



## *State of New Jersey*

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DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF LAW  
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### **ATTORNEY GENERAL ADMINISTRATIVE EXECUTIVE DIRECTIVE NO. 2022-03**

**TO:** All Division Directors, Department of Law and Public Safety

**FROM:** Matthew J. Platkin, Acting Attorney General

**DATE:** April 14, 2022

**SUBJECT:** Directive Codifying the Division of Administration

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The Department of Law and Public Safety (the Department) is currently comprised of a variety of divisions, offices, and commissions – with nearly 8,000 employees and an annual budget of approximately \$1 billion. The administrative operations of the Department, including oversight of the administrative functioning of its constituent entities, are essential to ensuring the Department is able to fulfill its mission.

In 2019, the Department created the Division of Administration (Administration) to provide a more defined organizational structure for the Department's administrative operations. Administration fulfills and oversees the Department's administrative and operational needs, including but not limited to budgeting, fiscal management, grant administration, human resources, general counsel, information technology, ethics and compliance, constituent services, and facilities management. Further, Administration oversees the administrative functioning of the Department's constituent entities, assists them with their resource needs, and provides them with support and recourse. As originally laid out in Attorney General W. Cary Edwards' Executive Directive No. 1986-1, Administration shall have the authority to formulate and adopt, for the Department, internal administrative practices, procedures, plans, rules, and regulations necessary to achieve the goal of the centralized management of administration. A centralized administrative structure allows for the effective use of resources throughout the Department but without disrupting the statutory mandates and obligations of its divisions. This Attorney General Executive Directive formalizes the creation of Administration ensuring its long-term place within the Department, and supersedes Executive Directive No. 1977-1 and Executive Directive 1986-1.

Pursuant to the authority granted to me under the New Jersey Constitution; the Law and Public Safety Act of 1948, N.J.S.A. 52:17B-1, *et seq.*, which provides for general responsibility of the Department's operations and the supervision of the organization of the Department; and the Criminal Justice Act of 1970, N.J.S.A. 52:17B-97, *et seq.*, which provides for the general supervision of criminal justice by the Attorney General as chief law enforcement officer of the State in order to secure the benefits of a uniform and efficient enforcement of the criminal law and the administration of the criminal justice throughout the State, I have determined that the organization described herein is necessary for the efficient and effective operation of the Department's functions and hereby direct all Department personnel to implement and comply with the following directives.

**I. Division of Administration**

- A. ***Establishment.*** There is established in the Department, the Division of Administration.
- B. ***Leadership of Administration.*** Administration shall operate under the supervision of a Chief Administrative Officer (CAO), who shall be selected by, and operate under, the authority of the Attorney General. The CAO and the two Deputy Chief Administrative Officers shall direct and supervise the work of the Division and its organizational units, and shall devote their time to the duties of the Department.
- C. ***Organization of Administration.*** With the approval of the Attorney General, the CAO may organize the work of Administration into any bureaus or other organizational units as may be deemed necessary for the efficient and effective operation of Administration. The CAO may delegate to employees in Administration and its constituent organizational units such responsibilities and authority as the CAO deems appropriate, subject to the supervision of the CAO. The Attorney General shall assign to Administration such employees as may be deemed necessary to assist the CAO in the performance of Administration's responsibilities.
- D. ***Structure of Administration.*** In addition to any bureaus or other organizational units established by the CAO pursuant to Section I.C of this Directive, the following constituent organizational units are hereby established in Administration, and shall operate under the general direction and supervision of the CAO and Deputy Chief Administrative Officer(s), as illustrated in the Appendix to this Directive, and described below. The CAO may issue, subject to the approval of the Attorney General, standard operating procedures or similar policies related to the functions encompassed within Administration, including those within its constituent units, applicable throughout the Department.
  - 1. **Budget Operations.** There is established a Budget Operations unit, which shall prepare and defend a comprehensive annual budget, on behalf of the Department, by performing ongoing financial analysis, preparing quarterly spending plans, and coordinating quarterly budget meetings to review budgets with Divisions. On an annual basis, Budget Operations develops the technical budget documents for the Department which creates the funding levels and FTE needs of each Division for the subsequent fiscal year. This office works closely with all of the Department's divisions and executive management to ensure



the availability of funding, support Department initiatives, and provide guidance so that all funds are spent in accordance with the annual Appropriations Act.

2. **Facilities Management.** There is established a Facilities Management unit, which shall be responsible for maintaining, preserving and enhancing the Departments' physical assets and is committed to operational excellence. Facilities Management encompasses multiple disciplines to ensure functionality, comfort, safety and efficiency of the physical environment by integrating people, places, processes and technology. The core services include Building Maintenance Service, Fleet Service, Asset Management, Project Management, Telecommunications, Environmental Health & Safety and Operations Support.
3. **Financial Management.** There is established a Financial Management unit, which shall provide full fiscal support for divisions as need, as along with support and guidance for the smaller fiscal offices within the Department. Financial Management receives and processes all procurement requests, bids out any items that are not on contract and retrieves necessary quotes for Delegate Purchasing Authority items. Financial Management is responsible for paying all bills/invoices, processing travel reimbursements requests and making/paying for any travel arrangements, as well as processing salary adjustments at the request of the Budget Office. The unit works hand in hand with the Budget Office and making sure all divisions adhere to the Department's spending plans. Financial Management is also responsible for creating and submitting procurement waivers.
4. **Grant Operations.** There is established a Grant Operations unit, which shall provide administrative oversight and support for all Federal and State grant awards received by the Department. The Grants Operations unit ensures that all grants are administered in accordance with all applicable laws, regulations, and the terms and conditions of the award, including state Treasury publications, New Jersey statutes, and the federal OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (2 C.F.R. 200). Grants Management also assists with the creation of notices of funding availability, review of grant applications, preparation of grant award documents, and Federal reporting as necessary. The unit works in tandem with the Budget Office for all provider requests for cost reimbursement and other funding provided by each grant. Grants Operations provides support to Department divisions throughout the grant process, and furthers the Department's efforts to efficiently and effectively carry out the mission, objective, and initiatives of the Attorney General.
5. **Human Resource Management.** There is established a Human Resource Management (HRM) unit, which shall coordinate with Department divisions to resolve their personnel resource needs, including hiring, developing, and maintaining a talented and motivated workforce through human resource management, innovative training, employee safety and wellness as well as positive employee partnerships. HRM has primary responsibility for developing and implementing policies, programs, standards and systems to effectively support all employees of the Department as well as provides support, oversight and guidance to other satellite HR offices within the Department. Additionally, HRM houses the Employee Relations unit, which acts as the Department's primary representative in



matters involving labor negotiations, grievances, and general interactions with represented employees and their union leadership. HRM also works with divisions to on labor law compliance, record keeping, hiring and training, compensation, employee assistance, and help with handling specific performance issues. HRM is the primary conduit for communication with the New Jersey Civil Service Commission related to employee appointments, classifications, separations, and other personnel actions.

6. **Information Technology.** There is established an Information Technology (IT) unit, which shall maintain and develop integrated strategic information systems to support and improve the technological productivity and effectiveness of all areas of operations in the Department. Their responsibilities include ensuring that the continuity and integrity of our IT infrastructure, application development, and support desk services are maintained, with optimum performance from our equipment and software. The unit is also charged with researching and evaluating new and innovative technology as it becomes available. The IT unit also maintains the Department's centralized Intranet platform.
7. **Office of Constituent Services.** There is established an Office of Constituent Services (OCS), which shall serve as the main point of contact for members of the public who wish to contact the Department. OCS staff receives telephone, email, and traditional mail correspondence from constituents, legislators, and the Governor's Office. Constituent concerns are referred to the appropriate Division or Office within LPS for review and appropriate action. Non-LPS issues are re-routed to the appropriate Department by OCS. OCS does not meet directly, in person, with the public.
8. **Office of Ethics and Compliance.** There is established an Office of Ethics and Compliance to be led by a Chief Ethics and Compliance Officer, who shall be an Assistant Attorney General. The Office shall serve the Department by providing infrastructure and resources to promote Departmental and employee compliance with internal policies, procedures, and protocols, the State's Conflicts of Interests Law, the Uniform Code of Ethics, the State Policy Prohibiting Discrimination in the Workplace and, for Assistant Attorneys General and Deputy Attorneys General, the New Jersey Rules of Professional Conduct. Additionally, provides internal auditing for the Department, acts as a liaison with external auditors, and manages the subrecipient monitoring of Department grants. This Office ensures compliance risks are identified, prioritized and managed appropriately; provides general compliance training to employees and guidance to managers; affords an avenue for anonymous reporting of potential non-compliance or unethical behavior; investigates alleged violations of Departmental policies; and develops effective policies and procedures to promote compliance and ethical behavior. The Chief Ethics and Compliance Officer shall have direct access to Department executive staff for the reporting and conference of sensitive ethics and compliance issues.
9. **Office of General Counsel for Administration.** There is established an Office of General Counsel for Administration, which shall provide legal counsel to the offices within Administration. This unit shall be supervised by an Assistant Attorney General and include Deputy Attorneys General. Typical matters warranting legal counsel include

grants, contracts, and agreements, as well as employee relations and labor relations matters. The Office of the General Counsel for Administration processes the Department's administrative code rules and houses the Department's custodian for Open Public Records Act requests.

- E. ***Access to Department Resources.*** Administration shall be authorized to call upon the expertise and assistance of every division, agency, office, commission, bureau, and unit within the Department in order to carry out its mission. Such entities are hereby required, to the extent not inconsistent with law, to cooperate with Administration and to provide such assistance as Administration may require.

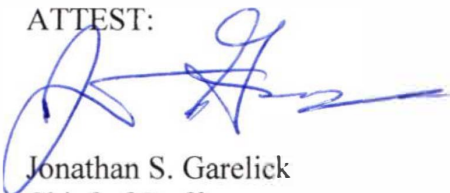
## II. **Other Provisions**

- A. ***Non-enforceability by third parties.*** This Directive is issued pursuant to the Attorney General's authority to supervise operations of the Department. This Directive imposes limitations that may be more restrictive than the limitations imposed under the United States and New Jersey Constitutions, and federal and state statutes and regulations. Nothing in this Directive shall be construed in any way to create any substantive right that may be enforced by any third party.
- B. ***Severability.*** The provisions of this Directive shall be severable. If any phrase, clause, sentence, or provision of this Directive is declared by a court of competent jurisdiction to be invalid, the validity of the remainder of the document shall not be affected.
- C. ***Questions.*** Any questions concerning the interpretation or implementation of this Directive shall be addressed to the CAO of Administration, or their designee.
- D. ***Effective date.*** This Directive shall take effect immediately and remain in force and effect unless and until it is repealed, amended, or superseded by Order of the Attorney General.



Matthew J. Platkin  
Acting Attorney General

ATTEST:



Jonathan S. Garelick  
Chief of Staff  
Assistant Attorney General

Date: April 14, 2022

Appendix

Division of Administration

