

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

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

**Program Characteristics:**

**Executive Summary**

Support Services supports all aspects of the juvenile division's Administration, Probation, Accountability, Treatment and Detention services. Staff maintain accurate records internally and in various statewide data systems to ensure top quality service outcome evaluations. Staff provide information and referral to the public and community partners, technical and clerical support to division personnel, coordinate payroll, property management and purchasing as well as provide reception coverage.

**Program Description**

Support Services includes:

The BUSINESS INTEGRATION AND SUPPORT TEAM (BIST) integrates information technology with the division's work. Responsible for the County's participation in Oregon's Juvenile Justice Information System (JJIS) it provides training and support, business needs analysis and security and compliance monitoring of JJIS policies. It takes the lead in assuring data quality. It provides reporting and consultation services critical to program evaluation of probation, accountability, treatment and detention services.

DATA SERVICES provides specialized entry and records maintenance in JJIS and the Law Enforcement Data System (LEDS). It enters warrants in LEDS and provides law enforcement with field access to juvenile Electronic Probation Records (EPR). Data Services helps the juvenile division uphold interagency agreements with the District Attorney's Office and community partners. It also assists the division to meet legal obligations regarding the supervision and extradition of out-of-state youth.

DOCUMENT AND SUPPORT SERVICES works with the District Attorney's Office, State Clerk's Office and other jurisdictions to process adoption records and expunge juvenile records that meet statutory criteria (ORS 419A.262). It maintains all closed juvenile files and processes documents and forms for the Juvenile Services Division, District Attorney, Department of Human Services and the judiciary.

The CHILD ABUSE UNIT, in conjunction with partner agencies, assists the court with new and established dependency cases.

GENERAL ADMINISTRATIVE SUPPORT duties include maintaining juvenile sex offender registration information; performing record checks; providing office support to Counseling, Treatment and Detention units; processing subpoenas; archive requests; processing payroll; data entry; purchasing; equipment maintenance and property management. Reception staff provides public information through personal and phone contacts.

**Program Justification**

Juvenile Services Support ensures that the Juvenile Division has the clerical and technical resources needed to meet State mandates and inter-agency agreements regarding the provision of timely and lawful services. The delivery of cost effective evidence-based services to youth, families, professionals and the community at large is integrally tied to this program.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY06-07)	Current Year Purchased (FY07-08)	Current Year Estimate (FY07-08)	Next Year Offer (FY08-09)
Output	Number of police referrals processed	4,028	4,200	3,262	4,000
Outcome	Number Court Orders and Dispositions processed	2,128	1,600	2,102	2,100
Output	Number of face-to-face contacts completed	5,444	4,800	5,876	5,000

**Performance Measure - Description**

 **Measure Changed**

The number of court orders and dispositions processed is higher than the purchased amount as Data Services began to enter preliminary hearing information as well. Performance measure regarding number phone inquiries processed has been eliminated due to the implementation of a new phone system that does not easily allow for reporting.

**Legal/Contractual Obligation**

Oregon Revised Statute (ORS) 420A.223 mandates County participation in and maintenance of the State's Juvenile Justice Information System (JJIS).

**Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2008	2008	2009	2009
Personnel	\$1,130,474	\$0	\$1,295,563	\$0
Materials & Supplies	\$6,830	\$0	\$13,624	\$0
Internal Services	\$14,734	\$0	\$16,490	\$0
<b>Subtotal: Direct Exps:</b>	<b>\$1,152,038</b>	<b>\$0</b>	<b>\$1,325,677</b>	<b>\$0</b>
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
<b>Subtotal: Other Exps:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total GF/non-GF:</b>	<b>\$1,152,038</b>	<b>\$0</b>	<b>\$1,325,677</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,152,038</b>		<b>\$1,325,677</b>	
Program FTE	15.50	0.00	17.50	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: #50008, DCJ Juvenile Services Support