

Department: Community Justice**Program Contact:** Tracey Freeman**Program Offer Type:** Support**Program Offer Stage:** As Proposed**Related Programs:****Program Characteristics:****Executive Summary**

Juvenile Support Services assists the Juvenile Services Division (JSD) administration, Court supervision services, and community supervision services. Support Services staff 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) property management and purchasing; and e) provide reception coverage.

Program Summary

Clerical Support Services: Provides office support to Court and Community Supervision Services and the Assessment & Evaluation (A&E) program. Essential functions include shelter care tracking, Medicaid billing preparation, reviewing client service notes, and creating client charts. Support services also maintains all closed juvenile files; provides public assistance with general inquiries; oversees mail distribution; and processes documents and forms for JSD, the District Attorney's Office, Department of Human Services, and the Judiciary per inter-agency agreements.

Data Services: Essential functions include specialized data entry and record maintenance in the statewide Juvenile Justice Information System (JJIS) and Law Enforcement Data System (LEDS). Data services enters warrants into LEDS, provides law enforcement with field access to juvenile Electronic Probation Records (EPR); maintains juvenile sex offender registration information; performs records checks; processes subpoenas; processes archiving requests; handles expunction of juvenile records that meet statutory criteria; processes and enters all police reports and referrals; handles and facilitates emancipation process; enters all adoptions orders and follow up; and processes interstate compact matters following Interstate Compact for Juveniles (ICJ) Rules ORS 417.030.

Performance Measures

Measure Type	Primary Measure	FY19 Actual	FY20 Budgeted	FY20 Estimate	FY21 Offer
Output	Number of referrals received & processed annually	2,572	3,000	2,800	2,800
Outcome	Number of court orders and dispositions processed	1,161	1,500	1,300	1,300
Outcome	Percent of warrants successfully processed without additional validations needed	95%	95%	95%	95%

Performance Measures Descriptions

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2020	2020	2021	2021
Personnel	\$1,715,963	\$0	\$1,195,203	\$0
Contractual Services	\$13,500	\$0	\$13,500	\$0
Materials & Supplies	\$51,877	\$0	\$49,975	\$0
Internal Services	\$1,282,147	\$0	\$1,290,858	\$0
Total GF/non-GF	\$3,063,487	\$0	\$2,549,536	\$0
Program Total:	\$3,063,487		\$2,549,536	
Program FTE	16.00	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: FY 2020: 50051A-20 Juvenile Services Support

This program offer reflects a decrease of 5.00 FTE. During FY 2020, 1.00 FTE juvenile counseling assistant, 1.00 FTE community justice program manager, and 1.00 FTE office assistant senior transferred to other DCJ programs (refer # 50051, 50054A, and 50066). In FY 2021, 1.00 FTE office assistant senior and 1.00 FTE records technician are cut. Both positions are vacant.