

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.**

11  
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;  
14

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.  
25

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: 2SPFPGNC

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>

11 APPROVED AS TO FORM:

13 By:

12   
14 Jana Clark  
Deputy City Attorney

11 APPROVED AS TO CLASSIFICATION  
DEPARTMENT OF HUMAN RESOURCES

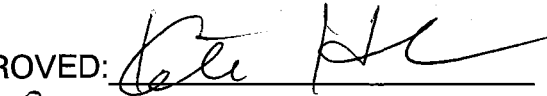
13 By:

12  4/4/14  
14 Micki Callahan, Director  
Department of Human Resources

15 Recommended:

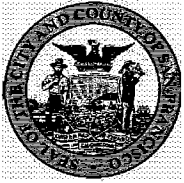
16   
17 Jeff Adachi, Public Defender

19 APPROVED:

18   
20 for Edwin Lee  
Mayor

22 APPROVED:

21   
23 Ben Rosenfield  
Controller



**City and County of San Francisco**  
**Tails**  
**Ordinance**

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

**File Number:** 140339

**Date Passed:** May 13, 2014

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

April 30, 2014 Budget and Finance Sub-Committee - RECOMMENDED

May 06, 2014 Board of Supervisors - PASSED, ON FIRST READING

Ayes: 11 - Avalos, Breed, Campos, Chiu, Cohen, Farrell, Kim, Mar, Tang, Wiener and Yee

May 13, 2014 Board of Supervisors - FINALLY PASSED

Ayes: 11 - Avalos, Breed, Campos, Chiu, Cohen, Farrell, Kim, Mar, Tang, Wiener and Yee

File No. 140339

I hereby certify that the foregoing  
Ordinance was FINALLY PASSED on  
5/13/2014 by the Board of Supervisors of  
the City and County of San Francisco.

Angela Calvillo  
Clerk of the Board

  
Mayor

05/23/2014  
Date Approved