

**Priority:** Safety  
**Program Offer Type:** Support  
**Related Programs:**

**Lead Agency:** Sheriff  
**Program Contact:** Shannon Braaksma

**Program Characteristics:**

**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.

The Property Unit 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**

Measure Type	Primary Measure	Previous Year Actual (FY05-06)	Current Year Purchased (FY06-07)	Current Year Estimate (FY06-07)	Next Year Offer (FY07-08)
Output	Pounds of clean laundry processed for inmates	1,564,214	1,553,793	1,668,942	1,670,000
Outcome	Number of complaints regarding laundry	0	0	0	0
Output	Bed days serviced	616,850	616,850	616,850	616,850

**Performance Measure - Description**

Comparative measures are stable because the facility is maintained a maximum capacity.

## Legal/Contractual Obligation

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
<b>Program Expenses</b>	2007	2007	2008	2008
Personnel	\$2,149,078	\$0	\$2,369,449	\$0
Contracts	\$518	\$0	\$518	\$0
Materials & Supplies	\$124,100	\$0	\$124,100	\$0
Internal Services	\$302,933	\$0	\$391,609	\$0
Subtotal: Direct Exps:	<b>\$2,576,629</b>	<b>\$0</b>	<b>\$2,885,676</b>	<b>\$0</b>
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Total GF/non-GF:	<b>\$2,576,629</b>	<b>\$0</b>	<b>\$2,885,676</b>	<b>\$0</b>
Program Total:	<b>\$2,576,629</b>		<b>\$2,885,676</b>	
Program FTE	29.00	0.00	28.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$6,400	\$0	\$0	\$0
Program Revenue for Admin	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$6,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

## Significant Program Changes

**Last year this program was:** #60009, MCSO Auxiliary Services

Added \$2040 in enhanced services in Revised Facilities FY 08 Rates.