

Division: Agency Services Division

**Program Characteristics:****Program Description**

The MCSO Records Unit plays an integral part in the success of the Corrections and Law Enforcement Divisions. 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.

The Law Enforcement Records Unit operates 24/7, 365 days a year and receives, processes, and maintains law enforcement reports, warrants, 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 services MCSO provides 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 responds to the public's phone calls regarding all aspects of the detention of Adults In Custody. The CSU creates and maintains computerized bookings and releases, captures all booking photos, processes all court orders and calculates release dates for sentences. CSU is a 24 hour, 7 days a week, 365 days a year operation.

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 at the Troutdale Sheriff's Office Center

**Equity Statement**

MCSO Records Unit manages, reviews, and maintains criminal justice records in a manner that is accurate, accessible and secure, ensuring information is equitably retrieved and administered.

**Revenue/Expense Detail**

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
Personnel	\$8,419,105	\$0	\$8,629,740	\$0
Contractual Services	\$42,400	\$0	\$44,000	\$0
Materials & Supplies	\$83,000	\$0	\$85,000	\$0
Internal Services	\$111,789	\$0	\$152,784	\$0
<b>Total GF/non-GF</b>	<b>\$8,656,294</b>	<b>\$0</b>	<b>\$8,911,524</b>	<b>\$0</b>
<b>Total Expenses:</b>	<b>\$8,656,294</b>		<b>\$8,911,524</b>	
<b>Program FTE</b>	57.00	0.00	57.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$80,000	\$0	\$80,000	\$0
Other / Miscellaneous	\$32,000	\$0	\$40,000	\$0
<b>Total Revenue</b>	<b>\$112,000</b>	<b>\$0</b>	<b>\$120,000</b>	<b>\$0</b>

**Performance Measures**

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
Number of computer bookings	20668	21610	22000
Number of sentence release date calculations	5454	5868	6000