



**Program #50051A - Juvenile Records and Administrative Services** 5/2/2022

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

**Executive Summary**

Juvenile Records and Administrative Services assists the Juvenile Services Division (JSD) administration, court and 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; and e) provide reception coverage.

**Program Summary**

Juvenile Records and Administrative Services provide the following specific functions:

**Clerical Support Services:** Provides office support to division teams and personal. Essential functions include staff scheduling for detention and the Assessment & Evaluation program, purchasing supplies, placing orders as needed, shelter care tracking, Medicaid billing preparation, reviewing client service notes, and creating client charts. Juvenile Records and Administrative 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 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	FY21 Actual	FY22 Budgeted	FY22 Estimate	FY23 Offer
Output	Number of referrals received & processed annually	1,783	2,400	2,000	2,000
Outcome	Number of court orders and dispositions processed	1,516	1,300	1,500	1,500
Outcome	Number of expungements	N/A	N/A	N/A	700

**Performance Measures Descriptions**

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2022	2022	2023	2023
Personnel	\$1,103,686	\$0	\$1,505,552	\$134,552
Contractual Services	\$13,500	\$0	\$13,500	\$0
Materials & Supplies	\$23,806	\$0	\$25,349	\$0
Internal Services	\$1,386,968	\$10,000	\$1,438,796	\$20,680
<b>Total GF/non-GF</b>	<b>\$2,527,960</b>	<b>\$10,000</b>	<b>\$2,983,197</b>	<b>\$155,232</b>
<b>Program Total:</b>	<b>\$2,537,960</b>		<b>\$3,138,429</b>	
<b>Program FTE</b>	10.00	0.00	13.20	1.40

Program Revenues				
Intergovernmental	\$0	\$10,000	\$0	\$0
Service Charges	\$0	\$0	\$0	\$155,232
<b>Total Revenue</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$155,232</b>

Explanation of Revenues

This program generates \$20,680 in indirect revenues.  
County General Fund plus

\$155,232, an intergovernmental agreement (IGA) Expunction of Juvenile Records with Oregon Youth Authority (OYA) for expunction of qualified juvenile records. In 2021, Legislature passed a new law, Senate Bill SB575, regarding automatic expunction of juvenile records. SB575 allows counties to invoice the state at a flat rate of \$206.15 per qualified expunction. The IGA amount is \$310,461.90 for the period 01/02/2022 - 01/01/2024. FY 2023 budget is 50% of the IGA.

Significant Program Changes

Last Year this program was: FY 2022: 50051A Juvenile Services Support

Program FTE - General Funds. Increased 1.00 FTE Records Technician added in the supplemental state rebalance budget modification #SUPP02-DCJ-002-22 in mid-FY2022. Transferred from program offer 50054A - 1.00 FTE Clerical Unit Coordinator, 0.80 FTE Administrative Analyst and 0.80 FTE Office Assistant 2, 0.40 Records Tech moved to Expungement Grant. This was a consolidation of the Records and Administrative Services Unit.

Program FTE - Other Funds. Increased 1.00 FTE Records Technician (RT) in FY2023 due to the new SB575 state expunction services in addition to 0.40 FTE (0.10 portion of 4 RT positions).