

**Department:** Sheriff **Program Contact:** Francis Cop

**Program Offer Type:** Support **Program Offer Stage:** As Adopted

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

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

**Program Summary**

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 prisoners and public and police officer safety.

Civil Support ensures that the service of court papers and enforcement of court orders such as small claims, divorce papers, subpoenas, child support, restraining orders and eviction papers are dealt with in timely manner and accurately recorded. Civil Support also prepares and tracks Real Property foreclosures and is available to assist the public with civil paperwork.

Word Processing Unit is responsible for preparing accurate and well formatted reports, archiving documentation, and supporting Enforcement Command Staff and investigations. Their responsibilities are critical to the success of enforcement and investigative efforts and supportive of prosecution.

All services are provided equally to all internal and external customers regardless of race, religion, creed, color, or gender identity.

**Performance Measures**

Measure Type	Primary Measure	FY20 Actual	FY21 Budgeted	FY21 Estimate	FY22 Offer
Output	Number of warrants received and entered	17,854	22,000	13,161	23,000
Outcome	Number of protective orders received and entered	2,841	3,100	2,697	3,200
Output	Number of law enforcement records entered	12,572	14,000	15,297	19,000
Output	Number of LEDS/NCIC records validated (PO, Warrants, Others)	16,383	20,000	21,732	22,000

**Performance Measures Descriptions**

Data generated from monthly reports which are compiled from daily tally sheets. "Warrants entered" is verified by a SWIS report. The report numbers issued performance measure is generated out of ReJIN. The FY 2021 Estimate for the number of warrants and protective orders received are lower than budgeted as a result of COVID related delays and shutdowns of the courts. It is anticipated that this number will escalate above projected when the courts return to normal operations.

## 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	Adopted General Fund	Adopted Other Funds
Program Expenses	2021	2021	2022	2022
Personnel	\$2,832,105	\$0	\$3,053,320	\$0
Contractual Services	\$13,988	\$0	\$33,988	\$0
Materials & Supplies	\$77,757	\$0	\$72,970	\$0
Internal Services	\$61,757	\$0	\$55,663	\$0
<b>Total GF/non-GF</b>	<b>\$2,985,607</b>	<b>\$0</b>	<b>\$3,215,941</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$2,985,607</b>		<b>\$3,215,941</b>	
<b>Program FTE</b>	27.00	0.00	27.00	0.00

Program Revenues				
Fees, Permits & Charges	\$40,000	\$0	\$30,343	\$0
Other / Miscellaneous	\$22,500	\$0	\$33,331	\$0
<b>Total Revenue</b>	<b>\$62,500</b>	<b>\$0</b>	<b>\$63,674</b>	<b>\$0</b>

## Explanation of Revenues

General Fund:  
\$30,343 - Tow Fees  
\$33,331 - Report Requests

This amount is based on what was received during the first 6 months of FY 2021.

## Significant Program Changes

Last Year this program was: FY 2021: 60225 Enforcement Division Support