



**Program #50051 - Juvenile Records and Administrative Services** **FY 2025 Department Requested**

**Department:** Community Justice **Program Contact:** Ansley Flores  
**Program Offer Type:** Operating **Program Offer Stage:** Department Requested  
**Related Programs:**  
**Program Characteristics:** In Target

**Executive Summary**

Juvenile Records and Administrative Services assists the Juvenile Services Division (JSD) administration, court, community supervision services, and detention/residential services. Juvenile Records and Administrative 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) conduct administrative and clerical support to division personnel; d) coordinate property management and purchasing; e) provide reception coverage; f) complete expunctions of Juvenile records pursuant to the OR statutes; and g) create petitions and summons as well as process civil service of initial dependency cases pursuant to the OR statutes.

**Program Description**

Juvenile Records and Administrative Services provide the following services:

**Administrative Support:** Staff scheduling for Detention Services (50054) and the Assessment & Evaluation (50063) program; Purchasing supplies, Arranging facility maintenance for the building; Mail distribution.

**Clerical Support Services:** Shelter care tracking; Medicaid billing preparation; Updating and maintaining records; Typing petitions for dependency preliminary hearings; Maintain all closed juvenile files; Provide public assistance with general inquiries; and Process documents and forms for JSD, the District Attorney's Office, Department of Human Services, and the Judiciary per inter-agency agreements.

**Data Services:** Specialized data entry and record maintenance in the statewide Juvenile Justice Information System (JJIS) and Law Enforcement Data System (LEDS). Enter warrants into LEDS; Provide law enforcement with field access to juvenile Electronic Probation Records (EPR); Maintain juvenile sex offender registration information; Perform records checks; Processes subpoena; Process archiving requests; Expunction of juvenile records that meet statutory criteria including all automatic expunctions pursuant to new legislation under ORS 137.707; Process and enter all police reports and referrals; Facilitate the emancipation process; Adoption orders and follow up; Process interstate compact matters following Interstate Compact for Juveniles (ICJ) Rules ORS 417.030; and Process summons and arrange civil service for initial dependency petitions and cases pursuant to ORS 419B.827.

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Number of referrals received & processed annually	1,593	2,220	1,800	1,800
Outcome	Percent of expungements completed	74%	85%	80%	80%
Output	Number of court orders and dispositions processed	1,708	1,800	1,800	1,800

**Performance Measures Descriptions**

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Department Requested General Fund	Department Requested Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Personnel	\$1,599,411	\$128,561	\$1,191,980	\$126,068
Contractual Services	\$13,500	\$0	\$13,500	\$0
Materials & Supplies	\$24,915	\$0	\$24,066	\$0
Internal Services	\$1,665,501	\$23,565	\$1,531,170	\$26,058
<b>Total GF/non-GF</b>	<b>\$3,303,327</b>	<b>\$152,126</b>	<b>\$2,760,716</b>	<b>\$152,126</b>
<b>Program Total:</b>	<b>\$3,455,453</b>		<b>\$2,912,842</b>	
<b>Program FTE</b>	13.40	1.20	9.93	1.07

Program Revenues				
Service Charges	\$0	\$152,126	\$0	\$152,126
<b>Total Revenue</b>	<b>\$0</b>	<b>\$152,126</b>	<b>\$0</b>	<b>\$152,126</b>

Explanation of Revenues

This program generates \$26,058 in indirect revenues.

This is part of the County General Fund plus direct State funding of \$152,126 from the Oregon Youth Authority. Multnomah County had an intergovernmental agreement (IGA) Expunction of Juvenile Records with Oregon Youth Authority for expunction of qualified juvenile records. The IGA amount was \$310,461.90 for the period 01/02/2022 - 01/01/2024. Funding is per Senate Bill SB575 which addresses automatic expunction of juvenile records, and allows counties to invoice the state at a flat rate of \$257.70 per qualified expunction. Current IGA ended on 01/01/2024, and an extension is anticipated in FY2025. Assuming current IGA is continued, FY 2025 budget is 49% of the IGA ended 01/01/2024.

Significant Program Changes

**Last Year this program was:** FY 2024: 50051A Juvenile Records and Administrative Services

Personnel Costs: Transferred out a total of 2.60 FTEs from Juvenile Records and Administrative Services (Program Offer 50051A) to Juvenile Detention Program (Program Offer 50054), 1.00 FTE from this program offer to A&E program in program offer 50063 and then shifted 0.13 FTE from other funds to CGF to balance the grant.