

Department Budget Submission Checklist

To be completed by: All departments.

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


Department Name: SDA Sheriff's Department Office of Inspector General

- 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)
- Proposed GF target reductions**
- Department Budget Summary:** Completed "Form 1B: Department Budget Summary." (Generate from BFM Budget Submission Report)
- Contingency:** Completed "Form 1C: Contingency."
- 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 Requests:** 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.
- Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing and new Prop.
- Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing I
- Organizational Charts:** Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Organizational charts also reflect
- New Legislation:**
 - Included draft legislation that department would like to submit with the budget; or,
 - Draft legislation 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
- Other Requests:** Submitted requests for the following item:
 - COIT (through a separate form)
 - Capital - CPC funded capital requests are made through BFM by 1/19/24

For Chief Financial Officer/Budget Manager:

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are either included in this submission or have been submitted through the proper online forums.

Full Name: Terry Wiley

Signature: 

BUDGET FORM 1A: Summary of Major 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: SDA Sheriff's Department Office of Inspector General

	Major Changes	Department Response to Major Changes
Summary	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.	The OIG/SDA department currently has two staff members and is focused on using a single 8124 position and non-personnel resources to meet budgetary reduction targets. From 2024 to 2026, the department aims to increase its staff levels to reduce its dependence on the Department of Police Accountability and improve operational efficiency. This objective is part of a broader strategy to enhance of scaling up staffing gradually to fulfill the department's charter mandates in a manner sensitive to the city's current financial challenges.
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.	The department met its financial objectives through the allocation of \$181,000 for a single investigator (8124) and an additional \$40,000 for non-personnel costs. However, budget cuts will necessitate the OIG/SDA's increased dependence on the DPA for support and resources, subsequently postponing its progress toward full operational status. This reliance may further delay the OIG/SDA's ability to satisfy its primary duties and limit its potential to expand services for the community.
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 OIG/SDA, presently staffed by merely two employees, operates with insufficient personnel and depends on the DPA for the provision of essential services. The existence of current vacancies hampers the OIG/SDA's ability to become fully operational and fulfill its foundational charter obligations.
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.	The OIG/SDA anticipates maintaining its budget steady in the current year, with no major alterations envisaged. Nonetheless, in the forthcoming fiscal period, it intends to seek supplementary funding aimed at expanding its workforce, thereby achieving full operational capacity.
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.	None.
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?	No.
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 the request being made?	No.
Budget Equity	How has the department considered equity in its budget proposal?	In formulating its budget proposal, the department has committed to prioritizing equity by adhering to the DHR's established hiring guidelines for the recruitment of new staff members.

OFFICE OF INSPECTOR GENERAL

STAFFING MINIMUMS AND BUDGET REQUIREMENTS

Executive Summary

San Francisco voters passed a charter amendment sponsored by Supervisor Walton, Proposition D in 2020 establishing the Sheriff's Department Oversight Board ("SDOB") and the Office of the Inspector General ("OIG") to provide independent oversight for the Sheriff's broad responsibilities in the county jails, public buildings, criminal and civil courthouses, and in the community. The seven-member SDOB oversees the OIG, recommends best practices, conducts community outreach, and prepares quarterly and annual reports for the Sheriff and the Board of Supervisors. The SDOB appointed, and former Mayor Willie Brown administered the oath of office to San Francisco's first Inspector General, Terry Wiley on December 20, 2023.

The Inspector General heads the OIG, an independent agency that is responsible for: reviewing and investigating complaints against San Francisco Sheriff's Office employees and contractors, investigating in-custody deaths, recommending disciplinary action to the Sheriff, developing and recommending a use of force policy and a review process for all use of force and critical incidents, preparing quarterly reports for the Sheriff and SDOB, and monitoring SFSO operations through audits and investigations.

The plan below provides a phased rollout plan to staff the OIG fully.

Phases

Phase 1 – Discovery (Current Phase)

Length: 6 months (FY 23 – 24)

The plan includes hiring staff essential to launching the operations of the department, acquiring and developing critical technology, and covering rent and additional operational costs to set up the infrastructure for phase 2. The installation of furniture and IT equipment will be overseen by DPA Tech with support from DT. A significant part of the setup involves the acquisition of a Case Management System, a process expected to be completed by the end of this FY, with the new oversight agency's costs for this system deferred to phase 2 or later. The initial phase also focuses on developing and refining programs, policies, procedures, and agreements for Sheriff Oversight investigations, with efforts led by the Inspector General, Chief of Staff, City Attorney, and DPA staff. Additionally, DPA administrative staff will play a crucial role in generating and dispatching communications to complainants and managing case disposition letters.

Phase 2 – Hiring (FY 24 – 25)

Length: 6 months to 1 year

The comprehensive plan for Phase 2 includes several key initiatives: the acquisition and setup of essential web-based applications, creating an outreach strategy complemented by the procurement of related materials, and establishing policies for case and document retention. Procedures for SB 1421, SB 16, and SB 2 will be developed, alongside the launch of a new Case Management System. The DPA will undertake the onboarding of all OIG staff, providing essential case management and investigative training. Additionally, in collaboration with the Controller's office, the DPA will facilitate support for OIG's audit requirements, necessitating the OIG to either staff up for audit capabilities or develop its audit infrastructure. Integral to this phase is the strategic expansion of the team, which involves hiring key personnel, including an Investigator (8124), a Senior Investigator (8126), a Chief Attorney (8181), and an Executive Assistant (1450), to enhance operational efficiency and support the department's expanded scope of activities.

Phase 3 – Development (FY 25 – 26)

Length: 1 year to 2 years

In Phase 3, the OIG will fully assume responsibility for all Sheriff Cases currently managed by the DPA, marking a significant transition in case oversight. Concurrently, the OIG will unveil its dedicated website and a suite of outreach materials, developed with assistance from the DPA, to engage the community effectively. Identifying a department location becomes a priority to establish a centralized base for operations. Additionally, this phase includes a strategic team expansion and the hiring of ten new team members. This includes seven Investigators (8124) to strengthen investigative functions and assume the department's investigative responsibilities, a Budget and Accounting Specialist (1823) to oversee financial operations, an IS Business Analyst Assistant (1051) to enhance IT support, and a Clerk (1406) to provide essential administrative backing. This comprehensive staffing and operational ramp-up supports the OIG's readiness to fully operationalize and execute its mandate.

**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: SDA Sheriff's Department Office of

GFS Details

Account Lvl 2	Account Lvl 3	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base
EXPENDITURE	SALARIES	1079669	786022	-293647	1157330	864258	-293072
	MAND_FRING_BEN	352490	236136	-116354	370930	253807	-117123
	NON_PERS_SVCS	333742	203742	-130000	333742	203742	-130000
	MTL_SUPP	4821	4821	0	4821	4821	0
	SVCS_OTHER_DEPTS	393920	713920	320000	393920	713920	320000
EXPENDITURE		2164642	1944641	-220001	2260743	2040548	-220195
GFS	General Fund Support	2164642	1944641	-220001	2260743	2040548	-220195

GFS Target Status

FY 2024-25 Reduction Targets	FY 2024-25 Baseline Target	FY 2024-25 Dept Submission	FY 2024-25 Amt Over (Under) Target	FY 2025-26 Reduction Targets	FY 2025-26 Baseline Target	FY 2025-26 Dept Submission	FY 2025-26 Amt Over (Under) Target
(220,000)	1,944,642	1,944,641	(1)	(220,000)	2,040,743	2,040,548	(195)
			Target Met				Target Met

NGFS - Self Supporting

BUDGET FORM 1C: Contingency

FY 2024-25 and FY 2025-26

DEPARTMENT:

DEPT NAME

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 8124 investigator position	180,838.00	
Total	180,838.0	-

**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: SDA Sheriff's Department Office of Inspector General

GFS Type	Dept Grp	Division	Title	Section	Title	Dept ID	Dept ID Title Fund	Fund Title	Activity	Project Title	Activity Title Authority	Title	5 Title	Account	Title	#	TRIO	Agency Use	Change		Change		Explanation of Change		
																			Base	Department	Dept - Base	Base		Department	Dept - Base
GFS	SDA	210721	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 10010	GF Annual Au 10037651-00	Office of Inspr	Office of Inspr	21789	SDA Operatio	5010Salary	501010	Perm Salaries-Misc-Regular					776,520	482,873	-293647	844,031	550,959	-293072	See Form 3B
GFS	SDA	210721	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 10010	GF Annual Au 10037651-00	Office of Inspr	Office of Inspr	21789	SDA Operatio	5130Fringe	513010	Retire City Misc					108,897	65,790	-43107	112,157	71,391	-40766	See Form 3B
GFS	SDA	210721	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 10010	GF Annual Au 10037651-00	Office of Inspr	Office of Inspr	21789	SDA Operatio	5130Fringe	514010	Social Security (OASDI & HI)					38,681	20,475	-18206	43,177	25,007	-18170	See Form 3B
GFS	SDA	210721	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 10010	GF Annual Au 10037651-00	Office of Inspr	Office of Inspr	21789	SDA Operatio	5130Fringe	514020	Social Sec-Medicare(HI Only)					11,259	7,001	-4258	12,237	7,987	-4250	See Form 3B
GFS	SDA	210721	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 10010	GF Annual Au 10037651-00	Office of Inspr	Office of Inspr	21789	SDA Operatio	5130Fringe	515010	Health Service-City Match					32,200	23,342	-8858	34,458	24,980	-9478	See Form 3B
GFS	SDA	210721	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 10010	GF Annual Au 10037651-00	Office of Inspr	Office of Inspr	21789	SDA Operatio	5130Fringe	515020	Retiree Health-Match-Prop B					5,551	3,452	-2099	6,031	3,935	-2096	See Form 3B
GFS	SDA	210721	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 10010	GF Annual Au 10037651-00	Office of Inspr	Office of Inspr	21789	SDA Operatio	5130Fringe	515030	RetireeHlthCare-CityMatchPropC					2,214	1,377	-837	2,407	1,572	-835	See Form 3B
GFS	SDA	210721	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 10010	GF Annual Au 10037651-00	Office of Inspr	Office of Inspr	21789	SDA Operatio	5130Fringe	515710	Dependent Coverage					43,023	8,061	-34962	46,036	8,627	-37409	See Form 3B
GFS	SDA	210721	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 10010	GF Annual Au 10037651-00	Office of Inspr	Office of Inspr	21789	SDA Operatio	5130Fringe	516010	Dental Coverage					4,150	1,327	-2823	4,286	1,369	-2917	See Form 3B
GFS	SDA	210721	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 10010	GF Annual Au 10037651-00	Office of Inspr	Office of Inspr	21789	SDA Operatio	5130Fringe	519120	Long Term Disability Insurance					2,336	1,132	-1204	2,578	1,376	-1202	See Form 3B
GFS	SDA	210721	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 10010	GF Annual Au 10037651-00	Office of Inspr	Office of Inspr	21789	SDA Operatio	5210NPSvcs	527000	Prof & Specialized Svcs-Bdgt					268,830	138,830	-130000	268,830	138,830	-130000	Reduce funds to cover the cost of the DPA-SDA work order.
GFS	SDA	210721	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 210723	SDA Inspecto 10010	GF Annual Au 10037651-00	Office of Inspr	Office of Inspr	21789	SDA Operatio	5810OthDep	581845	GF-Police Accountability					160,000	480,000	320000	160,000	480,000	320000	Due to a recent rise in administration and investigation tasks, it is necessary to adjust the FY 24 - 25 allocation to \$480,000.

**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: SDA Sheriff's Department Office of Inspector General

GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5	Agency Use	Job Class	Job Title	Status	Action	Position	Total BY FTE Change		Total BY Amount Change		Total BY1 FTE Change		Total BY1 Amount Change		Explanation of Change
																						FY 2024-25 Base FTE	FY 2024-25 Dept FTE	FY 2024-25 Base FTE	FY 2024-25 Dept - Base FTE	FY 2024-25 Base Amount	FY 2024-25 Dept - Base Amount	FY 2025-26 Base FTE	FY 2025-26 Dept FTE	
GFS	SDA	210721	SDA Inspector 210723	SDA Inspector 210723	SDA Inspector 10010	GF Annual Au 10037651-00C Office of Insp	Office of Insp	21789	SDA Operatio 5010Salary	9993M_C	Attrition Savin	S	NEWP064092	0	-1.22	-1.22	0	-157,534	-157,534	0	-1.22	-1.22	0	-157,297	-157,297	Use 8124 position for salary saving to meet the budget cut				
GFS	SDA	210721	SDA Inspector 210723	SDA Inspector 210723	SDA Inspector 10010	GF Annual Au 10037651-00C Office of Insp	Office of Insp	21789	SDA Operatio 5010Salary	9993M_C	Attrition Savin	S	NEWP294125	0	-1.06	-1.06	0	-136,113	-136,113	0	-1.05	-1.05	0	-135,775	-135,775	Use 8124 position for salary saving to meet the budget cut				
GFS	SDA	210721	SDA Inspector 210723	SDA Inspector 210723	SDA Inspector 10010	GF Annual Au 10037651-00C Office of Insp	Office of Insp	21789	SDA Operatio 5130Fringe	9993M_C	Attrition Savin	S	NEWP064092	0	-62,466	-62,466	0	-62,466	-62,466	0	-62,466	-62,466	0	-62,898	-62,898	Use 8124 position for salary saving to meet the budget cut				
GFS	SDA	210721	SDA Inspector 210723	SDA Inspector 210723	SDA Inspector 10010	GF Annual Au 10037651-00C Office of Insp	Office of Insp	21789	SDA Operatio 5130Fringe	9993M_C	Attrition Savin	S	NEWP294125	0	-53,888	-53,888	0	-53,888	-53,888	0	-54,225	-54,225	0	-54,225	-54,225	Use 8124 position for salary saving to meet the budget cut				

BUDGET FORM: Organizational Chart
FY 2024-25 and FY 2025-26

*Please insert an organizational chart

