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**To:** Assignment Judges  
Trial Court Administrators **DIRECTIVE: # 22-23**

**From:** Glenn A. Grant, Administrative Director 

**Subj:** Criminal Justice Reform - Changes to the Preliminary Public Safety Assessment Run by Law Enforcement

**Date:** December 13, 2023

This Directive advises of changes to the method in which a Preliminary Public Safety Assessment (Preliminary PSA) is generated. Available immediately, an automatic Preliminary PSA will generate once a law enforcement officer has fingerprinted a defendant using an approved LiveScan fingerprinting device and then selects to request a complaint-warrant in eCDR. This feature will be added to all complaint generation in a future enhancement.

In its [June 2023 report](#), the Reconvened Joint Committee on Criminal Justice (JCCJ) issued 31 new recommendations to help improve Criminal Justice Reform (CJR). Recommendation 5, put forth by law enforcement representatives, sought to automate the Preliminary PSA to assist law enforcement staff. Recommendation 5 of the Reconvened JCCJ Report specifically states:

“The Judiciary should seek to modify its eCDR system so that a Preliminary PSA is automatically generated for law enforcement once a defendant has been fingerprinted and a complaint initiated.”

This Directive effectuates Recommendation 5.

Accordingly, once law enforcement fingerprints a defendant in accordance with current LiveScan procedures, and as required by Attorney General [Law Enforcement Directive 2016-6 v.3.0](#) (“Modification of Directive Establishing Interim Policies, Practices, and Procedures to Implement Criminal Justice Reform

Pursuant to P.L. 2015, c. 31), a Preliminary PSA will automatically generate. Once the automatic Preliminary PSA is generated, it will be available in the case jacket of the eCourts system for reference.

The attached “eCDR – Municipal Release Notes” provides detailed operational guidance.

### **Conclusion**

Questions or comments may be directed to the Criminal Practice Division at (609)815-2900, ext. 55300 or [AOC\\_CrimPrac.mbx@njcourts.gov](mailto:AOC_CrimPrac.mbx@njcourts.gov).


Attachment: “eCDR – Municipal Release Notes 12/08/2023”

cc: Chief Justice Stuart Rabner  
Hon. Thomas W. Sumners, Jr.  
Hon. Heidi Willis Currier  
Criminal Division Judges  
Municipal Division Judges  
Family Division Judges  
Matthew Platkin, Attorney General  
Colonel Patrick Callahan, Superintendent of the New Jersey State Police  
J. Stephen Ferketic, Director of the Division of Criminal Justice  
Steven D. Bonville, Chief of Staff  
AOC Directors and Assistant Directors  
Special Assistants to the Administrative Director  
Criminal Division Managers and Assistant Division Managers  
Municipal Division Managers and Assistant Division Managers  
Family Division Managers and Assistant Division Managers  
Justin M. Patterson Moles, Chief, Criminal Practice  
Nicholas W. Salamon, Chief, Criminal Practice  
Stephanie Ullman, Assistant Chief, Criminal Practice  
Virginia Spitale, Assistant Chief, Criminal Practice

# eCDR – Municipal Release Notes

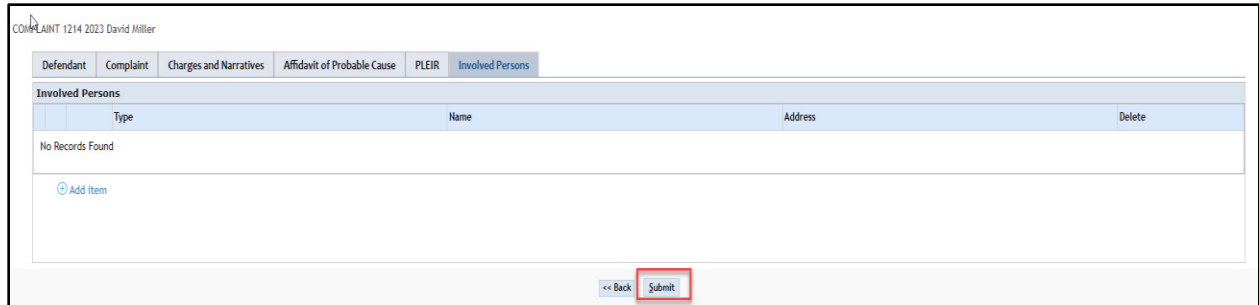
## 12/08/2023

### PSA

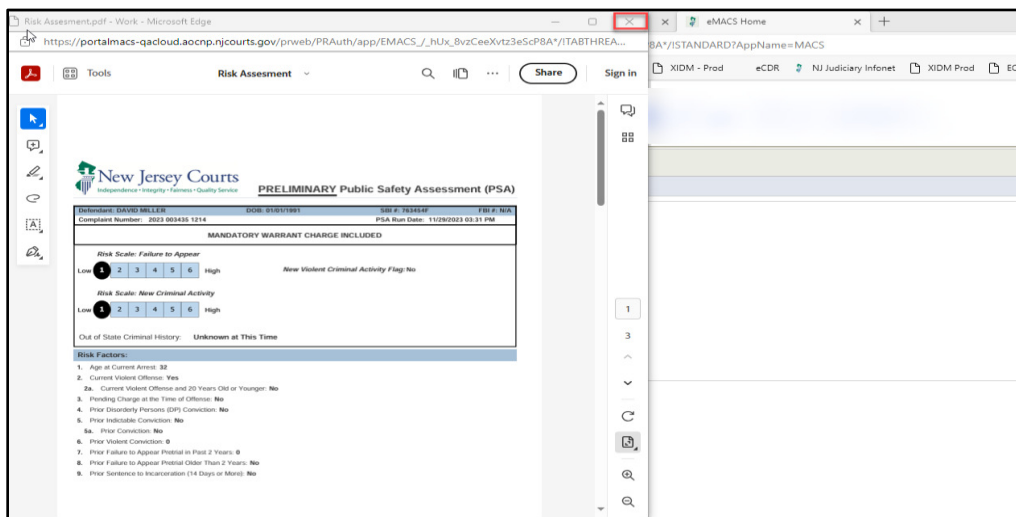
	<p>eCDR has been enhanced to automatically run the PSA when a 'To Be Determined' complaint is generated using a livescan record. For more information, click <a href="#">here</a>.</p>
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*eCDR has been enhanced to automatically run the PSA when a 'To Be determined' complaint is generated using a livescan record.*

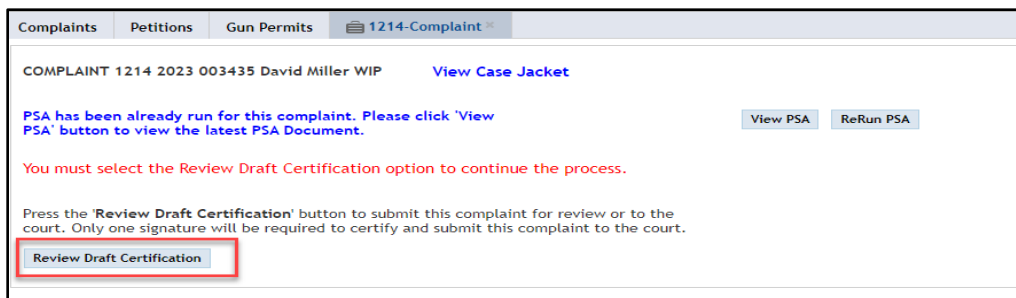
1. Once the 'To Be Determined' complaint is generated using a livescan record, click 'Submit' on the 'Involved Persons' tab.



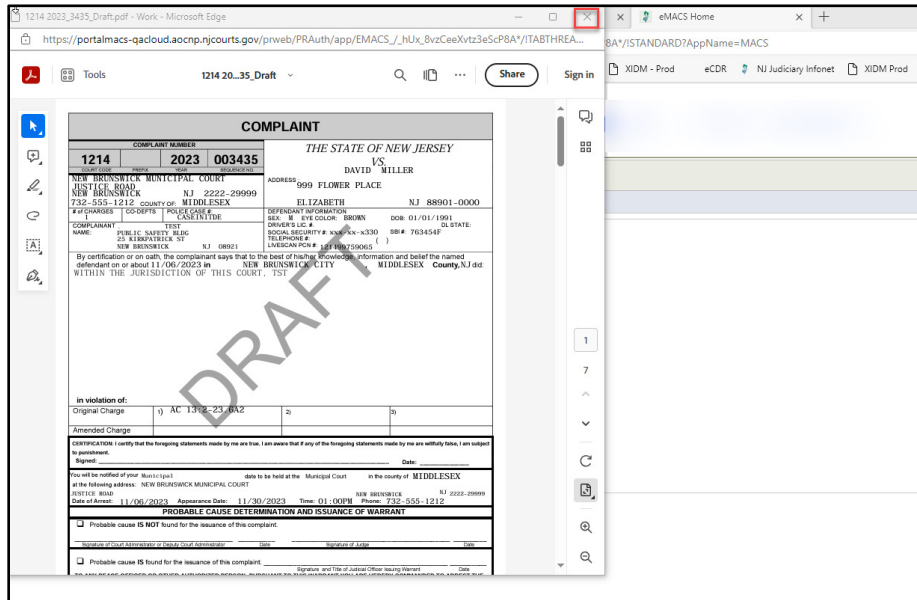
2. The PSA will be displayed automatically in a separate window. Review the PSA report and close the PSA window.



3. Click 'Review Draft Certification' to review the complaint.



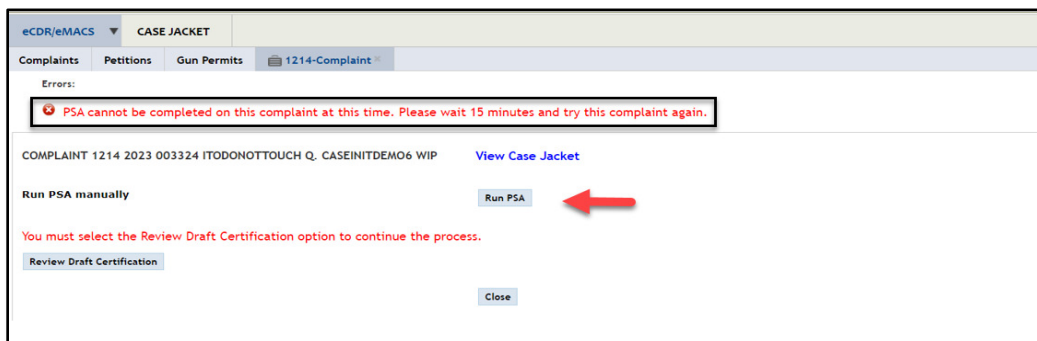
4. Review the complaint and close the complaint.



5. Select the appropriate option to submit the complaint.



Note: If the PSA cannot be automatically generated, a message will be displayed to run the PSA manually. Click 'Run PSA' and/or proceed with the complaint.



Note: If the PSA system is unavailable, a message will be displayed. Click 'Run PSA' to run the PSA manually and/or proceed with the complaint.

The screenshot shows a web application interface with a navigation bar at the top containing 'Complaints', 'Petitions', 'Gun Permits', and '1214-Complaint'. Below the navigation bar, there is an 'Errors:' section with a red-bordered box containing the message: 'ERROR: PSA SYSTEM NOT AVAILABLE, PLEASE CONTACT HELPDESK'. Below this, the main content area displays 'COMPLAINT 1214 2023 003427 David Q. Smith WIP' with a 'View Case Jacket' link. Underneath, there is a 'Run PSA manually' section with a 'Run PSA' button. A red text instruction states: 'You must select the Review Draft Certification option to continue the process.' Below this, a paragraph explains: 'Press the 'Review Draft Certification' button to submit this complaint for review or to the court. Only one signature will be required to certify and submit this complaint to the court.' At the bottom of this section, a 'Review Draft Certification' button is shown with a red arrow pointing to it.

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