

Department: District Attorney

Program Contact: Jodi Erickson

Program Offer Type: Support

Program Offer Stage: As Requested

Related Programs:
Program Characteristics: In Target

Executive Summary

The discovery component of this program supports the entire Multnomah County District Attorney's Office (MCDA) in processing discovery requests and providing discoverable material to defense counsel and occasionally to attorneys representing victims. The records component maintains accurate records on open and closed cases including electronic document scanning and storage, coordinates scheduling and docketing of court appearances and provides administrative and clerical support to attorneys and staff assigned to the arraignment courts.

Program Summary

The Records/Discovery program fulfills the statutory responsibility to provide case-specific discovery of documents, photos, videos and audio material in paper, flash drive, CD, DVD, and hard drive formats to public and private defense attorneys, pro se defendants, and victims. The program currently handles and manages discovery of body worn camera footage for at least two police agencies. It is expected that there will be a shift from mostly paper-based discovery packets to paperless discovery packets and a doubling of video discovery as the Gresham Police Department fully implements its body-worn camera program. Staff copy, upload, redact, and disclose to defense attorneys any restitution information submitted by victims. The staff maintain meticulous records in tracking material and information within the possession or control of MCDA in order to disclose accurate data to defense on homicide and major crimes cases. This position is in contact with the District Attorney, first assistant to the district attorney, and chief deputy district attorneys with regard to processing of scanned documents for the most confidential and sensitive cases handled by the office.

This program also provides file storage and retrieval for the entire office, maintaining over 34,000 closed and open case files in various storage locations. Staff coordinate shipment and tracking of off-site storage for closed physical files and case materials at county archives and at private secured storage facilities. The unit maintains historical records of all archived cases and their destruction dates in accordance with county and state rules and regulations.

This program is responsible for compiling and disbursing a weekly list of defendants who have either remained in custody due to a judicial finding of probable cause or waived the probable cause hearing. Staff run records to assist deputy district attorneys with diversion completion eligibility for offenders, process assessments for Treatment First Program eligibility, and query and print records from the Law Enforcement Data System (LEDS/NCIC) to provide information required by the deputy district attorney for probation violation hearings.

Performance Measures

Measure Type	Primary Measure	FY19 Actual	FY20 Budgeted	FY20 Estimate	FY21 Offer
Output	Total number of Discovery packets	13,074	16,900	12,553	13,500
Outcome	Total Discovery Revenue	\$369,545	\$370,000	\$370,000	\$370,000

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]

ORS 8.700 - Register to be kept. The district attorney must keep a register of official business, in which the district attorney shall make a note of every action, suit or proceeding commenced or defended by the district attorney in official capacity, and the proceedings therein.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Requested General Fund	Requested Other Funds
Program Expenses	2020	2020	2021	2021
Personnel	\$548,562	\$0	\$585,634	\$0
Contractual Services	\$6,000	\$0	\$6,500	\$0
Materials & Supplies	\$41,750	\$0	\$43,800	\$0
Internal Services	\$184,335	\$0	\$289,529	\$0
Total GF/non-GF	\$780,647	\$0	\$925,463	\$0
Program Total:	\$780,647		\$925,463	
Program FTE	7.07	0.00	7.05	0.00

Program Revenues				
Service Charges	\$370,000	\$0	\$370,000	\$0
Total Revenue	\$370,000	\$0	\$370,000	\$0

Explanation of Revenues

\$370,000 in Discovery Fees

Significant Program Changes

Last Year this program was: FY 2020: 15004-20 Records/Discovery