

**Department:** Sheriff                      **Program Contact:** Francis Cop  
**Program Offer Type:** Operating                      **Program Offer Stage:** Proposed  
**Related Programs:**  
**Program Characteristics:**

**Program Description**

The Enforcement Support Unit plays an integral part in the success of the Law Enforcement Division. The Unit supports enforcement efforts through 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.

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.

The Enforcement Support Unit:

- Facilitates service of court papers and orders
- Produces accurate reports to support command staff and agency investigations

**Performance Measures**

Measure Type	Performance Measure	FY24 Actual	FY25 Budgeted	FY25 Estimate	FY26 Target
Output	Number of warrants received and entered	17,685	17,000	17,940	18,000
Output	Number of protective orders received and entered	2,494	2,700	3,460	3,500

**Performance Measures Descriptions**

Data generated from monthly reports, which are compiled from daily tally sheets. "Warrants entered" are verified by a SWIS report.

## 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	Proposed General Fund	Proposed Other Funds
Program Expenses	2025	2025	2026	2026
Personnel	\$922,770	\$0	\$1,064,075	\$0
Materials & Supplies	\$0	\$0	\$12,000	\$0
Internal Services	\$16,285	\$0	\$23,344	\$0
<b>Total GF/non-GF</b>	<b>\$939,055</b>	<b>\$0</b>	<b>\$1,099,419</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$939,055</b>		<b>\$1,099,419</b>	
<b>Program FTE</b>	8.00	0.00	8.00	0.00

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

## Explanation of Revenues

## Significant Program Changes

**Last Year this program was:** FY 2025: 60560 Enforcement Division Support

Combined Corrections Records and Enforcement Records programs in FY 2026.  
Moved 20.00 FTE to 60430 MCSO Records in Agency Services.