

### Program #50051 - Juvenile Services Support

**Program Contact:** Tracey Freeman 7/21/2015

**Department:** Community Justice

**Program Offer Type:** Support Program Offer Stage: As Adopted

**Related Programs:** 

**Program Characteristics:** 

#### **Executive Summary**

Juvenile Support Services supports Juvenile Services Division's (JSD) Administration, Pre-adjudication, Probation, and Assessment & Treatment for Youth and Families units (ATYF). Support Services staff members 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) provide administrative and clerical support to division personnel; d) coordinate payroll, property management and purchasing; and e) provide reception coverage.

### **Program Summary**

Support Services provides office support to Pre-adjudication, Probation and ATYF. Within Support Services, the Child Abuse Unit provides service of summons and petitions according to statutory criteria. Essential functions include: specialized entry and records maintenance in the statewide Juvenile Justice Information System (JJIS), Law Enforcement Data System (LEDS). Support 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; archiving requests; expunction of juvenile records that meet statutory criteria; Title IV-E claiming, and support related to victim fines and restitution tracking. Support Services also maintains all closed juvenile files; provides public assistance with general inquires; mail distribution; and processes documents, and forms for JSD, and the District Attorney's Office, Department of Human Services and the judiciary per inter-agency agreements.

The Child Abuse Unit partners with Judiciary, the District Attorney's Office, the Department of Human Services and other agencies to ensure legal compliance regarding service of legal documents affecting the outcome of dependency cases and termination of parental rights cases. They provide precise records which are vital to the outcome of individual cases.

Performa	Performance Measures									
Measure Type	Primary Measure	FY14 Actual	FY15 Purchased	FY15 Estimate	FY16 Offer					
Output	Number of referrals received & processed annually	3,684	3,500	3,500	3,200					
Outcome	Number of court orders and dispositions processed	1,501	1,500	1,500	1,500					
Outcome	Percent of warrants successfully processed without additional validations needed	NEW	NEW	90%	95%					

**Performance Measures Descriptions** 

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$1,334,168	\$0	\$1,304,292	\$0
Contractual Services	\$11,511	\$0	\$10,000	\$0
Materials & Supplies	\$105,811	\$0	\$117,915	\$0
Internal Services	\$1,053,326	\$0	\$1,117,222	\$0
Total GF/non-GF	\$2,504,816	\$0	\$2,549,429	\$0
Program Total:	\$2,504,816		\$2,549,429	
Program FTE	16.00	0.00	15.00	0.00

Program Revenues					
Total Revenue	\$0	\$0	\$0	\$0	

# **Explanation of Revenues**

County General Fund

# Significant Program Changes

Last Year this program was: FY 2015: 50051 Juvenile Services Support

In FY 2016 this program offer cuts a vacant 1.00 FTE Records Technician.