

**Priority:** Safety  
**Program Offer Type:** Support  
**Related Programs:**

**Lead Agency:** Community Justice  
**Program Contact:** Dave Koch

**Program Characteristics:**

**Executive Summary**

Support Services support juvenile probation, detention, accountability, and treatment. Staff maintain accurate juvenile records in statewide data systems (which makes service evaluation possible), provide payroll and supplies, information and referral to callers and walk-ins, and maintenance of juvenile records, front desk coverage for the juvenile justice complex.

**Program Description**

Support Services includes:

The Business Integration and Support Team integrates information technology with the division's work. It is responsible for the County's participation in the statewide Juvenile Justice Information System (JJIS), mandated in ORS 420A.223, and provides JJIS training, analysis of business needs, user support, security administration, and compliance with statewide policy. It takes the lead in assuring the quality of data and delivers reporting and consultation services crucial to evaluating outputs and outcomes of the work of juvenile probation, detention, treatment, and accountability. Data Services provides highly specialized data entry into JJIS and Law Enforcement Data System (LEDS) as well as creates and updates juvenile records with new criminal referrals, petitions and court orders, and enters warrants into LEDS. This unit's duties uphold the division's case processing agreement with the District Attorney's Office and meets the division's obligations of supervising juvenile offenders from other states.

The Document Services and Support Services staff work with the District Attorney, State Clerk's Office, and other counties to expunge juvenile records that meet statutory criteria (ORS 419A.262); process adoptions records; and maintain all closed juvenile files. The unit also produces documents and forms for the department's juvenile and divisions, performs medical transcription, and produces petitions, summons, court reports, letters, memos, closings summaries, and probation contract forms.

Other services are General Administrative Support which include distributing mail, performing records checks, ordering supplies, maintaining office equipment, processing subpoenas and payroll, purchasing, data processing, property management, and office support. Reception staff provide information and referral, as well as directions to the public in person and over the phone.

**Program Justification**

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY04-05)	Current Year Purchased (FY05-06)	Current Year Estimate (FY05-06)	Next Year Offer (FY06-07)
Output		0	0	0	0
Outcome	Percent of Senior Level Managers satisfied with Unit service delivery.	0%	0%	0%	75%

**Performance Measure - Description**

New measure.

**Legal/Contractual Obligation**

County participation in and maintenance of the state Juvenile Justice Information System (JJIS) is mandated by ORS 420A.223.

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
	2006	2006	2007	2007
<b>Program Expenses</b>				
Personnel	\$1,172,346	\$0	\$1,196,906	\$0
Materials & Supplies	\$3,400	\$0	\$7,220	\$0
Internal Services	\$35,700	\$0	\$13,769	\$0
Subtotal: Direct Exps:	<b>\$1,211,446</b>	<b>\$0</b>	<b>\$1,217,895</b>	<b>\$0</b>
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Total GF/non-GF:	<b>\$1,211,446</b>	<b>\$0</b>	<b>\$1,217,895</b>	<b>\$0</b>
Program Total:	<b>\$1,211,446</b>		<b>\$1,217,895</b>	
Program FTE	0.00	0.00	17.12	0.00
<b>Program Revenues</b>				
Program Revenue for Admin	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

County General Fund.

**Significant Program Changes**

Last year this program was: #50061, Juvenile Justice Support Services