

Department:	Sheriff	Program Contact:	Rebecca Child
Program Offer Type:	Operating	Program Offer Stage:	Adopted
Related Programs:			
Program Characteristics:			

Program Description

The MCSO Records Unit plays an integral part in the success of the Corrections and Law Enforcement units. The Unit supports agency efforts through Enforcement and Corrections Records components. Each component ensures the activities of the agency are documented, recorded, and processed so that gleaned information is properly managed and retrievable, to be consistent with governing provisions.

Within the Enforcement Support Unit, the Law Enforcement Records Unit operates 24/7, 365 days a year and receives, processes, and maintains law enforcement, warrant, and protective order records for Multnomah County. This unit is often the first point of contact for the public, other agencies, and other law enforcement personnel. Accurate and timely processing of work requests is critical to the overall success of enforcement operations and has a direct effect on timely arrests, detention of Adults In Custody, public and police officer safety, and the level of service we provide to partners and the community.

The Corrections Support Unit (CSU) is mandatory for the successful and accurate management of arrestee, pretrial, and Adults In Custody population information. CSU processes Adults In Custody bookings, transports, releases, court orders, and monitors Federal prisoners. CSU is responsible for being responsive to the public's phone calls regarding all aspects of Detention of Adults In Custody and for the processing of Forced Population Releases in accordance with the Capacity Management Plan as adopted by the Board of Commissioners. CSU is a 24 hour, 7 days a week, 365 days a year operation. The CSU creates and maintains computerized bookings and releases, captures all Adults In Custody booking photos, processes all Adults In Custody court orders, calculates release dates for sentences, makes inter and intra-state transport arrangements for Adults In Custody, and case manages all Federally held Adults In Custody following the inter-agency agreement with the Federal Government, Parole and Probation Adults In Custody and Fugitive Adults In Custody. CSU provides a 24 hour a day point of contact for the Multnomah County Department of Corrections, processes Forced Releases when a designated population emergency arises, answers the primary public telephone line for all Multnomah County Jails, scans and maintains all custody documents according to State archive rules and regulations and schedules and monitors all persons sentenced to serve weekend sentences.

The MCSO Records Unit:

- Processes all bookings, transports, releases, and court orders at the Multnomah County Detention Center
- Processes and maintains records associated with law enforcement, warrants, and protection orders
- Serves as the 24 hours a day point of contact for agency partners that utilize the Detention Center

Performance Measures

Measure Type	Performance Measure	FY24 Actual	FY25 Budgeted	FY25 Estimate	FY26 Target
Output	Number of computer bookings	19,604	21,000	21,082	22,000
Output	Number of sentence release date calculations	4,338	4,300	5,300	5,300

Performance Measures Descriptions

Computer Bookings include Standard, In Transit, and Turn Self in Bookings. Both the number of bookings and calculated sentence release dates were generated from SWIS Monthly reports.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Adopted General Fund	Adopted Other Funds
Program Expenses	2025	2025	2026	2026
Personnel	\$7,924,755	\$0	\$8,419,105	\$0
Contractual Services	\$40,000	\$0	\$42,400	\$0
Materials & Supplies	\$76,000	\$0	\$83,000	\$0
Internal Services	\$99,368	\$0	\$111,789	\$0
Total GF/non-GF	\$8,140,123	\$0	\$8,656,294	\$0
Program Total:	\$8,140,123		\$8,656,294	
Program FTE	57.00	0.00	57.00	0.00

Program Revenues				
Fees, Permits & Charges	\$0	\$0	\$80,000	\$0
Other / Miscellaneous	\$10,000	\$0	\$32,000	\$0
Service Charges	\$20,000	\$0	\$0	\$0
Total Revenue	\$30,000	\$0	\$112,000	\$0

Explanation of Revenues

General Fund:
 \$80,000 - Tow Fees
 \$32,000 - Report Requests

Significant Program Changes

Last Year this program was: FY 2025: 60360 Corrections Support

Corrections Support and Enforcement Support programs combined in FY 2026.
 Moved 37.00 FTE from 60360 Corrections Support.
 Moved 20.00 FTE from 60560 Enforcement Division Support.