

**Department:** Sheriff  
**Program Offer Type:** Support  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Francis Cop  
**Program Offer Stage:** As Proposed

**Executive Summary**

The Enforcement Support Unit plays an integral part in the success of the Law Enforcement Division. The Unit supports enforcement efforts through its Enforcement Records, Civil Support, and Word Processing components. Each component ensures that the activities of the Law Enforcement Division are documented, recorded, and processed such that gleaned information is properly managed and retrievable consistent with governing provisions.

**Program Summary**

Within the Enforcement Support Unit, Enforcement Records operates 24/7, throughout the year and receives, processes and maintains law enforcement, warrant, and protective order records for the County and is often the first point of contact for the public, other agencies, and other law enforcement personnel. Accurate and timely processing of requests is critical to the overall success of enforcement operations and has a direct effect on timely arrests, detention of prisoners and public and police officer safety.

Civil Support ensures that the service of court papers and enforcement of court orders such as small claims, divorce papers, subpoenas, child support, restraining orders and eviction papers are dealt with in timely manner and accurately recorded. Civil Support also prepares and tracks Real Property foreclosures and is available to assist the public with civil paperwork.

Word Processing Unit is responsible for preparing accurate and well formatted reports, archiving documentation, and supporting Enforcement Command Staff and investigations. Their responsibilities are critical to the success of enforcement and investigative efforts and supportive of prosecution.

**Performance Measures**

| Measure Type | Primary Measure                                              | FY19 Actual | FY20 Budgeted | FY20 Estimate | FY21 Offer |
|--------------|--------------------------------------------------------------|-------------|---------------|---------------|------------|
| Output       | Number of warrants received and entered                      | 17,882      | 21,000        | 21,974        | 22,000     |
| Outcome      | Number of protective orders received and entered             | 2,949       | 3,000         | 3,010         | 3,100      |
| Output       | Number of law enforcement records entered                    | 9,927       | 15,000        | 10,574        | 14,000     |
| Output       | Number of LEDS/NCIC records validated (PO, Warrants, Others) | 18,256      | 18,000        | 19,500        | 20,000     |

**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 ReJIN.

## 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. (4) Support the record requirements of the cities with police services contracts through the Multnomah County Sheriff's Office. These cities include Maywood Park, Troutdale, Fairview and Wood Village. (5) Record validation is required monthly by the Oregon State Police and the FBI.

## Revenue/Expense Detail

|                        | Adopted<br>General Fund | Adopted<br>Other Funds | Proposed<br>General Fund | Proposed<br>Other Funds |
|------------------------|-------------------------|------------------------|--------------------------|-------------------------|
| Program Expenses       | 2020                    | 2020                   | 2021                     | 2021                    |
| Personnel              | \$2,711,656             | \$0                    | \$2,835,840              | \$0                     |
| Contractual Services   | \$13,988                | \$0                    | \$13,988                 | \$0                     |
| Materials & Supplies   | \$77,757                | \$0                    | \$77,757                 | \$0                     |
| Internal Services      | \$53,846                | \$0                    | \$61,757                 | \$0                     |
| <b>Total GF/non-GF</b> | <b>\$2,857,247</b>      | <b>\$0</b>             | <b>\$2,989,342</b>       | <b>\$0</b>              |
| <b>Program Total:</b>  | <b>\$2,857,247</b>      |                        | <b>\$2,989,342</b>       |                         |
| <b>Program FTE</b>     | 27.00                   | 0.00                   | 27.00                    | 0.00                    |

| Program Revenues        |                 |            |                 |            |
|-------------------------|-----------------|------------|-----------------|------------|
| Fees, Permits & Charges | \$16,000        | \$0        | \$40,000        | \$0        |
| Other / Miscellaneous   | \$50,000        | \$0        | \$22,500        | \$0        |
| <b>Total Revenue</b>    | <b>\$66,000</b> | <b>\$0</b> | <b>\$62,500</b> | <b>\$0</b> |

## Explanation of Revenues

General Fund:  
\$40,000 - Tow Fees  
\$22,500 - Report Requests

This amount is based on what was received during the first 6 months of FY 2020.

## Significant Program Changes

Last Year this program was: FY 2020: 60225-20 Enforcement Division Support