

**Department:** District Attorney

**Program Contact:** Jodi Erickson

**Program Offer Type:** Support

**Program Offer Stage:** As Adopted

**Related Programs:**
**Program Characteristics:**
**Executive Summary**

The discovery component of this program supports the entire office in processing discovery requests and providing discoverable material to defense counsel and occasionally to attorneys representing victims. The records component maintains accurate records on open and closed cases including electronic document scanning and storage, coordinates scheduling and docketing of court appearances and provides administrative and clerical support to attorneys and staff assigned to the arraignment courts.

**Program Summary**

The Records/Discovery program fulfills the statutory responsibility to provide case specific discovery of documents, photos, videos and audio material either in paper, flash drive, CD, DVD, and hard drive formats to public and private defense attorneys, pro se defendants, and victims. The unit currently handles and manages discovery of body worn camera footage for one police agency. Two more police agencies are expected to adopt body worn cameras during the 2020 fiscal year. Staff copy, upload, redact, and disclose to defense any restitution information submitted by victims. Staff maintain meticulous records in tracking material and information within the possession or control of the district attorney in order to disclose accurate data to defense on homicide and major crimes cases.

This program also provides file storage and retrieval for the entire office, maintaining over 34,000 closed and open case files at any given time in various storage locations. Staff coordinate shipment and tracking of off-site storage for closed physical files and case materials at county archives and at private secured storage facilities. The unit maintains historical records of all archived cases and their destruction dates in accordance with county and state rules and regulations.

This program processes Victim Rights Notifications to ensure necessary paperwork is completed, logged, and filed so that crime victims and survivors' rights are asserted in accordance with the Oregon Constitution and Oregon Revised Statutes. Staff run records to assist DDAs with diversion completion eligibility for offenders, process assessments for Treatment First Program eligibility, and query and print records from the Law Enforcement Data System (LEDS/NCIC) to provide information required by the deputy district attorney for probation violation hearings.

**Performance Measures**

Measure Type	Primary Measure	FY18 Actual	FY19 Purchased	FY19 Estimate	FY20 Offer
Output	Total number of Discovery packets	16,287	16,709	16,800	16,900
Outcome	Total Discovery Revenue	\$329,376	\$325,000	\$370,000	\$370,000

**Performance Measures Descriptions**

For additional MCDA Budget Information:

<http://mcda.us/wp-content/uploads/2019/02/MCDA-Budget-Informational-Packet-FY-20.pdf>

## Legal / Contractual Obligation

ORS 8.850 - Offices, supplies, and stenographic assistance for district attorneys and deputies. Each county shall provide the district attorney and any deputies for such county with such office space, facilities, supplies, and stenographic assistance as is necessary to perform efficiently the duties of such office. [1953 c.652 §3]

ORS 8.700 - Register to be kept. The district attorney must keep a register of official business, in which the district attorney shall make a note of every action, suit or proceeding commenced or defended by the district attorney in official capacity, and the proceedings therein.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2019	2019	2020	2020
Personnel	\$477,387	\$0	\$548,562	\$0
Contractual Services	\$9,600	\$0	\$6,000	\$0
Materials & Supplies	\$45,100	\$0	\$41,750	\$0
Internal Services	\$211,310	\$0	\$184,335	\$0
<b>Total GF/non-GF</b>	<b>\$743,397</b>	<b>\$0</b>	<b>\$780,647</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$743,397</b>		<b>\$780,647</b>	
<b>Program FTE</b>	6.50	0.00	7.07	0.00

Program Revenues				
Service Charges	\$325,000	\$0	\$370,000	\$0
<b>Total Revenue</b>	<b>\$325,000</b>	<b>\$0</b>	<b>\$370,000</b>	<b>\$0</b>

## Explanation of Revenues

\$370,000 in Discovery Fees

## Significant Program Changes

Last Year this program was: FY 2019: 15004-19 Records/Discovery