

Department: Community Justice

Program Contact: Jamie Tynan

Program Offer Type: Operating

Program Offer Stage: Adopted

Related Programs:
Program Characteristics:
Program Description

Adult Records and Administrative Services Unit increases transparency, ensures accountability, facilitates investigations, and supports legal processes. Administrative and records staff support all parole and probation supervision programs, pretrial services, and community service. Records technicians and coordinators provide legally required documentation of various supervision activities and judicial events by DCJ employees and system partners. Administrative staff provide in-person and over the phone support to internal and external customers. The program also provides liaison services with security, facilities, telecom, and information technology for the adult division locations.

This program serves as Custodian of Records for the Adult Services Division. This includes: Ensuring compliance with subpoenas and record requests; Interpreting and researching public record law to ensure that records are released correctly; Monitoring for legislative changes to ensure compliance; and Court appearances to testify to accuracy of records released when required. Staff works with multiple technology systems, including the Correction Information System (CIS), Law Enforcement Data System (LEDS)

Other primary functions include:

- Records management: Maintenance, auditing, and compliance. Record and data retention and protection
- Digitalization & standardization: Implement and maintain electronic databases and records management systems for data storage, real-time retrieval, and analysis
- Administrative support: Handles correspondence across DCJ locations.
- Maintains and stocks office supplies, equipment and materials
- Customer service: Provides reception services to all ASD locations, including both in-person requests and phone calls.
- Ensures the confidentiality of sensitive information and enforces compliance with data protection regulations.
- System collaboration: Coordinate with District Attorney's office, State Courts, law enforcement agencies, the Oregon Department of Corrections, the Oregon Board of Parole, other community corrections agencies, and community partners to ensure compliance with legal documents of supervision

Requests handled by Record Technicians include: judgments, probation violation orders, Local Control and Parole Board orders, caseload updates, offense closures, file openings and closures. Each request requires a strong understanding of the corrections supervision system and the correct data entry response for the document being reviewed. The time needed for each item worked varies depending on the complexity of the update needed.

Performance Measures

Measure Type	Performance Measure	FY24 Actual	FY25 Budgeted	FY25 Estimate	FY26 Target
Output	Number of work items processed by the unit	14,058	40,000	20,000	30,000
Outcome	Average Processing Time (days)	2.5	4	2.5	4
Output	Number of check-ins at a reception desk	42,151	45,000	52,000	52,000

Performance Measures Descriptions

Measure 1: Due to an anticipated return to normal business post COVID-19, FY25 budgeted output was placed at 40k, which occurred slower than anticipated. Workload is expected to increase particularly with implementation of systemic changes such as HB4002 and is reflected in the FY25 Estimate and FY26 Target.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Adopted General Fund	Adopted Other Funds
Program Expenses	2025	2025	2026	2026
Personnel	\$4,223,859	\$1,393,276	\$4,242,323	\$1,482,079
Contractual Services	\$67,090	\$0	\$101,089	\$0
Materials & Supplies	\$193,321	\$0	\$174,466	\$0
Internal Services	\$314,236	\$287,991	\$371,207	\$311,978
Total GF/non-GF	\$4,798,506	\$1,681,267	\$4,889,085	\$1,794,057
Program Total:	\$6,479,773		\$6,683,142	
Program FTE	35.00	12.00	34.00	12.00

Program Revenues				
Intergovernmental	\$0	\$1,681,267	\$0	\$1,794,057
Total Revenue	\$0	\$1,681,267	\$0	\$1,794,057

Explanation of Revenues

This program generates \$311,978 in indirect revenues.

This program is funded by County General Fund.

Additional \$1,794,057 of direct State funding for Grant in Aid SB1145 from the State of Oregon Department of Corrections is also included.

Significant Program Changes

Last Year this program was: FY 2025: 50017 Adult Records and Administrative Services

To meet County General Fund constraint, a 1.00 FTE - Administrative Analyst position was eliminated.