

Priority: Safety
Program Offer Type: Support
Related Programs:

Lead Agency: Community Justice
Program Contact: Dave Koch

Program Characteristics:

Executive Summary

The Juvenile Support Services unit supports all aspects of the Juvenile Division's Administration, Probation, Accountability, Treatment, and Custody Services departments. The staff maintain accurate records internally and in various statewide data systems. Support staff perform the following functions: a) provide information and referrals to the public and community partners; b) provide technical and clerical support to division personnel; c) coordinate payroll, property management and purchasing; and d) 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) the team provides training and support, business needs analysis and security compliance monitoring of JJIS policies. BIST takes the lead in assuring data quality and provides reporting and consultation services critical to program evaluation of Probation, Accountability, Treatment and Custody services.

DATA SERVICES provides specialized entry and records maintenance in JJIS and the Law Enforcement Data System (LEDS). This team enters warrants in LEDS and provides law enforcement with field access to juvenile Electronic Probation Records (EPR). Data Services helps the Juvenile Division uphold inter-agency agreements with the District Attorney's Office and community partners. They also assist the Division with meeting 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). The team 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 Custody units; processing subpoenas; archiving requests; processing payroll; entering data; purchasing equipment; and providing public assistance with general inquiries.

Program Justification

The Juvenile Services Support program 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 (FY07-08)	Current Year Purchased (FY08-09)	Current Year Estimate (FY08-09)	Next Year Offer (FY09-10)
Output	Number of police referrals processed	3,644	4,000	3,320	3,500
Outcome	Number of court orders and dispositions processed	2,123	2,100	2,200	2,200
Output	Number of face-to-face contacts	4,500	5,000	6,048	6,200

Performance Measure - Description

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2009	2009	2010	2010
Personnel	\$1,295,563	\$0	\$1,323,981	\$0
Materials & Supplies	\$13,624	\$0	\$13,640	\$0
Internal Services	\$16,490	\$0	\$23,272	\$0
Subtotal: Direct Exps:	\$1,325,677	\$0	\$1,360,893	\$0
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$1,325,677	\$0	\$1,360,893	\$0
Program Total:	\$1,325,677		\$1,360,893	
Program FTE	17.50	0.00	16.50	0.00
Program Revenues				
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

County General Fund

Significant Program Changes

Last year this program was: #50008, DCJ Juvenile Services Support

This program offer cuts a 1.00 FTE Office Asst 2 position from FY 2009 current service level. This position supported the Data and Documents Services unit in the Juvenile Services Division.