

1 [Accept and Expend Grant - Encouraging Innovation: Field-Initiated Programs, Bureau of
2 Justice Assistance - Amendment to the Annual Salary Ordinance - \$395,231]

3 **Ordinance retroactively authorizing the San Francisco Public Defender’s Office (PDR)**
4 **to accept and expend a grant in the amount of \$395,231 from the Department of**
5 **Justice, Office of Justice Programs, Bureau of Justice Assistance to create the first**
6 **local and nationally applicable checklist system to better guide attorneys through key**
7 **moments in cases, ensuring competent representation and avoiding costly errors; and**
8 **amending Ordinance No. 160-13 (Annual Salary Ordinance, FY2013-2014) to reflect the**
9 **addition of one Class 8173 Legal Assistant grant-funded position (0.50 FTE) at the PDR**
10 **for the period of October 1, 2013, through September 30, 2016.**

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12 NOTE: Additions are *single-underline italics Times New Roman*;
13 deletions are ~~*strike-through italics Times New Roman*~~.
14 Board amendment additions are double-underlined;
15 Board amendment deletions are ~~strikethrough-normal~~.

16 Be it ordained by the People of the City and County of San Francisco:

17 Section 1. Findings

18 (a) The San Francisco Public Defender’s Office (PDR) applied to the Department of
19 Justice, Office of Justice Programs, Bureau of Justice Assistance for a grant to create the first
20 local and nationally applicable checklist system to better guide attorneys through key
21 moments in cases, ensuring competent representation and avoiding costly errors, and PDR
22 was awarded \$395,231 on September 30, 2013.

23 (b) These grants from the Office of Justice Programs are part of the Justice
24 Department’s continuing efforts to improve indigent defense, which is often underfunded and
25 understaffed, and to support training, mentoring, technical assistance, leadership

1 development and research to enhance the effectiveness of indigent defense practices. This
2 grant would allow the Public Defender to launch a training initiative aimed at developing
3 practitioner checklists to better guide attorneys through key moments in a case that are both
4 substantive and user-friendly.

5 (c) The public defender would work in planned partnership with the Center on Court
6 Innovation to research and create a local and national model. The proposed checklist system
7 would be adaptable by Public Defender offices and bar associations overseeing private court-
8 appointed attorneys. It would set a series of benchmarks detailing what is minimally required
9 on an annual basis and provide resources so that each jurisdiction could ensure its attorneys
10 are able to competently represent their clients. The grant would also monitor and evaluate
11 use of checklists by attorneys in public defender offices, create a toolkit for implementation,
12 provide training, create a practitioner guide, and prepare summary report findings.

13 (d) The award period for the grant is from October 1, 2013 – September 30, 2016;
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15 Section 2. Authorization to Accept and Expend Grant Funds.

16 (a) The Board of Supervisors hereby authorizes the San Francisco Public
17 Defender’s Office to accept and expend \$395,231 in grant funds from the Department of
18 Justice, Office of Justice Programs, Bureau of Justice Programs; for the purpose of creating
19 and implementing “Checklists for Defense: A Training Strategy for Public Defenders.”
20

21 (b) In addition, in accordance with the Public Defender's proposal to maximize use
22 of available grant funding on direct services by not including indirect costs in the grant budget,
23 the Board of Supervisors hereby waives inclusion of indirect costs in the grant budget.

24 Section 3. Grant Funded Position; Amendment to FY 2013-2014 Salary Ordinance.
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1 The hereinafter designated section of Ordinance No. 160-13 (Annual Salary Ordinance, FY
2 2013 - 2014) is hereby amended to add one position to the Office of the Public Defender, as
3 follows:

4 Department: PDR
5 Program: AKI
6 Subfund: 2SPPPGNC
7 Index Code: 055210

8 Amendment	# of Positions	Class and Item No.	Compensation Schedule
9 <u>Add</u>	<u>0.5 FTE</u>	<u>8173 Legal Assistant</u>	<u>\$2,527 - \$3,072</u>

10

11 APPROVED AS TO FORM:

APPROVED AS TO CLASSIFICATION
DEPARTMENT OF HUMAN RESOURCES

12

13 By: _____
14 Sallie Gibson
Deputy City Attorney

By: _____
Micki Callahan, Director
Department of Human Resources

15 Recommended:

16

17 _____
18 Jeff Adachi, Public Defender

19 APPROVED: _____
20 Edwin Lee
21 Mayor

22

22 APPROVED: _____
23 Ben Rosenfield
24 Controller

25