

**Lead Agency:** Sheriff  
**Program Offer Type:** Existing Operating  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Monte Reiser

**Executive Summary**

The Civil Unit is the enforcement arm of the civil and probate court system. Notice and enforcement actions originate through the civil, probate, and family courts and are processed through the delivery and services made by this unit. Civil enforcement actions are statutorily mandated to the Sheriff.

**Program Description**

The Civil Unit is the ministerial arm of the Circuit Court. All court actions are initiated through a written notification to parties of a pending action and these documents are delivered by the Civil Unit. Through the Civil Unit, court orders to seize and sell property, satisfy landlord/tenant actions, and enforce child custody disputes are enforced in an objective, fair, and equitable manner in compliance with Oregon statutes and rules on civil procedure. Through probate court, families, police officers and other interested parties seek involuntary commitment for allegedly mentally ill persons suffering from episodes so debilitating that they are a danger to themselves or others. The Civil Unit deputy locates, transports, and provides security for the person and the court. When domestic violence threatens the family unit, deputies in the Civil Unit serve domestic violence restraining orders to protect family members from violence and aggressive behavior.

Civil Unit deputies experience incidents of physical resistance when performing their duties. In particular, evictions may involve subjects who barricade themselves requiring a substantial dedication of resources and time. Often times, these incidents require the skill of the Multnomah County Special Weapons and Tactics Team to perform a measured response tactical entry into the residence to execute the eviction while providing safety for nearby citizens. Persons subject to the court's orders have threatened to kill uniformed staff, displayed firearms, discharged firearms, and fortified apartments and homes to prevent the court action. It is routine for persons to hide within dwellings to avoid being contacted by civil deputies. A balanced public safety system provides citizens the ability and right to address their grievances in a safe, fair and equitable manner.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY11-12)	Current Year Purchased (FY12-13)	Current Year Estimate (FY12-13)	Next Year Offer (FY13-14)
Output	Number of individuals served through civil process	12,116	14,400	13,500	13,500
Outcome	Percent successfully served documents	80.0%	80.0%	80.0%	80.0%
Outcome	Percent protective orders served	78.0%	80.0%	79.0%	80.0%
Output	Number of evictions	766	800	823	800

**Performance Measure - Description**

Data from the "Civil Process" data base.

**Legal/Contractual Obligation**

ORS 107.720-730, 206.010-070 and 180, 433.355, 93.530 and Chapter 23. Oregon Rules on Civil Procedure Rule 7

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2013	2013	2014	2014
Personnel	\$1,330,115	\$0	\$1,447,469	\$0
Contracts	\$1,125	\$0	\$1,150	\$0
Materials & Supplies	\$38,800	\$0	\$39,674	\$0
Internal Services	\$86,587	\$0	\$93,665	\$0
<b>Total GF/non-GF:</b>	<b>\$1,456,627</b>	<b>\$0</b>	<b>\$1,581,958</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,456,627</b>		<b>\$1,581,958</b>	
Program FTE	11.00	0.00	12.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$150,000	\$0	\$237,076	\$0
Intergovernmental	\$196,500	\$0	\$196,500	\$0
<b>Total Revenue:</b>	<b>\$346,500</b>	<b>\$0</b>	<b>\$433,576</b>	<b>\$0</b>

**Explanation of Revenues**

\$150,000 - Civil Process Fees  
 \$191,500 - Circuit Court Revenue  
 \$5000 - State Extraditions Reimbursement  
 \$87,076 - Civil Forfeiture Fees

**Significant Program Changes**

 **Significantly Changed**

**Last year this program was:** #60064, MCSO Civil Process

This program offer is adding 1.0 FTE Program Coordinator for additional administrative support due to excessive workload. This position is funded by newly anticipated fees from the additional workload.

At the FY 14 budget adoption hearing, the Board approved an amendment that provided on the first quarter (\$748,014) of General Fund overtime in the Sheriff's Office adopted budget. The overtime for the remaining three quarters of the year (\$2,244,042) was placed in General Fund contingency. This action reduced this program's requested overtime funds by \$19,345. These funds will be appropriated quarterly through budget modifications with the expectation of a quarterly report by the Sheriff's Office in front of the Board on issues surrounding overtime, hiring and retirements.