

Lead Agency: Community Justice

Program Contact: Dave Koch

Program Offer Type: Support

Related Programs:

Program Characteristics:

Executive Summary

The Juvenile Support Services unit supports all aspects of Juvenile Services Division's (JSD) Administration, Probation, Accountability, Treatment and Custody Services departments. The staff maintains accurate records internally and in various statewide data systems. Support staff performs the following functions: a) provide information and referrals to the public and community partners; b) provide administrative and clerical support to division personnel; c) coordinate payroll, property management and purchasing; and d) provide reception coverage.

Program Description

Support Services comprises:

DATA SERVICES provides specialized entry and records maintenance in Juvenile Justice Information System (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 partners with the judiciary, the District Attorney's Office, the Department of Human Services and other agencies, both domestic and foreign, to ensure legal compliance regarding service of legal documents affecting the outcome of dependency and termination of parental rights cases. They adhere to strict legal deadlines, providing precise records vital to the case which directly affect the outcome of the case. They also provide direct client service to parents involved in the Child Welfare System.

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.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY08-09)	Current Year Purchased (FY09-10)	Current Year Estimate (FY09-10)	Next Year Offer (FY10-11)
Output	Number of referrals processed annually	0	0	5,500	5,200
Outcome	Number of court orders and dispositions processed	2,299	2,200	2,000	2,000

Performance Measure - Description

 **Measure Changed**

Output is new. Output includes all referrals, including dependency.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2010	2010	2011	2011
Personnel	\$1,263,413	\$0	\$835,395	\$0
Materials & Supplies	\$13,640	\$0	\$11,210	\$0
Internal Services	\$23,272	\$0	\$17,809	\$0
Total GF/non-GF:	\$1,300,325	\$0	\$864,414	\$0
Program Total:	\$1,300,325		\$864,414	
Program FTE	16.50	0.00	11.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

County General Fund

Significant Program Changes

✔ Significantly Changed

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

The Juvenile Services Support program transferred five positions to the DCJ Business Applications and Technology program (50005) due to the centralization of those functions in the department.

This program offer cuts a 0.50 FTE Office Assistant 2 position from the FY 2011 budget.