

**Department:** Sheriff **Program Contact:** Stephen Pina  
**Program Offer Type:** Existing Operating Program **Program Offer Stage:** As Proposed  
**Related Programs:**  
**Program Characteristics:**

**Executive Summary**

Within the Auxiliary Services Unit, the Property and Laundry Component performs mandatory functions required by Oregon Revised Statutes (ORS). MCSO conducts the inventory and safeguarding of inmate property, which guarantees accountability of property and prevents prohibited items from entering detention facilities. MCSO also provides reliable laundry services for adults in custody ensuring them clean clothing and linens, which are in good condition and repair.

**Program Summary**

Consistent with governing statute, the Auxiliary Services Unit (through the Property and Laundry Component) is responsible for the inventory and secure storage of all inmate property and valuables on a 24/7 basis throughout the year. The meticulous inventory and careful storage of inmate property allows for accurate accountability and prevents the introduction of prohibited items from entering detention facilities. Property staff ensures that the personal possessions of adults in custody are stored in a secure and respectful manner and that all funds associated with each individual are accounted for. Property responsibilities include bail checks, property and money, releases and preparation of all out-of-county transports through MCSO facilities.

Laundry Services ensures that adults in custody are provided with clean, serviceable clothing and linens. Clean laundry and linen products are provided on a bi-weekly basis. Sewing services are also provided to mend and prolong the life of jail clothing, as well as alterations to staff uniforms. This in-house service provides cost savings to the County by extending the life of certain textiles and by not incurring contractor costs for similar services outside of MCSO.

Laundry services are also provided to the Juvenile Detention Facility and Transition Projects Warming Center. Transition Projects serves the homeless population, and the Laundry Facility provides clean blankets twice weekly during the cold winter months. Additionally, the Laundry Facility provides clean blankets throughout the entire year, as well as during the winter months to other designated locations. The new contract increase reflects the additional laundry processed.

**Performance Measures**

Measure Type	Primary Measure	FY17 Actual	FY18 Purchased	FY18 Estimate	FY19 Offer
Output	Pounds of clean laundry processed for inmates	1,141,462	1,150,000	1,150,000	1,150,000
Outcome	Total paid claims regarding lost/missing inmate property	2	4	4	4
Outcome	Total bookings/releases processed by Property	58,730	61,000	57,852	58,000

**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 Vericlam. "Total booking/releases processed by Property" from Planning and Research, Mobius Report 703 (total bookings) and Mobius Report 695 (ALS/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	2018	2018	2019	2019
Personnel	\$1,976,008	\$0	\$2,059,143	\$0
Materials & Supplies	\$136,770	\$0	\$139,846	\$0
Internal Services	\$233,627	\$0	\$268,841	\$0
Capital Outlay	\$125,000	\$0	\$125,000	\$0
<b>Total GF/non-GF</b>	<b>\$2,471,405</b>	<b>\$0</b>	<b>\$2,592,830</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$2,471,405</b>		<b>\$2,592,830</b>	
<b>Program FTE</b>	19.00	0.00	20.00	0.00

Program Revenues				
Service Charges	\$1,160	\$0	\$5,000	\$0
<b>Total Revenue</b>	<b>\$1,160</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>

## Explanation of Revenues

General Fund:  
\$5,000 - Reimbursement for Providing Commercial Laundry Services

## Significant Program Changes

**Last Year this program was:** FY 2018: 60018 Property & Laundry

In FY 2018, this program offer was moved from the Business Services Division to the Corrections Services Division. This move includes 18.00 FTE. Also, 1.00 FTE was added by reducing the Temp and Overtime budgets within this program offer.