



**Program #15001 - Administrative Support Services**

7/24/2020

**Department:** District Attorney

**Program Contact:** Jodi Erickson

**Program Offer Type:** Support

**Program Offer Stage:** As Adopted

**Related Programs:**

**Program Characteristics:**

**Executive Summary**

Administration support provides assistance in person and over the phone for victims, witnesses, defense attorneys, court and law enforcement personnel, and the general public in navigating the criminal justice system. This program coordinates and distributes all interoffice and U.S. Mail for the Multnomah County District Attorney's Office, provides clerical support for multiple deputy district attorneys, maintains 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 guide 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 an average of 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. Staff coordinate 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 phone lists for entire office, schedules conference room reservations for the entire office, and are facilities liaisons for sixth floor. Staff are trained in safety and confidentiality, in accordance with office and county legal and ethical requirements. The 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. They provide clerical support for trial units to include data entry, file preparation, and tracking domestic violence, sexual assault, and mental health cases. Staff 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. They process subpoenas, close files, and maintain 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	FY19 Actual	FY20 Budgeted	FY20 Estimate	FY21 Offer
Output	Number of Witness (Subpoena) Fees paid	830	1,120	772	900
Outcome	Amount paid in Witness (Subpoena) Fees	\$6,639	\$8,500	\$13,278	\$8,500

**Performance Measures Descriptions**

For additional MCDA Budget Information:

<https://www.mcda.us/index.php/documents/multnomah-county-district-attorneys-informational-budget-packet-fy-2021.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

	Adopted General Fund	Adopted Other Funds	Adopted General Fund	Adopted Other Funds
Program Expenses	2020	2020	2021	2021
Personnel	\$644,182	\$0	\$286,211	\$0
Contractual Services	\$60,000	\$0	\$82,200	\$0
Materials & Supplies	\$170,000	\$0	\$176,000	\$0
Internal Services	\$863,676	\$0	\$1,594,934	\$0
<b>Total GF/non-GF</b>	<b>\$1,737,858</b>	<b>\$0</b>	<b>\$2,139,345</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,737,858</b>		<b>\$2,139,345</b>	
<b>Program FTE</b>	3.00	0.00	3.00	0.00

Program Revenues				
Other / Miscellaneous	\$591,376	\$0	\$827,829	\$0
<b>Total Revenue</b>	<b>\$591,376</b>	<b>\$0</b>	<b>\$827,829</b>	<b>\$0</b>

## Explanation of Revenues

Departmental Indirect Revenues come from the following grants:

Child Support Enforcement, \$ 477,774

Victims of Crime Act (VOCA), \$203,592

Bureau of Justice Assistance – Sexual Assault Kit Elimination, \$48,481

Child Abuse Multidisciplinary Intervention Grant (CAMI), \$42,633

Justice Reinvestment Grant Program (HB 3194), \$32,960

Violence Against Women Act (VAWA) Competitive Formula Grant, \$17,093

Criminal Justice Commission Specialty Court Grant Program, \$5,296

## Significant Program Changes

**Last Year this program was:** FY 2020: 15001-20 Administrative Support Services

In FY20 a department-wide expenses associated with 1) contract market adjustment and longevity pay and 2) temporary labor were consolidated in this program. In FY21, those expenses are distributed across the specific programs impacted resulting in a \$350,000 reduction to the Management Services.

Internal Services are increased as a result of higher Facilities costs of \$725,546 associated with the move to the new courthouse planned for fall 2020.