

Lead Agency: Sheriff
Program Offer Type: Support
Related Programs:
Program Characteristics:

Program Contact: Becky Child

Executive Summary

The Enforcement Support Unit is partially composed of Enforcement Records, Civil Support, and Word Processing. The Concealed Handgun Unit and Alarm Ordinance Unit are also part of the Enforcement Support Unit however have separate budgets. The main functions of these units are to provide clerical support for all the Units that comprise the Enforcement Division of the Sheriff's Office.

Program Description

The Records Unit operates 24 hours a day, 7 days a week, 365 days a year. The Records Unit receives processes and maintains law enforcement, warrant, and protective order records for Multnomah County. Accurate and timely processing of information and records is critical to the overall operations of the Multnomah County Sheriff's Office and has a direct effect on timely arrests, detention of prisoners and police officer safety. The Records Unit is at times the first contact the public, other agencies, and personnel have with the Sheriff's Office and therefore is tasked with fielding questions and making appropriate referrals if needed. The Civil Support Unit provides clerical support for the Civil Unit duties of serving court papers and enforcing court orders such as small claims, divorce papers, subpoenas, child support, restraining orders and eviction papers. The Civil Support Unit also prepares and tracks Real Property foreclosures and is available to assist the public with civil paperwork. The Word Processing Unit is responsible for providing clerical support to the Enforcement Command staff as well as the Specialized Units such as Detectives.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of warrants received and entered	14,344	15,000	16,414	15,000
Outcome	Number of protective orders received and entered	2,478	2,500	2,116	2,500
Output	Number of law enforcement records entered	8,332	8,500	8,616	8,500
Output	Number of LEDS/NCIC records validated (PO, Warrants, Others)	24,868	23,000	17,904	23,000

Performance Measure - Description

Performance measures for the Enforcement Support Unit are generated from monthly reports which are compiled from daily tally sheets. The Warrants entered performance measure is verified by a SWIS report. The report numbers issued performance measure is generated out of PPDS.

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.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$2,084,733	\$0	\$2,001,040	\$0
Contracts	\$12,581	\$0	\$12,896	\$0
Materials & Supplies	\$49,123	\$0	\$50,354	\$0
Internal Services	\$29,545	\$0	\$28,163	\$0
Total GF/non-GF:	\$2,175,982	\$0	\$2,092,453	\$0
Program Total:	\$2,175,982		\$2,092,453	
Program FTE	25.00	0.00	24.00	0.00
Program Revenues				
Fees, Permits & Charges	\$40,000	\$0	\$40,000	\$0
Total Revenue:	\$40,000	\$0	\$40,000	\$0

Explanation of Revenues

Tow Fees - \$30,000
Report Request Fees - \$9,000
Report Here Fees - \$1,000

These amounts are based on what was received in year previous.

Significant Program Changes

✔ Significantly Changed

Last year this program was: #60061, MCSO Enforcement Division Support
For FY 2013, in order to meet constraint, 1.0 FTE was reduced in this Program Offer.