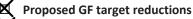
Department Budget Submission Checklist

To be completed by: All departments.

<u>Instructions</u>: Submit this completed cover sheet with your budget submission and ensure all applicable forms below are included with your submission.

Department Name: Department of Police Accountability_(DPA)___

Summary of Major Changes: Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal. (Generate from BFM Budget Submission Report)



Department Budget Summary: Completed "Form 1B: Department Budget Summary." (Generate from BFM Budget Submission Report)



Contingency: Completed "Form 1C: Contingency."

X Revenue Report: Completed "Form 2A: Revenue Report." (Generate from BFM Budget Submission Report)

□ Fees & Fines: Completed "Form 2B: Fees & Fines."

Cost Recovery: Completed "Form 2C: Cost Recovery."

- **Expenditure Changes:** Completed "Form 3A: Expenditure Changes." (Generate from BFM Budget Submission Report)
- Deappropriations from prior years' budget indicate if these are included in your submitted budget, and please explain in the expenditure changes form 3A

Position Changes: Completed "Form 3B: Position Changes." (Generate from BFM Budget Submission Report)

- □ **Equipment & Fleet:** Completed "Form 4A: Equipment Request" and "Form 4B: Fleet Request." (Generate from BFM Budget Submission Report)
- □ **Minimum Compensation Ordinance:** By checking this box, the department confirms that the effects of the MCO in contracting have been considered as part of the budget submission. (See p. 9)
- **Proposition J Description, Summary, City Cost, Contract Cost**: Required for all existing and new Prop Js.

Interdepartmental Services Balancing: Included Excel download of Department - IDS Form Balancing Report from BFM Reporting.

Organizational Charts: Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Org charts also reflect any proposed position changes.

□ New Legislation:

- □ Included draft legislation that department would like to submit with the budget; or,
- Draft legislation is in progress at this time. A description of the proposed changes is included in the "Summary of Major Changes" table. A draft will be provided to the Mayor's Office by 03/01/2024 and final submission by 04/01/2024.

Other Requests: Submitted requests for the following items:

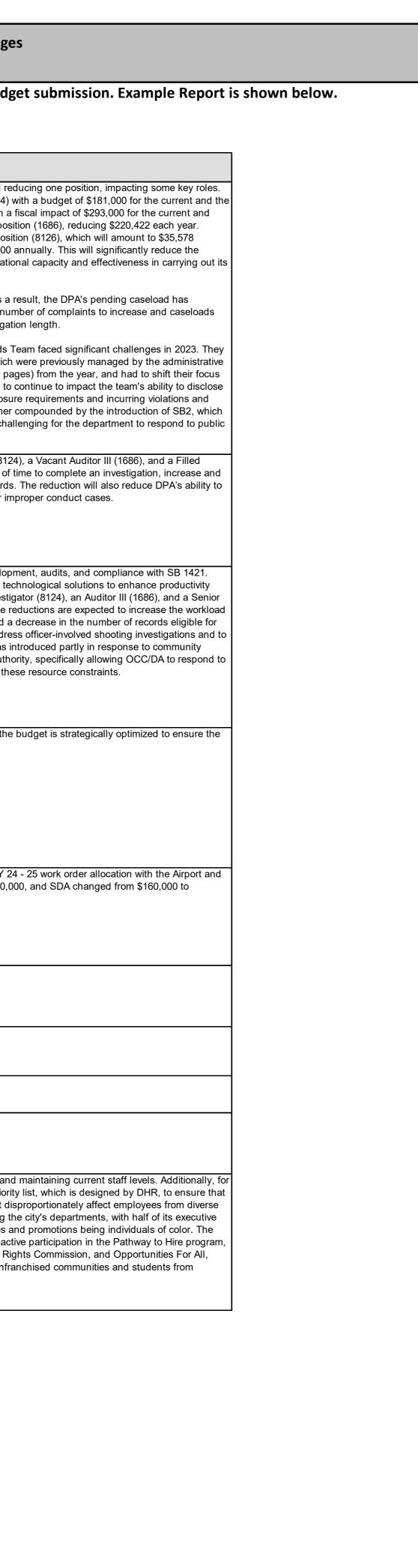
- COIT (through separate forms see page 33 of these instructions)
- □ Capital CPC funded capital requests are made through the budget system, BFM by 01/19/2024.

For Chief Financial Officer/Budget Manager:

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are included in my department's budget submission or have been submitted through the proper online forms.

Full Name:	Nicole S Armstrong	
Signature: _	Nicole S. Armstrong	

		BUDGET FORM 1A: Summary of Major Changes FY 2024-25 and FY 2025-26
lease run Budget S	ubmission Report under BFM Rep	oorting - 3.3 Budget Submission and include with budge
EPARTMENT:	DPA Department Of Police Accountability	
	Major Changes What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal. Alternatively, you may submit a 1-2 page memo with your budget submission summarizing the major changes.	Department Response to Major Changes The department proposes reducing staffing by not filling vacant positions and reduced The proposed changes include eliminating a vacant Investigator position (8124) with following years. Additionally, a vacant Attorney position (8177) will be cut, with a first subsequent years. The department also plans to remove a vacant Auditor III position Besides, there will be a partial reduction of funds for the Senior Investigator position annually. The proposed reductions will result in a total fiscal impact of \$730,000 ard department's budget for personnel, which could have implications for its operation oversight and accountability functions.
Summary		Due to ongoing budget cuts, ongoing cases are taking longer to complete. As a reincreased from 253 in 2023 to 308 in 2024, a 21% increase. DPA expects the number Investigator to increase with a reduced staff, resulting in increased investigation. Due to staff vacancies, reductions, and tasks redistribution, the Public Records Te had to handle Giglio and Pitchess motions, along with litigation discovery, which w team. As a result, the team released fewer SB 1421 disclosure pages (11,509 page
		towards litigation materials. The ongoing reduced staffing levels are expected to co records, leading to a higher risk of non-compliance with state legislative disclosure fines under the Sunshine Act. This decrease in record disclosure rates is further co mandates increased disclosures from the start of 2023, making it even more challe record requests.
General Fund Target	How did the department meet its target in each year? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction? For non-GFS departments, please describe your strategy for absorbing cost increases or revenue reductions without adding new costs to the General Fund.	DPA met its target by using a Vacant Attorney (8177), a Vacant Investigator (8124). Senior Investigator (8126). The reductions will increase caseloads, the length of tin reduce the frequency of audits, and decrease the number of disclosable records. T respond to officer-involved shooting investigations and produce transcripts for impr
Positions	How are current year staffing levels and vacancies factored into your budget submission? What position changes is the department proposing to prioritize core service delivery while meeting the General Fund reduction target or NGF revenue reductions? Highlight any changes to FTE levels, budgeted attrition, temporary salaries, substitutions, and provide details in Form 3B.	The DPA is focusing on essential services such as investigations, policy developmed They are also reevaluating their processes to find operational efficiencies and tech amidst staff reductions. By strategically deploying an Attorney (8177), an Investiga Investigator (8126), the DPA has achieved its budgetary goals. However, these red per staff member, resulting in longer investigation durations, fewer audits, and a di disclosure. This scaling back will further limit the DPA's ability to promptly address generate transcripts for cases of alleged misconduct. Proposition F, which was intr demands following the Mario Woods incident, aimed to clarify jurisdictional authori officer-involved shooting (OIS) incidents. However, it will also be impacted by these
Expenditures	What major spending changes is the department proposing? Please provide information especially for any grant changes, major contract changes, personnel changes, or other changes that affect core services and functions. Highlight any changes related to major changes/initiatives as noted in the Summary section and provide details in Form 3A.	DPA is not forecasting any substantial adjustments in the budget. Currently, the b fundamental operations necessary to serve our community and stakeholders.
Revenues	What revenue changes did the department submit? Please differentiate between General Fund and non-General Fund. This should match an Audit Trail, as shown in Form 2A Revenue Report, as well as, the Expenditure Report in Form 3A.	Due to a recent rise in administration and investigation tasks, adjusting the FY 24 SDA is necessary. The work order with the Airport changed from \$8,000 to \$10,000 \$480,000 to cover the full fiscal year costs. □
Legislation	Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change?	
Prop J	Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.	None.
Transfer of Function	Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	No.
Interim Exceptions	Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.79 in BY and .78 in BY +1)? If so, for what reason are is the request being made?	No.
Budget Equity	How has the department considered equity in its budget proposal?	DPA has included equity in its budget proposal by reducing vacant positions and r the final job position subject to reduction, the DPA plans to use the city's seniority the process adheres to fair and equitable employment practices and does not disp backgrounds. The DPA is proud to have one of the most diverse teams among the leadership being women, 70% of its recruits being female, and 34% of its hires and DPA's commitment to equity extends throughout the city, as evidenced by its active the DPA Law and Justice internship program in collaboration with the Human Righ which supports a comprehensive internship program for individuals from disenfran Historically Black Colleges and Universities (HBCUs).



DEPARTMENT OF POLICE ACCOUNTABILITY



About Us

The Department of Police Accountability (DPA) provides independent and impartial law enforcement oversight through investigations, policy recommendations, and performance audits to ensure that policing reflects the values and concerns of the communities served. The DPA began operations in 1983.

Synopsis:

The Mayor's Office has requested further reductions due to ongoing labor negotiation challenges and budget uncertainty. These reductions will be loaded into the budget for the next two fiscal years. A contingency of 5% will not be loaded into the budget but will be added as an addendum.

Proposed Reductions:

	Positions for Attrition											
Class	Title	BY Budget	BY+1 Budget									
8124 (Vacant)	Investigator, DPA	\$181,000	\$181,000									
8177 (Vacant)	Attorney, DPA	\$293,000	\$293,000									
1684 (Vacant)	Auditor III, DPA	\$220,422	\$220,422									
8126 (PCS)	Senior Investigator, DPA (Partial Funds)	\$35,578	\$35,578									
Total		\$730,000	\$730,000									

Investigator (8124) & Senior Investigator (8126)

The reduction of the Senior Investigator and Investigator positions within the DPA could significantly impact its ability to manage the increasing caseload effectively, which has seen a consistent rise over the years, with 785 new cases in 2023, marking an 11% increase from 2019. In addition, DPA's pending caseload has increased from 253 in 2023 to 308 in 2024, a 21% increase. This trend is expected to continue due to recent officer-involved shootings, protests, and an uptick in quality-of-life complaints. These roles are crucial for processing complaints, overseeing investigations, ensuring thorough review and analysis of evidence, and conducting outreach. Given the complexity and volume of cases—which can involve anywhere from one to 68 officers—and the current average of 21 cases per investigator, which already exceeds the recommended caseload, reducing these positions would strain the DPA's capacity to maintain effective oversight, potentially compromising the quality and timeliness of investigations and undermining public trust in police accountability mechanisms.

Auditor III (1684)

DPA faces significant challenges without the Auditor III position. Audits of SFPD are uniquely complex, and reducing this position may lead to longer audit cycles and reduced audit coverage.

Charter requires DPA to conduct regular audits or reviews of police officer use of force and SFPD's handling of officer misconduct. DPA must also annually audit SFPD's compliance with its First Amendment activities policy. DPA's Knighton award-winning audits inform SFPD policy improvements and training. They also align with the Mayor's public safety priorities by ensuring the appropriate and effective use of SFPD's limited resources.

DPA relies on the Office of the Controller for audit support, creating risks due to the priorities and capacity of that department. Reducing the Auditor III position compounds these risks and impairs DPA's ability to fulfill its mandate.

Staff Attorney (8177)

The DPA Attorney is responsible for conducting a comprehensive legal review of cases investigated by their team. They also assist in drafting the Final Reports and ensure that all closure reports are thoroughly reviewed. Additionally, they conduct legal research to develop policies and procedures for both the agency and SFPD. The attorneys at DPA are also responsible for managing the legal review and redaction of documents for case reviews and requests under SB 1421.

The recent legislation, particularly SB 1421, SB 16, and SB 2 has significantly increased administrative burdens on the DPA. Since January 1, 2023, nine new disclosure categories have been added, which require additional record review and the provision of case data to the statewide Commission on Peace Officer Standards and Training. This has further amplified the workload on the DPA's legal team.

A reduction in the number of attorneys at the DPA will result in longer processing times for producing materials required under the new legislative mandates. DPA is already seeing the impact of vacancy; in 2023, DPA released 11,509 fewer pages for SB 1421. The attorneys' detailed legal review, necessary redactions, and comprehensive policy analysis are time-intensive tasks. With fewer legal experts to handle the expanded scope of work due to SB 1421, SB 16, and SB 2, the department would have to deal with extended timelines for completing these tasks. This would slow down the internal processes and delay the public's access to information. It would affect the DPA's responsiveness and its ability to provide transparency in matters of police conduct swiftly.

BUDGET FORM 1B: Department Budget Summary FY 2024-25 and FY 2025-26

Please run Budget Submission Report under BFM Reporting - 3.3 Budget Submission and include with budget submission. Example Report is shown below.

BUDGET FORM 1B: Department Budget Summary

FY 2024-25 and FY 2025-26

DEPARTMENT: DPA Department Of Police Accoun

GFS Details

Account Lvl 2	Account LvI 3	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Departmen t	FY 2025-26 Dept Base
EXPENDITURE	SALARIES	6149546	5816204	-333342	6319555	5986184	-333371
	MAND_FRING_BEN	2151894	2026174	-125720	2178118	2051710	-126408
	PROG_PROJ	100000	100000	0	100000	100000	C
	NON_PERS_SVCS	333742	382806	49064	333742	383525	49783
	MTL_SUPP	31426	33424	1998	31426	33422	1996
	SVCS_OTHER_DEPTS	1053371	1053371	0	1053371	1053371	0
EXPENDITURE		9819979	9411979	-408000	10016212	9608212	-408000
GFS	General Fund Support	9487184	8757184	-730000	9683417	8953417	-730000
Account Lvl 2	Account LvI 3	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Departmen t	FY 2025-26 Dept Base
REVENUE	EXP_RECOVERY	332795	654795	322000	332795	654795	322000
REVENUE		332795	654795	322000	332795	654795	322000
GFS	General Fund Support	9487184	8757184	-730000	9683417	8953417	-730000

GFS Target Status

FY 2025-26 Amt Over (Under) Target	FY 2025-26 Dept Submission	FY 2025-26 aseline Target	FY 2025-26 Reduction Targets E	FY 2024-25 Amt Over (Under) Target	FY 2024-25 Dept Submission	FY 2024-25 Baseline Target	FY 2024-25 Reduction Targets
0	8,953,417	8,953,417	(730,000)	0	8,757,184	8,757,184	(730,000)
Target Met				Target Met			

NGFS - Self Supporting

BUDGET FORM 1C: Contingency

DEPARTMENT:

General Fund departments must also propose additional ongoing contingency reductions. Departments are not expected to load the contingency target. Please describe the proposal(s) below.

Description	FY 2024-25 \$ Savings	FY 2025-26 \$Savings
One 8126 senior investigator position	198,649.00	
Total	198,649.0	-

FY 2024-25 and FY 2025-26

DPA Department Of Police Accountability

BUDGET FORM 2A: Revenue Report FY 2024-25 and FY 2025-26

Please run Budget Submission Report under BFM Reporting - 3.3 Budget Submission and include with budget submission. Example Report is shown below.

DEPARTMENT: DPA Department Of Police Accountability

				-							C	hange 322000	Chang		0 Budget Justification
GFS Type	Dept Grp	Division	Division Title Section	Section Title Dept ID	Dept ID Title Fund	Project- Fund Title Activity Pro	Activity oject Title Title Authority	Authority /	Account Lvl 5 Title Account			024-25 FY 2024-25 tment Dept - Base	FY 2025-26 FY 2025-2 Base Departmer		
GFS	DPA	209644	DPA Police A 209644	DPA Police A 209644	DPA Police A 10000	GF Annual Ac 10001908-00/ PC	Citizen Cc Office Of Citiz 10000	Operating 4	4860ExpRec 486020	Exp Rec Fr Airport (AAO)	8,000	10,000 2000	8,000 10,00	0 200	Due to a recent rise in investigative tasks, it is necessary to adjust the FY $_{0}$ 24 - 25 allocation to \$10,000.
GFS	DPA	209644	DPA Police A 209644	DPA Police A 209644	DPA Police A 10000	GF Annual Ac 10001908-000 PC	Citizen Cc Office Of Citiz 10000	Operating 4	4860ExpRec 486671	Exp Rec Fr SDA-Accountability	160,000 48	30,000 320000	160,000 480,00	0 32000	Due to a recent rise in administration and investigation tasks, it is $_{0}$ necessary to adjust the FY 24 - 25 allocation to \$480,000.

BUDGET FORM 3A: Expenditure Changes FY 2024-25 and FY 2025-26

Please run Budget Submission Report under BFM Reporting - 3.3 Budget Submission and include with budget submission. Example Report is shown below.

DEPARTMENT: DPA Department Of Police Accountability

DEPARI	WENT.	<u>DPA De</u>	partment Of Police A	Accountabili	<u>ty</u>															Change	-408000		Change	-408000	
GFS Type	Dept Grp	Division	Division Title Section	Section Title	Dept ID	Dept ID Title	Fund	Proj Fund Title Acti		Activ Project Title Title		Authority Title	Account L 5 Title	vl Account	Account Title	Equipment #	TRIO	Agency Us		FY 2024-25 Department			FY 2025-26 Department		Explanation of Change
GFS	DPA	209644	DPA Police A 209644	DPA Police	A 209644	DPA Polic	e A 10000	GF Annual Ac 1000	01908-00	PC Citizen CcOffic	e Of Citiz 10000	Operating	5010Salary	501000	Perm Salar	ies-Misc-Budget			39,697	0	-39697	40,282	0	-40282	
GFS	DPA	209644	DPA Police A 209644	DPA Police	A 209644	DPA Polic		GF Annual Ac 1000				Operating	5010Salary	/ 501010	Perm Salar	ies-Misc-Regular			6,078,640	5,784,995	-293645	6,248,064	5,954,975	-293089 S	
GFS	DPA	209644	DPA Police A 209644	DPA Police	A 209644	DPA Polic	e A 10000	GF Annual Ac 1000	01908-00	PC Citizen CcOffic	e Of Citiz 10000	Operating	5130Fringe	513010	Retire City	Misc			866,339	823,232	-43107	842,987	802,218	-40769 S	
GFS	DPA	209644	DPA Police A 209644	DPA Police	A 209644	DPA Polic	e A 10000	GF Annual Ac 1000	01908-00	PC Citizen CcOffic	e Of Citiz 10000	Operating	5130Fringe	e 514010	Social Secu	urity (OASDI & HI))		328,295	310,089	-18206	340,572	322,400		e Form 3B
GFS	DPA	209644	DPA Police A 209644	DPA Police	A 209644	DPA Polic	e A 10000	GF Annual Ac 1000	01908-00	PC Citizen CcOffic	e Of Citiz 10000	Operating	5130Fringe	514020	Social Sec-	Medicare(HI Only)		88,591	84,334	-4257	91,042	86,792		e Form 3B
GFS	DPA	209644	DPA Police A 209644	DPA Police	A 209644	DPA Polic	e A 10000	GF Annual Ac 1000	01908-00	PC Citizen CcOffic	e Of Citiz 10000	Operating	5130Fringe	e 515010	Health Serv	vice-City Match			215,023	206,165	-8858	224,952	215,516	-9436 S	e Form 3B
GFS	DPA	209644	DPA Police A 209644	DPA Police	A 209644	DPA Polic	e A 10000	GF Annual Ac 1000	01908-00	PC Citizen CcOffic	e Of Citiz 10000	Operating	5130Fringe	515020	Retiree Hea	alth-Match-Prop B			43,676	41,577	-2099	44,876	42,781	-2095 S	e Form 3B
GFS	DPA	209644	DPA Police A 209644	DPA Police	A 209644	DPA Polic	e A 10000	GF Annual Ac1000	01908-00	PC Citizen CcOffic	e Of Citiz 10000	Operating	5130Fringe	515030	RetireeHlth	Care-CityMatchPi	ropC		17,421	16,583	-838	17,899	17,064	-835 S	e Form 3B
GFS	DPA	209644	DPA Police A 209644	DPA Police	A 209644	DPA Polic	e A 10000	GF Annual Ac 1000	01908-00	PC Citizen CcOffic	e Of Citiz 10000	Operating	5130Fringe	515710	Dependent	Coverage			496,332	461,371	-34961	517,037	479,793	-37244 S	e Form 3B
GFS	DPA	209644	DPA Police A 209644	DPA Police	A 209644	DPA Polic	e A 10000	GF Annual Ac 1000	01908-00	PC Citizen CcOffic	e Of Citiz 10000	Operating	5130Fringe	516010	Dental Cov	erage			42,676	39,853	-2823	42,938	40,034	-2904 S	e Form 3B
GFS	DPA	209644	DPA Police A 209644	DPA Police	A 209644	DPA Polic	e A 10000	GF Annual Ac 1000	01908-00	PC Citizen CcOffic	e Of Citiz 10000	Operating	5130Fringe	519010	Fringe Adju	stments-Budget			9,367	0	-9367	9,501	0	-9501	
GFS	DPA	209644	DPA Police A 209644	DPA Police	A 209644	DPA Polic	e A 10000	GF Annual Ac 1000	01908-00	PC Citizen CcOffic	e Of Citiz 10000	Operating	5130Fringe	519120	Long Term	Disability Insuran	се		21,666	20,462	-1204	22,230	21,028	-1202 S	e Form 3B
GFS	DPA	209644	DPA Police A 209644	DPA Police	A 209644	DPA Polic	e A 10000	GF Annual Ac 1000	01908-00	PC Citizen CcOffic	e Of Citiz 10000	Operating	5210NPSv	cs 524010	Membershi	p Fees			450	5,500	5050	450	5,500	P	is is part of the reallocation from accounts 501 rm Salaries-Misc-Budget and 519010 Fringe ljustments-Budget placeholder.
GFS	DPA	209644	DPA Police A 209644	DPA Police	A 209644	DPA Polic	e A 10000	GF Annual Ac 1000	01908-00	PC Citizen CcOffic	e Of Citiz 10000	Operating	5210NPSv	cs 535710	Subscriptio	ns			0	25,000	25000	0	25,000	P	is is part of the reallocation from accounts 501 rm Salaries-Misc-Budget and 519010 Fringe ljustments-Budget placeholder.
GFS	DPA	209644	DPA Police A 209644	DPA Police	A 209644	DPA Polic	e A 10000	GF Annual Ac 1000	01908-00	PC Citizen CcOffic	e Of Citiz 10000	Operating	5210NPSv	cs 535960	Software Li	icensing Fees			0	19,014	19014	0	19,733	P	is is part of the reallocation from accounts 501 rm Salaries-Misc-Budget and 519010 Fringe ljustments-Budget placeholder.
GFS	DPA	209644	DPA Police A 209644	DPA Police	A 209644	DPA Polic	e A 10000	GF Annual Ac 1000	01908-00	PC Citizen CcOffic	e Of Citiz 10000	Operating	5400Mat&S	Gu 540000	Materials &	Supplies-Budget			31,426	33,424	1998	31,426	33,422	iť:	e original funds were \$34,918 but it got reduce very difficult for the department to operate wit e original funds.

BUDGET FORM 3B: Position Changes FY 2024-25 and FY 2025-26
Please run Budget Submission Report under BFM Reporting - 3.3 Budget Submission and include with budget submission. Example Report is shown below.

DEPARTMENT: DPA Department Of Police Accountability

										Position	Total BY	FTE Change		Total BY Amo	unt Channe	400008	Total DV4 E	E Change	-2.28	Total	BY1 Amount	-409996	
GFS Type	Dept C	irp Division	Division Section Title	Section Dept ID Title	Dept ID Title Fund	Fund Title Project- Project Title Activity Authority Activity Title Authority	Authority Acc Title 5	ount Lvi Agency Use Job Class Job Title	Status	Code Action Position	FY 2024-25 Base FTE	FY 2024-25 Dept FTE		FY 2024-25 I Base	Y 2024-25 F	Y 2024-25 F		Y 2025-26		FY 2025-26 Base Amount	FY 2025-26 Dept		Explanation of Change
GFS	DPA	209644	DPA Police A 209644	DPA Police A 209644	DPA Police A 10000	GF Annual Ac10001908-00 PC Citizen CcOffice Of Citiz 10000	Operating 501	Salary 9993M_C Attrition Savir	s	NEWP64417	0	-4.05	-4.05	0	-522,861	-522861	0	-4.05	-4.05	0	-521,739	-521739	Use 8124, 8126, 8177 and 1686 positions as salary saving to meet the budget cut
GFS	DPA	209644	DPA Police A 209644	DPA Police A 209644	DPA Police A 10000	GF Annual Ac10001908-00 PC Citizen CcOffice Of Citiz 10000	Operating 501	Salary 9993M_C Attrition Savir	s	NEWP82489	0	1.78	1.78	0	229,216	229216	0	1.77	1.77	0	228,650	228650	Reallocate the funds received from SDA work order
GFS	DPA	209644	DPA Police A 209644	DPA Police A 209644	DPA Police A 10000	GF Annual Ac10001908-00 PC Citizen CcOffice Of Citiz 10000	Operating 513	Fringe 9993M_C Attrition Savir	s	NEWP644178				0	-207,139	-207139				0	-208,261	-208261	Use 8124, 8126, 8177 and 1686 positions as salary saving to meet the budget cut
GFS	DPA	209644	DPA Police A 209644	DPA Police A 209644	DPA Police A 10000	GF Annual Ac 10001908-00 PC Citizen Cc Office Of Citiz 10000	Operating 513	Fringe 9993M_C Attrition Savin	s	NEWP824891				0	90,786	90786				0	91,354	91354	Reallocate the funds received from SDA work order

