

Department: Sheriff

Program Contact: Becky Child

Program Offer Type: Support

Program Offer Stage: As Requested

Related Programs:
Program Characteristics: In Target

Executive Summary

The Enforcement Support Unit is partially composed of Enforcement Records, Civil Support, and Word Processing. The Concealed Handgun Unit and Alarm Ordinance Unit are also part of the Enforcement Support Unit however have separate budgets. The main functions of these units are to provide clerical support for all the Units that comprise the Enforcement Division of the Sheriff's Office.

Program Summary

The Records Unit operates 24 hours a day, 7 days a week, 365 days a year. The Records Unit receives processes and maintains law enforcement, warrant, and protective order records for Multnomah County. Accurate and timely processing of information and records is critical to the overall operations of the Multnomah County Sheriff's Office and has a direct effect on timely arrests, detention of prisoners and police officer safety. The Records Unit is often the first point of contact with the Sheriff's office for the public, other agencies, and other law enforcement personnel and therefore are fielding questions and making appropriate referrals if needed. The Civil Support Unit provides clerical support for the Civil Unit duties of serving court papers and enforcing court orders such as small claims, divorce papers, subpoenas, child support, restraining orders and eviction papers. The Civil Support Unit also prepares and tracks Real Property foreclosures and is available to assist the public with civil paperwork. The Word Processing Unit is responsible for providing clerical support to the Enforcement Command staff as well as the Specialized Units such as Detectives.

Performance Measures

Measure Type	Primary Measure	FY13 Actual	FY14 Purchased	FY14 Estimate	FY15 Offer
Output	Number of warrants received and entered	18550	18000	22000	22000
Outcome	Number of protective orders received and entered	1972	2500	2200	2500
Output	Number of law enforcement records entered	8100	10000	9000	9000
Output	Number of LEDS/NCIC records validated (PO, Warrants, Others)	20747	18000	18000	18000

Performance Measures Descriptions

Data generated from monthly reports which are compiled from daily tally sheets. "Warrants entered" is verified by a SWIS report. The report numbers issued performance measure is generated out of PPDS.

Legal / Contractual Obligation

ORS 206.010 General duties of sheriff. (3) Execute the process and orders of the courts of justice or of judicial officers, when delivered to the sheriff for that purpose, according to law. (4) Execute all warrants delivered to the sheriff for that purpose by other public officers, according to law.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2014	2014	2015	2015
Personnel	\$2,060,316	\$0	\$2,081,289	\$0
Contractual Services	\$13,186	\$0	\$13,450	\$0
Materials & Supplies	\$51,487	\$0	\$52,517	\$0
Internal Services	\$29,170	\$0	\$29,691	\$0
Total GF/non-GF	\$2,154,159	\$0	\$2,176,947	\$0
Program Total:	\$2,154,159		\$2,176,947	
Program FTE	24.00	0.00	24.00	0.00

Program Revenues				
Fees, Permits & Charges	\$30,000	\$0	\$20,000	\$0
Other / Miscellaneous	\$10,000	\$0	\$10,000	\$0
Total Revenue	\$40,000	\$0	\$30,000	\$0

Explanation of Revenues

General Fund:
\$20,000 - Tow Fees
\$9000 - Report Requests
\$1000 - Report Here Reports

Significant Program Changes

Last Year this program was: 60061 MCSO Enforcement Division Support