



**Program #60225B - Program Supervisor - Enforcement Division Support** **FY 2024 Department Requested**

**Department:** Sheriff **Program Contact:** Francis Cop  
**Program Offer Type:** New **Program Offer Stage:** Department Requested  
**Related Programs:**  
**Program Characteristics:** Out of Target

**Executive Summary**

The Law Enforcement (LE) Support Unit plays an integral part in the success of the LE Division. The Unit supports Enforcement Records, Civil Support, and Word Processing components. Each component ensures the activities of the LE Division are documented, recorded, and processed so that requested information is properly managed and retrievable, consistent with governing provisions. The Unit also regularly interacts with the public as well as cooperates with advocates of under represented populations, when seeking Civil Support related services, which can often involve traumatic situations. Thus, the Unit not only exists to support our LE Division, but also our valued staff and the public by problem solving and ensuring their interactions with the Sheriff's office are expeditious and smooth with trauma informed approaches.

**Program Description**

The LE Support Unit, which has grown considerably and is now housed in five separate locations, supervises over 40 people and has become too large for one supervisor to adequately oversee, while also working to insure staff and the community's needs are met. This added Supervisor position will help insure the smooth execution of the Unit without any interruptions in service when experiencing staffing shortages and ongoing surges in service needs. This structure will also mirror the same management structure for the similarly sized Corrections Support Unit by adding a Program Manager 2, thus creating a more equitable configuration with these two service-oriented Units.

It will provide more even management and oversight of this large Unit; reduce a disproportionate workload falling on to one person; reduce bottle necks; as well as create a stronger management succession plan, all imperative for this very detailed, knowledge-based Unit and the thousands of transactions that occur annually. It will also ensure staff receive the individualized support they need to succeed and thrive for better meeting our strategic plan's goals and those of the County's Workforce Equity Strategic Plan. The result will be a stronger focus on staff with more consistent training for knowledge gaps and better support for where they are in their lives. Also, by establishing a more consistent, constructive means of providing feedback and mentorship, we will better recognize positive work, provide proactive support and coaching in needed areas of improvement, and better understand our employee's individual professional development goals and accommodation needs. This more intentional work is only possible with a properly supported supervisory structure and more evenly distributed managerial workload, which will help lead to greater trust and belonging with staff and stronger retention rates.

**Performance Measures**

Measure Type	Primary Measure	FY22 Actual	FY23 Budgeted	FY23 Estimate	FY24 Offer
Output	Number of warrants received and entered	15,347	20,000	16,000	17,000
Outcome	Number of protective orders received and entered	2,187	3,000	2,400	3,000
Outcome	Number of law enforcement records entered	14,078	18,000	14,000	18,000
Outcome	Number of LEDS/NCIC records validated (PO, Warrants, Others)	18,898	18,000	23,000	24,000

**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 our Records Management System.

## 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 General Fund	Adopted Other Funds	Department Requested General Fund	Department Requested Other Funds
<b>Program Expenses</b>	<b>2023</b>	<b>2023</b>	<b>2024</b>	<b>2024</b>
Personnel	\$0	\$0	\$136,145	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$136,145</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$136,145</b>	
<b>Program FTE</b>	0.00	0.00	1.00	0.00
<b>Program Revenues</b>				
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

## Significant Program Changes

Last Year this program was: