

Department:	Community Justice	Program Contact:	Tracey Freeman
Program Offer Type:	Support	Program Offer Stage:	As Adopted
Related Programs:	50051B		
Program Characteristics:			

Executive Summary

Juvenile Services Support 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) conduct provide administrative and clerical support to division personnel; d) property management and purchasing; and e) provide reception coverage.

Program Summary

Juvenile Services Support provide the following specific functions:

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 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 the 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	FY20 Actual	FY21 Budgeted	FY21 Estimate	FY22 Offer
Output	Number of referrals received & processed annually	2,296	2,800	2,200	2,400
Outcome	Number of court orders and dispositions processed	1,278	1,300	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	Adopted General Fund	Adopted Other Funds
Program Expenses	2021	2021	2022	2022
Personnel	\$1,185,465	\$0	\$1,103,686	\$0
Contractual Services	\$13,500	\$0	\$13,500	\$0
Materials & Supplies	\$49,975	\$0	\$23,806	\$0
Internal Services	\$1,290,858	\$0	\$1,386,968	\$10,000
Total GF/non-GF	\$2,539,798	\$0	\$2,527,960	\$10,000
Program Total:	\$2,539,798		\$2,537,960	
Program FTE	11.00	0.00	10.00	0.00

Program Revenues				
Intergovernmental	\$0	\$0	\$0	\$10,000
Total Revenue	\$0	\$0	\$0	\$10,000

Explanation of Revenues

County General Fund plus \$10,000 of the Coronavirus Emergency Supplemental Funding grant from Federal Bureau of Justice Assistance through the Oregon Criminal Justice Commission. Grant may only be used for restricted eligible costs, which are listed in the grant agreement. Total funding is \$1,799,518 from 01/20/2020 - 01/19/2022, and is allocated to several county departments.

Significant Program Changes

Last Year this program was: FY 2021: 50051 Juvenile Services Support

1.00 FTE clerical unit coordinator was cut via State Funding reduction budget modification DCJ-007-21 in FY 2021.

Supplies decreased - Ricoh copier rentals moved to BAT program.