Program #15002A - Information Technology | FY 2025 Proposed

Department:	District Attorney	**Program Contact:**	Tyler Beird
Program Offer Type:	Administration	**Program Offer Stage:**	Proposed
Related Programs:			
Program Characteristics:			

Executive Summary

The District Attorney's Information Technology (IT) Unit provides rapid and economical computer support, as well as all computer software, servers, peripherals and network security and support to Multnomah County District Attorney's Office (MCDA) users. The unit is responsible for the operation and maintenance of the MCDA document management system and case tracking systems. In addition, the unit collects and prepares statistical data for public consumption. The unit maintains a helpdesk for MCDA employees and grand jury operations.

Program Description

The IT Unit supports all aspects of information technology for MCDA, including but not limited to, acquisition, deployment, maintenance, monitoring, development, upgrade and support of all MCDA IT systems, including servers (physical and virtual), PC's, laptops and tablets, operating systems hardware, software and peripherals. This includes, but is not limited to, case tracking systems for adult and juvenile components, document management and imaging systems, web services for intranet and Internet publishing, database administration, data exchanges with external law enforcement and other public safety agencies, report generation, file and print services, email services, mobile access and mobile device services, email spam filtering, document repository services and desktop support services and security issues. In addition, the unit oversees data storage, retention, backup and restoration.

The IT Unit supports MCDA employee users and works closely with justice partner agencies to provide their users access to the case management system. The unit also maintains the offices external website www.MCDA.us, as well as an office only intranet. The unit also manages video and audio equipment used throughout the courtrooms in the central courthouse, video and audio equipment in four grand jury hearing rooms, and the For The Record (FTR) system used for mandated recording of all grand jury hearings.

This program allows MCDA to fulfill its legal responsibility under Oregon state law to maintain a register of official business, in which the district attorney makes a note of every action, suit or proceeding commenced or defended by the District Attorney in official capacity, and the proceedings, therein.

The program's help desk is staffed 7:30 AM to 5:00 PM, Monday through Friday, and 9:00 AM to 5:00 PM on Saturdays and Sundays.

Performance Measures

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Help Desk Tickets created then resolved or closed	8,622	9,700	7,000	9,000
Output	Data Reports created or updated	638	475	500	700

Performance Measures Descriptions

Legal / Contractual Obligation

ORS 8.700 - Register to be kept. The district attorney must keep a register of official business, in which the District Attorney makes a note of every action, suit or proceeding commenced or defended by the district attorney in official capacity, and the proceedings therein. The register shall, at the expiration of the term of office of the district attorney, be delivered by the district attorney to the successor in office.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	**2024**	**2024**	**2025**	**2025**
Personnel	$1,725,232	$0	$1,784,907	$0
Contractual Services	$35,500	$0	$35,500	$0
Materials & Supplies	$410,125	$0	$450,125	$0
Internal Services	$154,606	$0	$189,486	$0
Capital Outlay	$12,092	$0	$12,092	$0
Total GF/non-GF	**$2,337,555**	**$0**	**$2,472,110**	**$0**
Program Total:	**$2,337,555**		**$2,472,110**	
Program FTE	9.00	0.00	9.00	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 2024: 15002A Information Technology