

## **New York State Division of Criminal Justice Services**

### **1) A brief statement about your office generally (e.g., mission, jurisdiction, size, nature of practice, etc.)**

The New York State Division of Criminal Justice Services (Division), Office of Legal Services (OLS) is a critical component of New York's criminal justice system that provides legal counsel to the Division and offers a wide range of services to law enforcement agencies and prosecutor offices across the State.

OLS ensures that the Division complies with State and federal laws and regulations. From the development of a request for proposal, through execution of a contract, from creation to implementation of rules and regulations governing agency responsibilities, to drafting legislation, to reviewing Use and Dissemination Agreements and reviewing laws pertaining to access to criminal history record information, OLS guides the Division through numerous State and federal statutory and regulatory requirements.

OLS currently has 5 attorneys working to support its mission.

The Office of Forensic Services (OFS) was established to carry out the provisions of Article 49-B of the Executive Law (section 995, et. seq.). OFS is responsible for administrative oversight of the New York State DNA databank, for making a forensic laboratory accreditation program for public forensic laboratories in New York State under the authority of the NYS Commission on Forensic Science, and for working with forensic laboratories, law enforcement and other criminal justice agencies to improve the quality and delivery of forensic services pursuant to Article 49-B.

The Division's Deputy Commissioner and Counsel currently provides legal advice to the OFS.

### **2) A description of the experiences law students are likely to have at your office, including the types tasks students may perform.**

Law students will be able to gather a broad range of experiences at OLS. Areas they will be exposed to include issues relating to access to criminal history record information, FOIL, review and drafting of legislation and regulations and correspondence.

In addition, a law student may be placed with the OFS to work primarily with issues related to DNA databank, forensic laboratories, and legislation.

### **3) Any special requirements you have for student selection (e.g., writing sample, class standing, experience, third year students only, background check, etc.) Please include the number of students you would be able to supervise in a semester.**

We would prefer 2<sup>nd</sup> or 3<sup>rd</sup> year students in the top third of their class but are willing to consider other students based upon interest. No experience is necessary but a fingerprint-based criminal history background check is required to work in our building. We would be able to supervise 2 students in a semester.

4) Website for further information

<http://www.criminaljustice.state.ny.us/>

5) Anything else that you think would be helpful or informative.

Students working at DCJS will gather insight into the criminal justice system while observing the benefits of a public service career and the workings of a State agency.