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TO: ALL BERGEN COUNTY CHIEFS OF POLICE, POLICE DIRECTORS, OFFICERS-IN-CHARGE, AND SHERIFF

FROM: PROSECUTOR GURBIR S. GREWAL

DATE: JULY 11, 2017

SUBJECT: BERGEN COUNTY PROSECUTOR'S OFFICE LAW ENFORCEMENT DIRECTIVE NO. 2017- 6 ESTABLISHING A POLICY FOR ELECTRONIC CASE SUBMISSION ("eSCREENING")

By this directive, the Bergen County Prosecutor's Office ("BCPO") is implementing an electronic screening protocol ("eScreening") to allow for the timely transfer of case information from the charging agency to the BCPO. Not only will this process enable us all to better meet the many obligations arising from Criminal Justice Reform, but it will also help reduce the current burden on your agencies by, among other things, eliminating weekly screening trips to the BCPO and by automating the transfer of downgrade information to the appropriate municipal court.

To ensure that all Bergen County law enforcement agencies are properly and effectively implementing eScreening, the BCPO will be conducting a number of training sessions. Effective immediately upon completion of this training, your agency will be required to implement eScreening and use it as the exclusive method of transferring case information to the BCPO, subject to the exemptions set forth below.

If your agency encounters a problem or if there is a reason for a case to be brought to screening in person (*e.g.*, case specific concerns or issues that need to be reviewed with the Intake Unit), please call the Intake Unit to schedule an appointment to have the matter screened. In addition, nothing in this directive should be read to discourage your agency from reviewing case-related matters with your legal advisor or with the Intake Unit.



A State Accredited and Nationally Recognized Law Enforcement Agency



This eScreening policy applies to the following categories of cases, which include all defendants whose cases you have historically brought to your weekly screening appointments:

- all defendants charged with indictable crimes and their co-defendants (even if charged only with non-indictable offenses);
- all defendants charged with contempt in violation of N.J.S.A. 2C:29-9b (4th degree or DP); and
- any defendant charged with a DP offense on a complaint-warrant.

Your agency has either been provided or will be provided with a *General User's Guide for Screening Case Submission*¹, which sets forth the following information and documents that your agency must submit for eScreening:

- Suspect Information;
- Victim Information; and
- Documents
 - a. eCDR Package;
 - b. CJP Notice (needed for complaint-summonses only);
 - c. Live Scan Receipt;
 - d. CCH;
 - e. Arrest/Incident Reports;
 - f. Victim Notification Form;
 - g. MV Summons (if indicated);
 - h. Domestic Violence Forms/Restraining Order (if indicated).

You will note that the above list includes all of the information you have historically brought to your weekly screening appointment. In addition to the required documents, it is inevitable that during the course of your investigation, other information, reports, and forms may be collected or created. It is strongly encouraged that those documents also be included in your initial electronic case submission. If unavailable at the time of the initial submission, those documents are to be electronically submitted when they are available and any information relevant to the eScreening assessment that has not been reduced to a report or that may be difficult to transmit electronically must be telephonically communicated to the Intake Unit.

Of course, certain materials, such as MVRs, surveillance video, video or audiotaped witness statements, or photographs, cannot be transmitted in electronic format or are difficult to transmit. Such items must be brought by your agency to the BCPO Intake Unit at Two Bergen County Plaza as expeditiously as possible.

¹ Two User's Guides have been created by the CSI Technology Group. One guide specifically instructs agencies that use the InfoShare Police RMS (record management system) on how to submit cases for eScreening. A separate guide offers instruction to agencies using different management systems on how to submit cases for eScreening.

Upon submission of a case to the BCPO for eScreening, a receipt will be electronically generated and transmitted to the submitting agency. That receipt must be provided to the Bergen County Jail at the time a defendant, charged on a complaint-warrant, is initially lodged. The BCPO does not require any additional paperwork to accompany the defendant to the jail.

The BCPO will continue to work with our law enforcement partners towards the mutually beneficial goal of moving information quickly and securely between agencies. To that end, we will continue to streamline the eScreening process and appreciate any input you may have.

Thank you for your anticipated cooperation.



GURBIR S. GREWAL
BERGEN COUNTY PROSECUTOR