



**Program #60560 - Enforcement Division Support** FY 2025 Department Requested

**Department:** Sheriff **Program Contact:** Francis Cop  
**Program Offer Type:** Operating **Program Offer Stage:** Department Requested  
**Related Programs:**  
**Program Characteristics:** In Target

**Executive Summary**

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

**Program Description**

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.

Civil Support ensures the service of court papers and enforcement of court orders, such as small claims, divorce papers, subpoenas, child support, restraining orders or eviction papers, are dealt with in a timely manner and accurately recorded. Civil Support also prepares and tracks Real Property foreclosures and is available to assist the public with civil paperwork. Making sure this work is done in a timely and thorough fashion is important in our ability to serve the community during often very difficult situations.

The Word Processing Unit is responsible for preparing accurate and well formatted reports, archiving documentation, and supporting Enforcement Command Staff and investigations. They manage the court appearance calendar to ensure the deputies assigned to the Law Enforcement division are aware and able to appear in court at their assigned date and time. Their responsibilities are critical to the success of enforcement and investigative efforts and supportive of prosecution.

All Enforcement Support services are provided equally to internal and external customers regardless of race, religion, creed, color, or gender identity in a professional and respectful manner.

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Number of warrants received and entered	13,309	17,000	16,250	17,000
Outcome	Number of protective orders received and entered	2,476	3,000	2,665	2,700
Output	Number of law enforcement records entered	21,354	18,000	21,594	22,000
Output	Number of Civil Processes Received	9,099	N/A	7,016	8,000

**Performance Measures Descriptions**

Data generated from monthly reports, which are compiled from daily tally sheets. "Warrants entered" are verified by a SWIS report. The report numbers issued performance measure is generated out of RegJIN.

## 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>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Personnel	\$3,521,428	\$0	\$3,658,436	\$0
Contractual Services	\$44,000	\$0	\$40,000	\$0
Materials & Supplies	\$52,000	\$0	\$50,000	\$0
Internal Services	\$194,979	\$0	\$78,533	\$0
<b>Total GF/non-GF</b>	<b>\$3,812,407</b>	<b>\$0</b>	<b>\$3,826,969</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$3,812,407</b>		<b>\$3,826,969</b>	
<b>Program FTE</b>	28.00	0.00	28.00	0.00

<b>Program Revenues</b>				
Fees, Permits & Charges	\$35,000	\$0	\$80,000	\$0
Other / Miscellaneous	\$30,000	\$0	\$30,000	\$0
<b>Total Revenue</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$110,000</b>	<b>\$0</b>

## Explanation of Revenues

General Fund:  
\$80,000 - Tow Fees  
\$30,000 - Report Requests

This amount is based on what was received during the first 6 months of FY 2024.

## Significant Program Changes

**Last Year this program was:** FY 2024: 60225A Enforcement Division Support

Moved Program from Business Services Division to Law Enforcement Division.