

**Department:** District Attorney

**Program Contact:** Jodi Erickson

**Program Offer Type:** Support

**Program Offer Stage:** As Requested

**Related Programs:**
**Program Characteristics:** In Target

**Executive Summary**

Administration Support provides assistance in person and over the phone for victims, witnesses, and the general public in navigating the criminal justice system, as well as defense attorneys, court personnel and law enforcement agencies; coordinate and distribute of all interoffice and US mail for the Multnomah County District Attorney's Office, provide clerical support for multiple deputy district attorneys, maintain records for internal, state, and nationwide data systems

**Program Summary**

**Main Office Reception:** Administrative staff are the main reception for Multnomah County District Attorney's Office. Staff guides victims and witnesses on proper signing of subpoenas; they calculate mileage for reimbursement along with witness fee payments. One position provides Spanish translation in person and over the phone for victims and witnesses and is also responsible for a Spanish language only message box. Staff provide a welcoming atmosphere for an average of 22 people who walk into the office each day, in addition to the average 130 daily phone calls. These numbers include the general public, victims and witnesses, law enforcement or other public safety personnel, defendants, defense attorneys, legislators and other elected officials visiting the office. Mail service for the entire office, including handling and routing an average of 166 letters and packages each day. This program retrieves and disburses probation violation administrative sanction reports, enters discovery fees received on each case into CRIMES, profiles e-recog sheets, maintains and distributes phone list for entire office and is facilities liaison for sixth floor. Trained in safety and confidentiality, in accordance with office and county legal and ethical requirements. Staff answer phones from 7:30 AM to 5:30 PM five days a week.

**Legal Assistant functions include:** Assisting victims seeking restitution for any loss incurred, and extensive communication with victims and witnesses regarding trials, hearings, and meetings. Clerical support for trial units to include data entry, file preparation, and tracking domestic violence, sexual assault, and mental health cases. Assist Deputy District Attorneys with legal documents and running records affecting the issuance of Treatment First, LEAD (Law Enforcement Assisted Diversion), START (Success through Accountability, Restitution, and Treatment) and MCJRP (Multnomah County Justice Reinvestment Program) cases. Processing subpoenas, closing files, and maintaining scrupulous desk notes.

Administrative expenses such as Bar Dues for Deputy District Attorneys, courier services, facilities charges associated with the Central Courthouse are also included in this program offer.

**Performance Measures**

Measure Type	Primary Measure	FY18 Actual	FY19 Purchased	FY19 Estimate	FY20 Offer
Output	Number of Witness (Subpoena) Fees paid	1,223	1,163	1,140	1,120
Outcome	Amount paid in Witness (Subpoena) Fees	\$8,847	\$10,308	\$8,700	\$8,500

**Performance Measures Descriptions**

For additional MCDA Budget Information:

<http://mcda.us/wp-content/uploads/2019/02/MCDA-Budget-Informational-Packet-FY-20.pdf>

## Legal / Contractual Obligation

ORS 8.850 - Offices, supplies, and stenographic assistance for district attorneys and deputies. Each county shall provide the district attorney and any deputies for such county with such office space, facilities, supplies, and stenographic assistance as is necessary to perform efficiently the duties of such office. [1953 c.652 §3]

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2019	2019	2020	2020
Personnel	\$521,669	\$0	\$644,182	\$0
Contractual Services	\$73,722	\$0	\$60,000	\$0
Materials & Supplies	\$204,000	\$0	\$170,000	\$0
Internal Services	\$853,931	\$0	\$863,676	\$0
<b>Total GF/non-GF</b>	<b>\$1,653,322</b>	<b>\$0</b>	<b>\$1,737,858</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,653,322</b>		<b>\$1,737,858</b>	
<b>Program FTE</b>	3.00	0.00	3.00	0.00

Program Revenues				
Other / Miscellaneous	\$473,208	\$0	\$591,376	\$0
<b>Total Revenue</b>	<b>\$473,208</b>	<b>\$0</b>	<b>\$591,376</b>	<b>\$0</b>

## Explanation of Revenues

## Significant Program Changes

Last Year this program was: FY 2019: 15001-19 Administrative Support Services