

Department: Sheriff **Program Contact:** David Rader
Program Offer Type: Existing Operating Program **Program Offer Stage:** As Requested
Related Programs:
Program Characteristics: In Target

Executive Summary

Auxiliary Services support Corrections and Law Enforcement staff, arrestees, pre-trial inmates, sentenced offenders, other agencies and the public. The Auxiliary Services Unit is responsible for inmate property and laundry. Services provided to inmates include storage of personal property/clothing/funds, laundry distribution and sewing services.

Program Summary

Secure storage of inmate property/clothing/funds starts with accurate verification of all items inventoried at booking on a 24/7 basis. Additional property responsibilities include bail checks, property and money releases and preparation of all out-of-county transports through MCSO facilities. Clean laundry and linen products are provided to inmates bi-weekly. Sewing services are provided to mend and prolong the life of inmate jail clothing and alterations to staff uniforms.

Property staff ensures inmates' personal possessions are stored in a secure and respectful manner and that all funds associated with an inmate are accounted for.

The Property Unit interacts with the US Marshal's, Immigration and Customs Enforcement (ICE), the Northwest Shuttle System, all Oregon counties, attorneys, Courts and the public.

Laundry ensures that inmates are provided with clean clothing/linen and inmates learn job skills by working in the laundry. Laundry services are also provided to Juvenile Detention and Traditional Project's Warming Center.

Performance Measures

| Measure Type | Primary Measure | FY14 Actual | FY15 Purchased | FY15 Estimate | FY16 Offer |
|---------------------|--|--------------------|-----------------------|----------------------|-------------------|
| Output | Pounds of clean laundry processed for inmates | 1,200,068 | 1,160,000 | 1,200,000 | 1,200,000 |
| Outcome | Total paid claims regarding lost/missing inmate property | 2 | 3 | 3 | 3 |
| Outcome | Total bookings/releases processed by Property | 73,879 | 75,000 | 73,000 | 73,500 |

Performance Measures Descriptions

"Pounds of clean laundry processed for inmates" from an internal daily spreadsheet, maintained on the MCSO shared drive. Data provided by EPT Kim Stidum.

"Total paid claims regarding lost/missing inmate property" provided by Farrell & Associates.

"Total booking/releases processed by Property" from Planning and Research, Mobius Report 703 (bookings) and Cognos query 'Releases 010107 Forward.imr' (releases). Data from SWIS.

Legal / Contractual Obligation

Revised Statutes: Property: 133.455, 169.076 Laundry: 169.076, 169.077 Property/laundry services are mandated and must be provided regardless of number of inmates incarcerated. Oregon Jail Standards

Revenue/Expense Detail

| | Proposed General Fund | Proposed Other Funds | Proposed General Fund | Proposed Other Funds |
|------------------------|-----------------------|----------------------|-----------------------|----------------------|
| Program Expenses | 2015 | 2015 | 2016 | 2016 |
| Personnel | \$1,902,896 | \$0 | \$1,906,088 | \$0 |
| Contractual Services | \$534 | \$0 | \$0 | \$0 |
| Materials & Supplies | \$136,236 | \$0 | \$136,770 | \$0 |
| Internal Services | \$234,902 | \$0 | \$206,855 | \$0 |
| Capital Outlay | \$225,000 | \$0 | \$125,000 | \$0 |
| Total GF/non-GF | \$2,499,568 | \$0 | \$2,374,713 | \$0 |
| Program Total: | \$2,499,568 | | \$2,374,713 | |
| Program FTE | 19.00 | 0.00 | 19.00 | 0.00 |

| Program Revenues | | | | |
|-----------------------|----------------|------------|----------------|------------|
| Other / Miscellaneous | \$4,500 | \$0 | \$4,500 | \$0 |
| Service Charges | \$2,000 | \$0 | \$2,700 | \$0 |
| Total Revenue | \$6,500 | \$0 | \$7,200 | \$0 |

Explanation of Revenues

General Fund:
\$2,700 - Reimbursement for Providing Commercial Laundry Services
\$4,500 - Reimbursement for Cleaning items

Significant Program Changes

Last Year this program was: FY 2015: 60080 MCSO Property & Laundry