

**Lead Agency:** Community Justice

**Program Contact:** Thach Nguyen

**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. Support Services staff members perform the following functions: a) maintain accurate records internally and in various statewide data systems; b) provide information and referrals to the public and community partners; c) provide administrative and clerical support to division personnel; d) coordinate payroll, property management and purchasing; and e) provide reception coverage.

**Program Description**

Functions 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, provides law enforcement with field access to juvenile Electronic Probation Records (EPR), and expunges juvenile records that meet statutory criteria.
- 2) DOCUMENT AND SUPPORT SERVICES - Works with the District Attorney's Office, State Clerk's Office and other jurisdictions to process adoption. The team maintains all closed juvenile files and processes documents and forms for JSD, the District Attorney's Office, the 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.
- 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 (FY11-12)	Current Year Purchased (FY12-13)	Current Year Estimate (FY12-13)	Next Year Offer (FY13-14)
Output	Number of referrals processed annually	5,055	5,000	4,500	4,200
Outcome	Number of court orders and dispositions processed	1,561	1,500	1,550	1,550

**Performance Measure - Description**

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

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2013	2013	2014	2014
Personnel	\$877,026	\$0	\$902,071	\$0
Contracts	\$12,400	\$0	\$12,400	\$0
Materials & Supplies	\$68,963	\$0	\$93,780	\$0
Internal Services	\$970,014	\$0	\$1,024,631	\$0
Total GF/non-GF:	<b>\$1,928,403</b>	<b>\$0</b>	<b>\$2,032,882</b>	<b>\$0</b>
Program Total:	<b>\$1,928,403</b>		<b>\$2,032,882</b>	
Program FTE	11.00	0.00	11.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<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: #50017, DCJ Juvenile Services Support