

Division: Law Enforcement Division**Program Characteristics:****Program Description**

The Enforcement Support Unit plays an essential role in the success of the Law Enforcement Division. Through its Civil Support and Word Processing components, the Unit ensures that all enforcement activities are accurately documented, recorded, and processed in alignment with governing laws, policies, and equity principles.

The Civil Support Unit facilitates the timely and accurate service of court papers and the enforcement of court orders—including small claims, divorce filings, subpoenas, child support documents, restraining orders, and eviction notices. Staff approach each interaction with an understanding that individuals involved in civil processes often face stressful or vulnerable circumstances. The Unit strives to reduce barriers by providing clear information, ensuring procedural fairness, and offering assistance that is accessible to people of all backgrounds, abilities, and languages.

The Word Processing Unit prepares accurate and well-formatted reports, maintains archived documentation, and supports Enforcement Command Staff and investigative operations. By managing the court appearance calendar and ensuring deputies assigned to the Law Enforcement Division have the information needed to appear at their scheduled times, the Unit contributes to an efficient and equitable criminal justice process.

The Enforcement Support unit is committed to delivering services in a professional, respectful, and trauma-informed manner. Staff provide equal service to all internal and external customers regardless of race, color, religion, national origin, gender identity, socioeconomic status, disability, language proficiency, or any other protected characteristic.

The Enforcement Support Unit:

- Facilitates the equitable and timely service of court papers and orders
- Produces accurate and accessible reports supporting command staff and agency investigations

Equity Statement

MCSO Enforcement Support Unit is committed to delivering services in a professional, respectful, trauma-informed and equitable manner, ensuring consistent and fair access and service delivery to all internal and external customers.

Revenue/Expense Detail

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
Personnel	\$1,064,075	\$0	\$1,159,265	\$0
Materials & Supplies	\$12,000	\$0	\$17,000	\$0
Internal Services	\$23,344	\$0	\$26,357	\$0
Total GF/non-GF	\$1,099,419	\$0	\$1,202,622	\$0
Total Expenses:	\$1,099,419		\$1,202,622	
Program FTE	8.00	0.00	8.00	0.00
Total Revenue	\$0	\$0	\$0	\$0

Performance Measures

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
Number of warrants received and entered	16499	13138	18000
Number of protective orders received and entered	3168	2870	3500