

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 the 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

Departments covered by Support Services:

- 1) DATA SERVICES - Provides specialized entry and records maintenance in the statewide Juvenile Justice Information System (JJIS) and the Law Enforcement Data System (LEDS). This team enters warrants into LEDS and provides law enforcement with field access to juvenile Electronic Probation Records (EPR). Data Services also assists the Division with meeting legal obligations regarding the supervision and extradition of out-of-state youth.
- 2) 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 JSD, District Attorney, Department of Human Services and the judiciary.
- 3) The CHILD ABUSE UNIT - Partners with the judiciary, the District Attorney's Office, the Department of Human Services and other agencies to ensure legal compliance regarding service of legal documents affecting the outcome of dependency cases and termination of parental rights cases. They adhere to strict legal deadlines, providing precise records which are vital to the outcome of individual cases. They also provide direct client services to parents involved in the Child Welfare System.
- 4) GENERAL ADMINISTRATIVE SUPPORT - Entails 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 (FY09-10)	Current Year Purchased (FY10-11)	Current Year Estimate (FY10-11)	Next Year Offer (FY11-12)
Output	Number of referrals processed annually	5,900	5,500	5,400	5,400
Outcome	Number of court orders and dispositions processed	2,200	2,200	2,100	2,100

Performance Measure - Description

Output includes all types of referrals, including dependency.

Legal/Contractual Obligation**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2011	2011	2012	2012
Personnel	\$835,395	\$0	\$853,229	\$0
Contracts	\$0	\$0	\$12,400	\$0
Materials & Supplies	\$11,210	\$0	\$93,562	\$0
Internal Services	\$17,809	\$0	\$873,291	\$0
Total GF/non-GF:	\$864,414	\$0	\$1,832,482	\$0
Program Total:	\$864,414		\$1,832,482	
Program FTE	11.00	0.00	11.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

County General Fund

Significant Program Changes

Last year this program was:
50008 Juvenile Services Support