



Program #60560 - Enforcement Division Support **FY 2026 Department Requested**

Department: Sheriff **Program Contact:** Francis Cop
Program Offer Type: Operating **Program Offer Stage:** Department Requested
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 | Department Requested General Fund | Department Requested Other Funds |
|-------------------------|-------------------------|------------------------|---|--|
| Program Expenses | 2025 | 2025 | 2026 | 2026 |
| Personnel | \$922,770 | \$0 | \$1,066,571 | \$0 |
| Materials & Supplies | \$0 | \$0 | \$12,000 | \$0 |
| Internal Services | \$16,285 | \$0 | \$23,344 | \$0 |
| Total GF/non-GF | \$939,055 | \$0 | \$1,101,915 | \$0 |
| Program Total: | \$939,055 | | \$1,101,915 | |
| Program FTE | 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 |
| Total Revenue | \$110,000 | \$0 | \$0 | \$0 |

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.