



**Program #50051A - Juvenile Records and Administrative Services** **FY 2024 Department Requested**

**Department:** Community Justice **Program Contact:** Tracey Freeman  
**Program Offer Type:** Support **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:

**Clerical Support Services:** Provides office support to division teams and personnel. 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, creating client charts, arranging facility maintenance for the building, and typing petitions for dependency preliminary hearings. 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 including all automatic expunctions pursuant to new legislation under ORS 137.707; processes and enters all police reports and referrals; handles and facilitates the emancipation process; enters all adoptions orders and follow up; processes interstate compact matters following Interstate Compact for Juveniles (ICJ) Rules ORS 417.030; and processes summons and arranges civil service for initial dependency petitions and cases pursuant to ORS 419B.827.

**Performance Measures**

Measure Type	Primary Measure	FY22 Actual	FY23 Budgeted	FY23 Estimate	FY24 Offer
Output	Number of referrals received & processed annually	1,565	2,000	2,220	2,220
Outcome	Percent of expungements completed	73%	NEW	85%	85%
Output	Number of court orders and dispositions processed	1,513	1,500	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>2023</b>	<b>2023</b>	<b>2024</b>	<b>2024</b>
Personnel	\$1,507,159	\$134,552	\$1,599,411	\$128,561
Contractual Services	\$13,500	\$0	\$13,500	\$0
Materials & Supplies	\$25,349	\$0	\$24,915	\$0
Internal Services	\$1,438,796	\$20,680	\$1,490,501	\$23,565
<b>Total GF/non-GF</b>	<b>\$2,984,804</b>	<b>\$155,232</b>	<b>\$3,128,327</b>	<b>\$152,126</b>
<b>Program Total:</b>	<b>\$3,140,036</b>		<b>\$3,280,453</b>	
<b>Program FTE</b>	13.20	1.40	13.40	1.20

<b>Program Revenues</b>				
Service Charges	\$0	\$155,232	\$0	\$152,126
<b>Total Revenue</b>	<b>\$0</b>	<b>\$155,232</b>	<b>\$0</b>	<b>\$152,126</b>

Explanation of Revenues

This program generates \$23,565 in indirect revenues.

County General Fund plus \$152,126. Multnomah County has an intergovernmental agreement (IGA) Expunction of Juvenile Records with Oregon Youth Authority (OYA) for expunction of qualified juvenile records. The IGA amount is \$310,461.90 for the period 01/02/2022 - 01/01/2024. In 2021, Legislature passed a new law, Senate Bill SB575, regarding automatic expunction of juvenile records. The bill allows counties to invoice the state at a flat rate of \$206.15 per qualified expunction. Current IGA ends on 01/01/2024. FY 2024 budget is 49% of the current IGA, and it is assumed that the current IGA will continue.

Significant Program Changes

Last Year this program was: FY 2023: 50051A Juvenile Records and Administrative Services

Personnel Costs: 1.00 FTE Clerical Unit Coordinator has been reclassified to 1.00 FTE Office Assistant Senior in budget modifications DCJ-006-23. Shifted 0.20 FTE allocation of Records Technician position from other funds to general fund.