



Program #50017 - Adult Records and Administrative Services FY 2025 Department Requested

Department: Community Justice **Program Contact:** Jamie Tynan
Program Offer Type: Operating **Program Offer Stage:** Department Requested
Related Programs:
Program Characteristics: In Target

Executive Summary

Adult Records and Administrative Services Unit increases transparency, ensures accountability, facilitates investigations, and supports legal processes. Administrative and records staff support all parole and probation supervision programs, pretrial services, and community service. Records technicians and coordinators provide legally required documentation of various supervision activities and judicial events by DCJ employees and system partners. This program also provides liaison services with security, facilities, telecom, and information technology.

Program Description

This program serves as Custodian of Records for the Adult Services Division. This includes: Ensuring compliance with subpoenas and record requests; Interpreting and researching public record law to ensure that records are released correctly; Monitoring for legislative changes to ensure compliance; and Court appearances to testify to accuracy of records released when required. Staff works with multiple technology systems, including the Correction Information System (CIS), Law Enforcement Data System (LEDS)

- Other primary functions include:
- Records management: Maintenance, auditing, and compliance. Record and data retention and protection
 - Digitalization & standardization: Implement and maintain electronic databases and records management systems for data storage, real-time retrieval, and analysis
 - Administrative support: Handles correspondence across DCJ locations. Maintains and stocks office supplies, equipment and materials
 - Customer service: Provides reception services to all ASD locations. Ensures the confidentiality of sensitive information and enforces compliance with data protection regulations
 - System collaboration: Coordinate with District Attorney's office, State Courts, law enforcement agencies, the Oregon Department of Corrections, the Oregon Board of Parole, other community corrections agencies, and community partners to ensure compliance with legal documents of supervision

This program aligns with DCJ's strategic goals of Accountability, Resource Management, and Commitment to Victims and Community. It supports the County's values of integrity and stewardship.

Performance Measures

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Number of work items processed by the unit	16,780	35,000	25,000	40,000
Outcome	Average Processing Time (days)	2	4	3	4
Output	Number of check-ins at a reception desk	37,705	70,000	35,176	45,000

Performance Measures Descriptions

Measure 1 was expanded to reflect the work.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Department Requested General Fund	Department Requested Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$3,823,633	\$1,329,373	\$3,692,453	\$1,393,276
Contractual Services	\$67,090	\$0	\$67,090	\$0
Materials & Supplies	\$209,964	\$0	\$193,321	\$0
Internal Services	\$3,204,492	\$243,675	\$3,742,557	\$287,991
Total GF/non-GF	\$7,305,179	\$1,573,048	\$7,695,421	\$1,681,267
Program Total:	\$8,878,227		\$9,376,688	
Program FTE	32.00	12.00	31.00	12.00

Program Revenues				
Intergovernmental	\$0	\$1,573,048	\$0	\$1,681,267
Total Revenue	\$0	\$1,573,048	\$0	\$1,681,267

Explanation of Revenues

This program generates \$287,991 in indirect revenues.

This is part of the County General Fund plus \$1,681,267 which is a portion of direct State funding for Grant in Aid SB1145 from State Department of Corrections allocation of 16.04% to Multnomah County per the 2023-2025 Community Corrections Allocations equal to \$40,472,369. The County's allocation is shared among LPSCC, the Sheriff's Office, and the Department of Community Justice. Funding provides support to county community corrections programs meeting the requirements of ORS 423.525 of supervision, services, and local sanctions to be applied to adults on supervision sentenced or convicted of felonies, designated drug-related misdemeanors, or designated person misdemeanors and on supervision in the county. The goals of community corrections programs include reduction of criminal behavior, assisting offenders to change, and providing reparation to victims and community. FY 2025 budget is DCJ's share of the remaining available balance allocation for the 2nd year from the state DOC 2023-2025 Community Corrections Allocations to Multnomah County.

Significant Program Changes

Last Year this program was: FY 2024: 50017 Adult Records and Administrative Services

Personnel Changes: Eliminated 1.00 FTE Community Justice Manager position to meet the budget constraint.

Enhanced Custodial budgets increased by \$386,486 in the Mead and East Campus facilities.