

Department: Community Justice

Program Contact: Ansley Flores

Program Offer Type: Operating

Program Offer Stage: Adopted

Related Programs:
Program Characteristics:
Program Description

Juvenile Data and Administrative Services assists the Juvenile Services Division (JSD) administration, court, and community supervision services.

Juvenile Records and Administrative Services staff: 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; and f) complete expunctions of Juvenile records pursuant to Oregon state statutes.

Juvenile Data and Administrative Services provide the following services:

Administrative Support: Staff scheduling for Court Counseling and Community Services. Purchasing supplies, arranging facility maintenance for the building and mail distribution.

Clerical Support Services: Shelter care tracking; Medicaid billing preparation; updating and maintaining records; 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 and other records into LEDS; Provide law enforcement with field access to juvenile Electronic Probation Records (EPR); maintain juvenile sex offender registration information; Perform records checks; processes subpoenas; 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 emancipation cases pursuant to ORS 419B.827. Data services also enter this information for Oregon Youth Authority (OYA).

Performance Measures

Measure Type	Performance Measure	FY24 Actual	FY25 Budgeted	FY25 Estimate	FY26 Target
Output	Number of referrals received & processed annually	1,867	1,800	1,900	1,900
Outcome	Percent of expungements completed	83%	80%	80%	80%
Output	Number of court orders and dispositions processed	1,824	1,800	1,850	1,850

Performance Measures Descriptions

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Adopted General Fund	Adopted Other Funds
Program Expenses	2025	2025	2026	2026
Personnel	\$1,204,165	\$126,068	\$1,212,764	\$66,247
Contractual Services	\$13,500	\$0	\$1,000	\$0
Materials & Supplies	\$26,146	\$0	\$34,726	\$0
Internal Services	\$9,779	\$26,058	\$10,204	\$13,945
Total GF/non-GF	\$1,253,590	\$152,126	\$1,258,694	\$80,192
Program Total:	\$1,405,716		\$1,338,886	
Program FTE	9.93	1.07	9.50	0.50

Program Revenues				
Service Charges	\$0	\$152,126	\$0	\$80,192
Total Revenue	\$0	\$152,126	\$0	\$80,192

Explanation of Revenues

This program generates \$13,945 in indirect revenues.

This program is funded primarily by the County General Fund plus direct State funding of \$80,192 from Oregon Youth Authority. Multnomah County has an intergovernmental agreement (IGA) for Expunction of Juvenile Records with Oregon Youth Authority for expunction of qualified juvenile records.

Significant Program Changes

Last Year this program was: FY 2025: 50051 Juvenile Records and Administrative Services

To meet County General Fund constraint, a 1.00 FTE - Office Assistant II position was eliminated.