially misleading, or obviously incompetent.

1. They should recommend for employment or consultation only persons or organizations known to them to be qualified and competent in the specific areas of expertise required.
2. They should expose, with reasoned argument in the most appropriate forum available, research or analysis in which due diligence has not been exercised in the collection and analysis of data or the presentation of findings. In cases where this has occurred and analysts have substantial reason to believe that the failings of the analysis are intentional, they should:
 - a. seek consultation from colleagues with expertise in the field in which the questionable analysis was conducted before proceeding with any formal action on the matter; and
 - b. exhaust all lesser means available to correct the problem before considering public exposure. Such lesser means include:
 - discussion of the analyst's concerns with the principal investigator involved in the work;

- documenting the analyst's concerns and requesting a response from the principal investigator; and
 - referring the matter to a peer-review committee established under the auspices of the Network to adjudicate the matter, if such a procedure has been mutually agreed to by all parties involved.
3. They should seek the assistance of their colleagues and the Network whenever confronted with a demand to produce research or analysis which, in their best professional opinion, is substantially and intentionally flawed.
 4. They should assist their colleagues in such matters when, in their professional judgment, such assistance is warranted and would be beneficial.

D. Protect Colleagues and the Public from Unethical Researchers

Analysts have an affirmative duty to protect their colleagues and the public from researchers who knowingly engage in unethical research practices. In this context, an unethical research practice is a practice which substantially injures research subjects or violates their privacy without their informed consent, and when the researcher knew or should have known that the practice in question would have this result.

1. Analysts who have knowledge of unethical research practice have an affirmative obligation to present their concerns to the researcher engaging in the questionable practices.
2. Analysts should not participate in a research project which involves data, -11- information, or analysis obtained in whole or in part through unethical research practices.
3. Analysts should not refer to, cite, or build further research upon studies or analyses which, in their best professional judgment, involved substantial unethical research practice.
4. Analysts serving on a peer-review panel should not approve for publication any article or study which, in their best professional judgment and supported by evidence, involved substantial unethical research practices.
5. The Network should not permit the presentation of any report, study, or findings based on unethical research practices at any meeting of the Network or in any Association-sponsored publication, except for the purpose of exposing unethical research practices.

E. Officers Keep Interests of Members Paramount

Members of the JIRN Executive Committee, including elected officers of the Network and Appointed Delegates, should maintain the interests of the membership, the organization, and the good of the larger community of criminal justice policy analysts and researchers as the guiding principles of their deliberations and in the conduct of Association affairs.



Justice Information Resource Network Election Policies and Procedures

Revised November 23, 2015

Revised June 7, 2023

Composition of Executive Committee:

The JIRN Executive Committee consists of: three officers - President, Vice President, and Secretary/Treasurer; three elected delegates; and the immediate Past President.

Nominations Procedures:

A Nominations Committee shall be appointed by the President at least 60 days prior to the annual business meeting. The role of the Nominations Committee shall be to develop a slate of candidates who will run for office immediately prior to the JIRN annual meeting. The JIRN annual business meeting will be held in-person or virtually.

The first task of the Nominations Committee shall be to distribute a solicitation for nominations to all members in good standing to encourage nominations and competition for all elected offices. A member in good standing may nominate him/herself or another such member of the Network. A person who is nominated by someone else must consent to the nomination in writing, and that consent must be submitted to the Nominations Committee. A person may be nominated for no more than one Executive Committee position during the annual election. The nominee must be a dues-paying member of the Network.

The Nominations Committee shall develop a slate of candidates and, no less than 30 days prior to the distribution of the electronic ballot, will ask candidates to submit to the Nominations Committee and Executive Director a statement of qualifications and/or a response to one or more issue questions developed by the Nominations Committee.

The slate of candidates and their statements will be sent to all members in good standing, who will then have one week during which they may nominate a "write-in" candidate. A write-in candidate must have agreed to be nominated, and must provide consent in writing as well as the same statement of qualifications and/or response to questions as the other candidates. Once the nominations period is closed, the Nominations Committee will confirm the final slate of candidates.

Voting Eligibility:

Each member in good standing is responsible for voting in the election by submitting a completed electronic ballot.

Voting Procedures:

The Executive Committee will direct the staff of the Network to submit the final slate of candidates and electronic ballot to the members eligible to vote at least 21 days prior to the

scheduled annual business meeting. The ballot shall be open for 10 days. Candidates will be given an opportunity to record a brief statement to Association members, not to exceed three minutes; the recorded statements will be posted on the SAC-only section of the JIRN website at the beginning of the voting period. For officers of the Network, the candidate for each office receiving the largest number of votes shall be considered elected. For the delegate voting, each member in good standing may cast a vote for each of the three positions (a total of three votes), but may not vote for the same candidate more than once. Each member in good standing may choose to vote for only one person, but may not list that person's name more than once.

If any ballot for an officer of the Network results in a tie, a runoff election will be held electronically. Whichever candidate receives the majority of votes will be considered elected. If the runoff election results in a second tie, the election shall be decided by secret ballot cast by the officers and delegates of the presiding Executive Committee, with the successful candidate receiving a majority of that vote. In the event that the vote produces a tie, it will be broken by the vote of the most immediate past president who is not a candidate for office.

For delegates of the Network, the three candidates receiving the largest number of votes shall be considered elected. If the ballot for delegates results in a tie, the same procedures for a runoff election as delineated above shall be followed.

The President of JIRN shall designate a Network staff person to tabulate the vote counts under the supervision of the Network Executive Director. The Executive Director and designated staff person shall be responsible for protecting the security and anonymity of the ballots, verifying the ballot counts and reporting the results to the Chair of the Nominations Committee.

Results of the Election:

The results of the election will be announced by the Chair of the Nominations Committee (or a designated member of the Committee if the Chair is unable to carry out this duty) during the annual business meeting. New officers will take office as of midnight on Saturday following the announcement of the results of the election.

Other Procedures:

In the event of a vacancy in an officer or delegate position on the Executive Committee, the vacancy shall be filled by hierarchical succession among the remaining officers and delegates. For succession purposes, the highest-ranking position shall be President, followed by Vice President, Secretary/Treasurer, the delegate with the longest length of service on the Executive Committee (or, if delegates have served the same length of time, the highest vote-getter in the last election).

In any situation where the ranking of delegates for succession purposes is not determined by length of service on the Executive Committee or votes in the last election, it will be determined by presidential discretion.

After each officer ascends to the next highest vacant position, the President, with the agreement of the majority of the Executive Committee members, shall appoint new persons to fill open positions. At the President's discretion, one delegate position may be left vacant provided fewer than six months remain until the next Annual Business Meeting.

Any election issues not addressed by the JIRN Bylaws, or these guidelines shall be decided by the President.

EXECUTIVE COMMITTEE DUTIES AND RESPONSIBILITIES

June 2023

The JRSA Executive Committee, also known as the Board of Directors, is the governing body of JRSA as stated in Article V of the Association's Bylaws. The Executive Committee consists of: three officers - President, Vice President, and Secretary/Treasurer; three elected Delegates; and the immediate Past President.

Elections are held electronically each year in advance of the annual business meeting. Usually, the winners of the Executive Committee elections are announced at that meeting. This year, the annual business meeting will be held in conjunction with the 2023 SEARCH/JRSA/NCJA Symposium on Justice Information Technology, Policy, Research, and Practice July 24-26 in Long Beach, California. Since this rapidly approaching date doesn't allow enough time for a well-conducted election process, the newly elected Executive Committee members will take office effective Sunday, October 1.

The Executive Committee is responsible for setting Association policies and procedures for the operations of the Association, including approving the annual budget and ensuring that the staff carry out those policies and procedures. The duties of the officers and the Executive Committee are spelled out in Article VI of the Bylaws. This document is not meant to replace the Bylaws, but to summarize the work of the Executive Committee and the specific day-to-day responsibilities of Committee members.

I. Time Commitment

The Executive Committee typically meets three times a year for regularly scheduled meetings, usually in February, May and November. In addition, Committee members are also expected to participate in the Association's annual business meeting. Executive Committee meetings in the recent past have been held online, though meeting locations and modes are determined by the President and Executive Director based on cost and other factors.

Executive Committee members may also sit on a member committee of the Association and then serve as a liaison of that committee to the Executive Committee. The Research Committee and Nominations Committee are appointed every year. Other committees are appointed by the President to carry out specific tasks as needed, such as the Membership Committee; Relationships Committee; Technical Assistance & Capacity Building Committee, the Dissemination Committee and the Communication Committee. The amount of time spent on such committee activities depends on the nature and complexity of the committee assignments. Member committees generally meet by conference call.

II. Compensation

Executive Committee members receive no remuneration for their service.

III. Travel Expenses

Travel expenses to attend all Executive Committee meetings (but not the annual business meeting), including hotel, transportation, meals, and miscellaneous items, are paid by the

Association in accordance with the JRSA Travel Policy. Instructions are provided to each member prior to travel. Travel arrangements can be made by the Committee member and be reimbursed or made directly through JRSA's travel agent and be master-billed. JRSA staff book all hotel arrangements.

IV. Directors and Officers Liability Insurance

JRSA maintains insurance to protect the members of the Executive Committee from liability associated with serving on the Board of Directors.

V. Committee Member Responsibilities

The formal responsibilities of officers are spelled out in the Bylaws, as indicated above. Except as spelled out above, or as assigned by the President, the Delegates and Past President have no official duties. The officers interact regularly with staff to ensure the effective operation of the Association. Following is a summary of the officers' activities:

1. President - The President works closely with the Executive Director to: stay abreast of Association activities; be informed about legislation or news about OJP bureaus that might affect JRSA or its members; plan Executive Committee meetings; and plan the annual business meeting and national conference. The President chairs the Executive Committee and annual business meetings and represents JRSA in formal meetings with Justice Department and other officials.
2. Vice President - The Vice President handles specific duties assigned by the President, such as chairing or serving on particular subcommittees or undertaking projects on an *ad hoc* basis, and is responsible for carrying out the duties of the President if the President is unable to do so.
3. Secretary/Treasurer - In order to ensure that the financial accounting of the Association is in good order, the Secretary/Treasurer works closely with the Director of Finance (DF). On a monthly basis, the DF sends the Secretary/Treasurer a financial report that includes detailed information about JRSA projects and cost centers. The Secretary/Treasurer is also responsible for preparing the minutes of Executive Committee meetings.
4. Delegates (3) - Delegates serve as Executive Committee liaisons to at least one JRSA member committee (described above). Delegates attend all quarterly Executive Committee meetings.

HELPFUL ACRONYMS AND ABBREVIATIONS

Part I: Agencies and Organizations

ABA	American Bar Association
ACA	American Correctional Association
ACJS	American Academy of Criminal Justice Sciences
ADAD	Alcohol and Drug Abuse Division
AJA	American Jail Association
AOUSC	Administrative Office of the United States Court
APPA	American Probation and Parole Association
APRI	American Prosecutors Research Institute
ASC	American Society of Criminology
ASCLD	American Society of Crime Laboratory Directors
ASUCRP	Association of State Uniform Crime Reporting Programs
BATF	Bureau of Alcohol, Tobacco, Firearms and Explosives BIA Bureau of Indian Affairs
BJA	Bureau of Justice Assistance
BJS	Bureau of Justice Statistics
BOP	Federal Bureau of Prisons
CAC	Commission on Accreditation for Corrections
CALEA	Commission on Accreditation for Law Enforcement Agencies
CCDO	Community Capacity Development Office
CCJJ	Commission on Criminal and Juvenile Justice
CDC	Centers for Disease Control and Prevention
CJCA	Council of Juvenile Correctional Administrators
CJJ	Coalition for Juvenile Justice
CSAT	Center for Substance Abuse Treatment
CWLA	Child Welfare League of America
DEA	Drug Enforcement Administration
DOD	Department of Defense
DHS	Department of Homeland Security
DLE	Department (Division) of Law Enforcement
DOI	Department of the Interior
DOJ	Department of Justice
FBA	Federal Bar Association
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
GAO	General Accounting Office
HHS	(Department of) Health and Human Services
HRWG	Homicide Research Working Group

HUD	(Department of) Housing and Urban Development
IACA	International Association of Crime Analysts
IACP	International Association of Chiefs of Police
ICE	Immigration and Customs Enforcement
ICMA	International City Managers Association
ICPSR	Inter-university Consortium for Political and Social Research
IJIS	Integrated Justice Information Systems Institute
ILJ	Institute for Law and Justice
INS	Immigration and Naturalization Service
JIRN	Justice Information Resource Network
JISP	Justice Information Sharing Practitioners
JRSA	Justice Research and Statistics Association
NAAG	National Association of Attorneys General
NABA	Native American Bar Association
NACOP	National Association of Chiefs of Police
NADCP	National Association of Drug Court Professionals
NAICJA	National American Indian Court Judges Association
NARF	Native American Rights Fund
NASC	National Association of Sentencing Commissions
NASCIO	National Association of State Chief Information Officers
NCAI	National Congress of American Indians
NCCD	National Council on Crime and Delinquency
NCIC	National Crime Information Center
NCJA	National Criminal Justice Association
NCJFCJ	National Council of Juvenile and Family Court Judges
NCJJ	National Center for Juvenile Justice
NCPC	National Crime Prevention Council
NCSC	National Center for State Courts
NCSL	National Conference of State Legislatures
NDAA	National District Attorneys Association
NGA	National Governors Association
NIAAA	National Institute on Alcohol Abuse and Alcoholism
NIC	National Institute of Corrections
NIDA	National Institute on Drug Abuse
NIH	National Institutes of Health
NIJ	National Institute of Justice
NIJC	National Indian Justice Center
NIMH	National Institute of Mental Health
NFPA	National Fire Protection Association
NLEPC	National Law Enforcement Policy Center
NNALEA	National Native American Law Enforcement Association
NOBLE	National Organization of Black Law Enforcement Executives
NSA	National Sheriffs' Association
NTJRC	National Tribal Justice Resource Center

ODP	Office for Domestic Preparedness
OJJDP	Office of Juvenile Justice and Delinquency Prevention
OJP	Office of Justice Programs, Department of Justice
ONDPCP	Office of National Drug Control Policy
OTJ	Office of Tribal Justice
OVC	Office for Victims of Crime
PERF	Police Executive Research Forum
SEARCH acronym)	The National Consortium for Justice Information and Statistics (no longer an acronym)
SJI	State Justice Institute
TSA	Transportation Security Administration
USET	United South and Eastern Tribes
VAWGO	Violence Against Women Grants Office
VAWO	Violence Against Women Office

Part II: Programs and Useful Terms

ACJSS	Adult Criminal Justice Statistical System
ADA	American with Disabilities Act
ADAA	Anti-Drug Abuse Act
ADAM	Arrestee Drug Abuse Monitoring
AFIS	Automated Fingerprint Identification System
AIMS	Adult Internal Management System
CACF	Census of Adult Correctional Facilities
CASA	Court Appointed Special Advocate
CCH	Computerized Criminal History
CHRI	Criminal History Records Improvement
CIMIS	Correctional Institution Management Information System
CJIS	Criminal Justice Information System
CMS	Correspondence/Contact/Constituency Management System
CO	Correctional Officer
CODIS	Combined DNA Index System
COMRS	Corrections Master Record System
COPS	Community Oriented Policing Services
CPTED	Crime Protection Through Environmental Design
CPU	Child Protection Unit
CRIPA	Civil Rights of Institutionalized Persons Act
DA	District Attorney
DARE	Drug Abuse Resistance Education
DATF	Drug Abuse Task Force
DATF	Domestic Abuse Task Force
DCSIP	Drug Control and System Improvement Program
DCRA	Deaths in Custody Reporting Act
DIA	Drug Information and Analysis

DMC	Disproportionate Minority Contact
DOCIS	Department of Corrections Information Systems
DUF	Drug Use Forecasting
DUI/DWI	Driving Under the Influence/Driving While Intoxicated
DVSA	Domestic Violence and Sexual Assault
EM	Electronic Monitoring
FOIA	Freedom of Information Act
GAC	Global Advisory Committee
GIS	Geographic Information System
Global	Global Justice Information Sharing Initiative
GPRA	Government Performance and Results Act
HIDTA	High Intensity Drug Trafficking Area
IBR	Incident-Based Reporting
IBRRC	Incident-Based Reporting Resource Center (JRSA project)
III	Interstate Identification Index (referred to as "Triple I")
INTERPOL	International Criminal Police Commission
ISAP	Intensive Substance Abuse Program
ISP	Intensive Supervised Probation
ISAR	Infobase of State Activities and Research (JRSA database of SAC activities)
JAG	Justice Assistance Grants (Byrne JAG Program)
JABG	Juvenile Accountability Block Grant
JJIS	Juvenile Justice Information Systems
K-9	Canine Operations
LEDS	Law Enforcement Data System
LLEBG	Local Law Enforcement Block Grant
MIS	Management Information Systems
NACJD	National Archives of Criminal Justice Data
NamUs	National Missing and Unidentified Persons System
NCADI	National Clearinghouse for Alcohol and Drug Information
NCHIP	National Criminal History Improvement Program
NCJRS	National Criminal Justice Reference Service
NCRP	National Corrections Reporting Program
NCVS	National Crime Victimization Survey
N-DEX	National Data Exchange (FBI program)
NDIS	National DNA Index System
NIBRS	National Incident-Based Reporting System
NICS	National Instant Criminal Background Check System
NIEM	National Information Exchange Model
NJJEC	National Juvenile Justice Evaluation Center (JRSA project)
NJRP	National Judicial Reporting Program
NLETS	National Law Enforcement Educational Testing Service
NSOPR	National Sex Offender Public Registry
OBTN	Offender-Based Tracking Numbers
OBTS	Offender-Based Transactions Statistics

PIMS	Police Information Management System
PART	Program Assessment Rating Tool
PbS	Performance-based Standards for Youth Correction and Detention Facilities
PREA	Prison Rape Elimination Act
PSN	Project Safe Neighborhoods
RET	Regional Enforcement Team
RFA	Request for Application
RFP	Request for Proposal
RFRA	Religious Freedom Restoration Act
RMS	Records Management System
RSAT	Residential Substance Abuse Treatment
SAA	State Administering Agency
SAC	Statistical Analysis Center
SANE/SART	Sexual Assault Nurse Examiner/Sexual Assault Response Team
SOR	Sex Offender Registry
SOTMP	Sex Offender Treatment and Monitoring Program
SPSS	Statistical Package for the Social Sciences
STARS	Statewide Traffic Accident Records System
SWAT	Special Weapons and Tactics Team
STAC	Spatial and Temporal Analysis of Crime
TAC	Technical Advisory Committee
TAIP	Treatment Alternatives to Incarceration Program
TASC	Treatment Assessment Service Centers
TASC	Treatment Alternatives to Street Crime
TIS	Truth in Sentencing
TRO	Temporary Restraining Order
UCR	Uniform Crime Reporting
URL	Universal Resource Locator
VCIN	Violent Crime Information Network
VIN	Vehicle Identification Number
VOCA	Victims of Crime Act
VOI/TIS	Violent Offender Incarceration/Truth in Sentencing
VPO	Victim Protection Order
XML	Extensible Markup Language