

Priority: Safety
Program Offer Type: Existing Operating
Related Programs:
Frameworks:

Lead Agency: Sheriff
Program Contact: Michelle Hoppel

Executive Summary

Auxiliary Services support Corrections and Law Enforcement staff, inmates, other agencies and the public. Responsibilities: MCSO Hassalo Warehouse, receiving/distribution, purchasing, inmate property, laundry and commissary. Services provided to the inmate are storage of personal property/clothing/funds, commissary and laundry distribution and sewing services.

Program Description

A Buyer facilitates the purchase of items in an expeditious and cost effective manner, while working with Central Purchasing as needed. Receiving/distribution of items is routed through the Hassalo Warehouse. Deliveries to nine MCSO facilities are required daily or bi-weekly. Secure storage of inmate property/clothing/funds involves accurate verification of all items inventoried at booking and operates 24/7. Additional property responsibilities: bail checks, property and money releases and preparation of all transports through the MCIJ facility. Clean laundry/linen and commissary products are provided to the inmates bi-weekly. Sewing services are provided to mend and prolong the life of inmate jail clothing and alterations to staff uniforms.

Program Justification

Purchasing, warehousing and receiving/distribution functions ensure that items utilized by MCSO are procured in a fiscally responsible manner and with the safety and security of staff and inmates as the highest priority. Property ensures that inmates' personal possessions are stored in a secure and respectful manner and that all funds associated with an inmate are accounted for. Property interacts with US Marshall's, Immigration and Customs Enforcement (ICE), the Northwest Shuttle System, all Oregon counties, attorneys, Courts and the public. Commissary allows the inmate access to items that would be available to them outside incarceration and contributes to the positive morale of the inmates while incarcerated. Laundry ensures that inmates are provided with clean clothing/linen and inmates learn job skills by working in the laundry. Laundry services are also provided to Juvenile Detention.

Performance Measures

Auxiliary Services supports the operational functions of the Sheriff's Office which contribute to the Public Safety System. Measures:

Number of Inmate property claims that are paid out.

Summary of last year's program results and this year's expected results

There were 41,156 property items processed in FY 2004. Of these there was only 1 paid claim for lost property. For 2005-06 there is a planned implementation of a bar coding system that will expedite inventory capabilities and ensure accurate accountability of inmate property. Bar coding will be implemented when current system upgrades are complete. A program with Western Union to facilitate monetary transactions from outside the metro region into an inmates' account will come online sometime in 2005. The goal is 100% accuracy.

Program Mandate: 2 Mandated Program with Funding/Service Level Choice

Oregon Revised Statutes:

Property: 133.455, 169.076

Laundry: 169.076, 169.077

Property/laundry services are mandated and must be provided regardless of number of inmates incarcerated.

Oregon Jail Standards:

Commissary: G03.01.00, G03.01.01, G03.02.00, G03.02.01, G03.02.02, G03.02.03, G03.02.04, G03.03.00, G03.03.01, G03.03.02

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
	2005	2005	2006	2006
Program Expenses				
Personnel	\$1,893,947	\$0	\$1,965,875	\$0
Contracts	\$500	\$0	\$512	\$0
Materials & Supplies	\$119,902	\$0	\$122,780	\$0
Internal Services	\$359,013	\$0	\$359,459	\$0
Subtotal: Direct Exps:	\$2,373,362	\$0	\$2,448,626	\$0
Administration	\$0	\$0	\$121,715	\$0
Program Support	\$0	\$0	\$192,751	\$0
Subtotal: Other Exps:	\$0	\$0	\$314,466	\$0
Total GF/non-GF:	\$2,373,362	\$0	\$2,763,092	\$0
Program Total:	\$2,373,362		\$2,763,092	
Program FTE	0.00	0.00	29.00	0.00
Program Revenues				
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

Revenues from ITAX for the property/laundry section staffing in the amount of \$147,572 for MCIJ, Dorms 6 & 7, and \$114,135 for 156 beds at MCCF, for a total of \$261,707.

Significant Program Changes