

DATA-INFORMED, COMMUNITY-FOCUSED POLICING

DAILY OPERATIONS GUIDE

Table of Contents

I.	GOALS AND OBJECTIVES FOR DATA-INFORMED, COMMUNITY-FOCUSED POLICING	1
II.	AREA CRIME & COMMUNITY INTELLIGENCE CENTERS “ACCIC”	1
III.	NEIGHBORHOOD ENGAGEMENT AREA “NEA”	1-2
IV.	ACCIC DAILY OPERATING PROCEDURES	2-3
V.	ACCIC MAP(S) GUIDELINES	3-4
VI.	CRIME MAPS (SEE EXEMPLAR)	4
VII.	MISSION MAPS (SEE EXEMPLAR)	5-6
VIII.	SARA (SCANNING.ANALYSIS.RESPONSE.ASSESSMENT)	6-8
IX.	SARA FLOW CHART	9
X.	GENERATING A NON-NEIGHBORHOOD ENGAGEMENT AREA SARA PROJECT	10
XI.	BUREAU CSOC PROCEDURES	11
XII.	OO CSOC PROCEDURES	11

DATA-INFORMED, COMMUNITY-FOCUSED POLICING

DAILY OPERATIONS GUIDE

I. GOALS & OBJECTIVES

➤ **Goals:**

- Increase trust between police and public;
- Reduce crime – including gun and gang-related crimes; and,
- Assist victims and those vulnerable to crime and disorder.

➤ **Objectives:**

- Identify Neighborhood Engagement Areas (NEA):
 - Neighborhoods experiencing crime and low community engagement;
- Build trust in the NEAs by engaging in relationship building:
 - Police, residents, businesses, stake holders, and other partners will seek to reduce crime and disorder; and,
- Forge community cohesion with those who live and work within the NEAs:
 - Solve big and small crimes/problems within NEAs.

The Crime Analysis Detail has been renamed to the newly titled:

II. AREA CRIME & COMMUNITY INTELLIGENCE CENTERS “ACCIC”

The establishment of Area Crime & Community Intelligence Centers within each of the 21 Areas assists in creating the balance between effective crime control strategies and meaningful collaboration between the police and the public.

The below information will outline the Citywide daily/weekly/monthly standardized processes, products, and measures for crime analysis, intelligence sharing, and mission effectiveness of geographical ACCICs.

➤ **ACCIC Personnel & Support Capabilities:**

- Analyst(s) and sworn personnel working together;
- Offer support such as:
 - Information gathering and sharing
 - Investigative support

Introducing Neighborhood Engagement Areas, “NEA”

III. NEA

- Analysis to be conducted biannually (DP 4 & DP 11);
- An increase in crime spike trajectory over 1-year span;
- Utilize crime data and databases to assist with identifying NEAs;
- Work with SLOs to scan/analyze NEAs to implement SARAs;
- Conduct in depth analysis of how different elements contribute to public order and community safety;

DATA-INFORMED, COMMUNITY-FOCUSED POLICING

DAILY OPERATIONS GUIDE

- Review crime reports and provide analysis of how the environmental factors may play a role in any pattern or trend of the underlying offense;
- Create solutions, work with City entities, local businesses/residents, and community leaders to affect the desired change; and,
- Assess results of the solutions:
 - Look at crime reports and calls for service
 - Consult the community regarding satisfaction
 - Analyze if problem has been solved or whether to continue SARA process.

IV. ACCIC DAILY OPERATING PROCEDURES

- **Operations:**
 - During weekday business hours:
 - Provide crime analysis and investigative support
 - Prepares standardized crime maps
 - Attends crime briefings
 - Participates in conference calls
 - Manages resources
 - Assign Mission Areas
 - Contribute to creating an effective mission, resource deployment and overall crime reduction strategies
 - Implements crime fighting and community engagement strategies.
 - Personal interaction (verbally or electronically) with patrol, specialized units, and detectives to obtain/disseminate additional information and intelligence.
- **Information Gathering:**
 - Utilized as the hub, gather information and intelligence.
 - Effective mission creation and resource deployment depends heavily on the consistent flow of information coming into the ACCIC.
 - Information may be received through various forms. The following are examples of, but are not limited to:
 - Investigative Reports
 - Arrest Reports
 - Field Interview cards
 - Shooting protocols
 - Daily Crime Intelligence Reports
 - Roll call briefings
 - Crime Control briefings
 - Communication with patrol, specialized units, detectives, surrounding Area personnel, outside agency personnel.

DATA-INFORMED, COMMUNITY-FOCUSED POLICING

DAILY OPERATIONS GUIDE

➤ **Information Sharing:**

- ACCIC is responsible for sharing all pertinent information and intelligence within their command, as well as, to represent the Area as the liaison when sharing information and intelligence with surrounding Areas and outside law enforcement agencies.
- ACCIC personnel will be responsible for disseminating information and intelligence through various Department approved methods. When disseminating information via email, ACCIC personnel shall only use the Department assigned ACCIC email address.
- Produce Intelligence Documents/packets such as, but not limited to:
 - Crime alerts
 - Smart board
 - Felony warrants
 - Crime hot sheet
 - GTA hot sheet
 - Mission sheets
 - Daily Mission sheets
 - Resource deployment sheet
 - Community engagement activities.

V. ACCIC MAP(S) GUIDELINES

➤ **Maps:**

- Essential to help identify:
 - Crime trends
 - Patterns taking place within the Area
 - Temporal trends
- Tool for tackling all location-based crime and disorder.
- Generated using CAMS and ArcGIS:
 - Generated first thing in the morning and distributed to specified Area and Bureau Personnel:
 - **Daily maps produced**
 - Week-to-Date crime map
 - **Monday maps produced**
 - Prior week crime type
 - Friday, Saturday, Sunday violent crimes
 - Property crimes
- Recommend posting Smart Board on LANS.

DATA-INFORMED, COMMUNITY-FOCUSED POLICING

DAILY OPERATIONS GUIDE

- Displayed on television terminals in the Watch Commander's Office:
 - Allows for an up-to-date look at:
 - Potentially emerging crime trends
 - Rapid response deployment of resources to address emerging crime problems.

VI. CRIME MAPS (SEE EXEMPLAR)

➤ Crime Maps **SHALL** include:

- Labels.
- Prior day crimes shall be gray shaded, outlined with color.
- Standardized color and shape coding included on map & legend (see exemplar for exact symbols):
 - Gang related
 - Gang member - Victim
 - Gang member - Suspect
 - Transient - Victim
 - Transient - Suspect
 - Domestic violence.
- Color coding of standard watch times on bottom of page.
- Day of week on top right corner.
- Prepared by who and when on bottom of page.
- Title of map on top middle of page including:
 - Division
 - Type of map
 - Date range.

➤ Crime Maps **SHALL NOT** include:

- Outline around labels.
- Contain any additional tables, charts, or graphs.

DATA-INFORMED, COMMUNITY-FOCUSED POLICING

DAILY OPERATIONS GUIDE

VII. MISSION MAPS (SEE EXEMPLAR)

➤ ¹Mission Maps **SHALL** include:

- Only two watches per Mission sheet:
 - i.e.: Watch 2 & Watch 4; Watch 3 & Watch 5
- Start date of Mission.
- Unit designation & shop number.
- Officers' serial number.
- Primary Mission number.
- Recap box:
 - Date
 - Arrests
 - RFCs
 - FIs
 - Cites
 - Impounds
 - Ped/Veh Stops
 - Radio calls.
- Supervisor initials.
- Boundaries around specific Mission area(s):
 - i.e.: color outline or color shaded
- Clear direction of boxed narrative to specific Mission area.
- Crime occurring.
- Crime fighting strategies such as, but not limited to:
 - Victim type: *to look out for*
 - Suspect(s) description: *to be on alert for*
 - Suspect(s) MO: *to assist with observing behavior*
 - What Officers can do to actively solve the problem.

➤ Mission Maps **SHALL NOT** include:

- Any pictures/wanted bulletins.
- More than (2) Missions.
- Generic crime fighting strategies such as, but not limited to:
 - Conduct Ped/Veh stops
 - Complete FIs
 - Extra Patrol.

¹ Recommended minimum 1-week Mission Maps

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DAILY OPERATIONS GUIDE

➤ **Recap Accountability:**

- ACCIC submits Mission map for Commanding Officer approval.
- Mission map disseminated to Officers.
- Completed Mission map recap box turned into Watch Commander at EOW.
- ACCIC conducts recap analysis to determine level of effectiveness.

VIII. SARA (SCANNING. ANALYSIS. RESPONSE. ASSESSMENT)

To ensure confidence in the Department's use of the SARA Projects, each Divisional ACCIC will advise their respective Bureau Community Safety Operations Center (CSOC) and Office of Operations (OO) CSOC of any opened SARA Projects related to NEAs.

- Bureau CSOC will advise OO CSOC of crime trends, responses, and assessments of the SARA Projects; and,
- Bureau CSOC and OO CSOC will continually monitor for effectiveness of SARA strategies.

➤ **SARA:**

- Scanning
 - Identify contributing issues to crime and poor quality of life within a neighborhood:
 - Identify root causes.
- Analysis
 - Determine causes by observing areas, engaging with the community, and utilizing data from multiple resources:
 - Acquire and analyze data.
- Response
 - Use tools (preventions, intervention, enforcement) and resources (community members, stakeholders, NED, VICE, Bike units, PED City attorneys):
 - Work with others to find solutions and responses.
- Assessment
 - Determine success by walking, talking and analyzing:
 - Assess and evaluate.

➤ **Criteria for Creating a Neighborhood Engagement Area SARA Project:**

- ACCIC identifies NEA locations:
 - NEA = 1-year analysis
 - Specific crime
 - One SARA Project opened per NEA location
 - ACCIC meets with SLO and SLO supervisor and advises of NEAs
- ACCIC produces separate map for NEAs (SARA Projects).
- SLOs create/open a SARA Project associated with NEAs:

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DAILY OPERATIONS GUIDE

- Other police entities can create SARA project under advisement of Area SLO:
 - The responsible party must handle
 - For self-initiated SARA Projects, refer to flow chart.
 - SLO supervisor may delegate SARA Projects to other Area SLOs for completion.
- **Tracking/Logging:**
- SLO opens SARA Report via AFDR form.
 - Original SARA Report face sheet given to ACCIC:
 - ACCIC creates report number, logging/tracking:
 - Report Number: S DIV Year Month Day – number for the day:
 - i.e., S01200420-1
 - i.e., S01200420-2
 - LA Clear contacted.
 - ACCIC brings SARA Report face sheet in for Commanding Officer review and signature.
 - ACCIC notifies Bureau CSOC and OO CSOC of the SARA Report.
 - ACCIC keeps copy and returns original to SLO for completion.
 - SLO updates Chrono Log with SARA Report weekly when efforts are conducted:
 - ACCIC monitors status and notifies Commanding Officer.
 - Keeps copy of updated Chrono Log for retention/tracking of efforts.
 - SLO completes SARA project for closeout and/or extension.
 - Original face sheet to Commanding Officer for review and signature.
 - ACCIC notifies Bureau CSOC and OO CSOC of closeout and/or extension.
 - SARA Report project completion timeline:
 - 90-day investigation
 - Three (3) extensions if progressing (to encompass 12-month period, if necessary)
 - 90-day close out if ineffective; then re-open.
- **COMPSTAT:**
- Areas will be held accountable for NEA SARA Projects only during COMPSTAT inspections.

DATA-INFORMED, COMMUNITY-FOCUSED POLICING

DAILY OPERATIONS GUIDE

➤ **SARA Retention:**

- Upon completion of the SARA Report, ACCICs shall retain the final hard copy for a minimum of two years:
 - It is recommended, every ACCIC create a OneDrive folder for retention of final SARA Reports:
 - This will allow for ease of review of crime fighting and community engagement efforts while adhering to City retention protocols.
 - Will minimize hard copy storage and facilitate easy access for ACCIC, Bureau CSOC and OO CSOC review.
 - Refer to City Administrative Code for further retention expectations.

➤ **Area Responsibility:**

- SLOs create SARA Report and/or advise on open SARA project.
- Other entities can create SARA Reports, unrelated to NEA; however, need SLO to open and document:
 - SLOs do not have to be actual investigating officer
- SLO or SLO supervisor advises/confers with ACCIC.
- ACCIC creates and logs number.
- ACCIC shares information of NEA and SARA during roll calls.
- ACCIC notifies Bureau CSOC & OO CSOC of opening/extension/closing.
- ACCIC retains final hard copy for retention protocols.

➤ **Bureau CSOC Responsibility:**

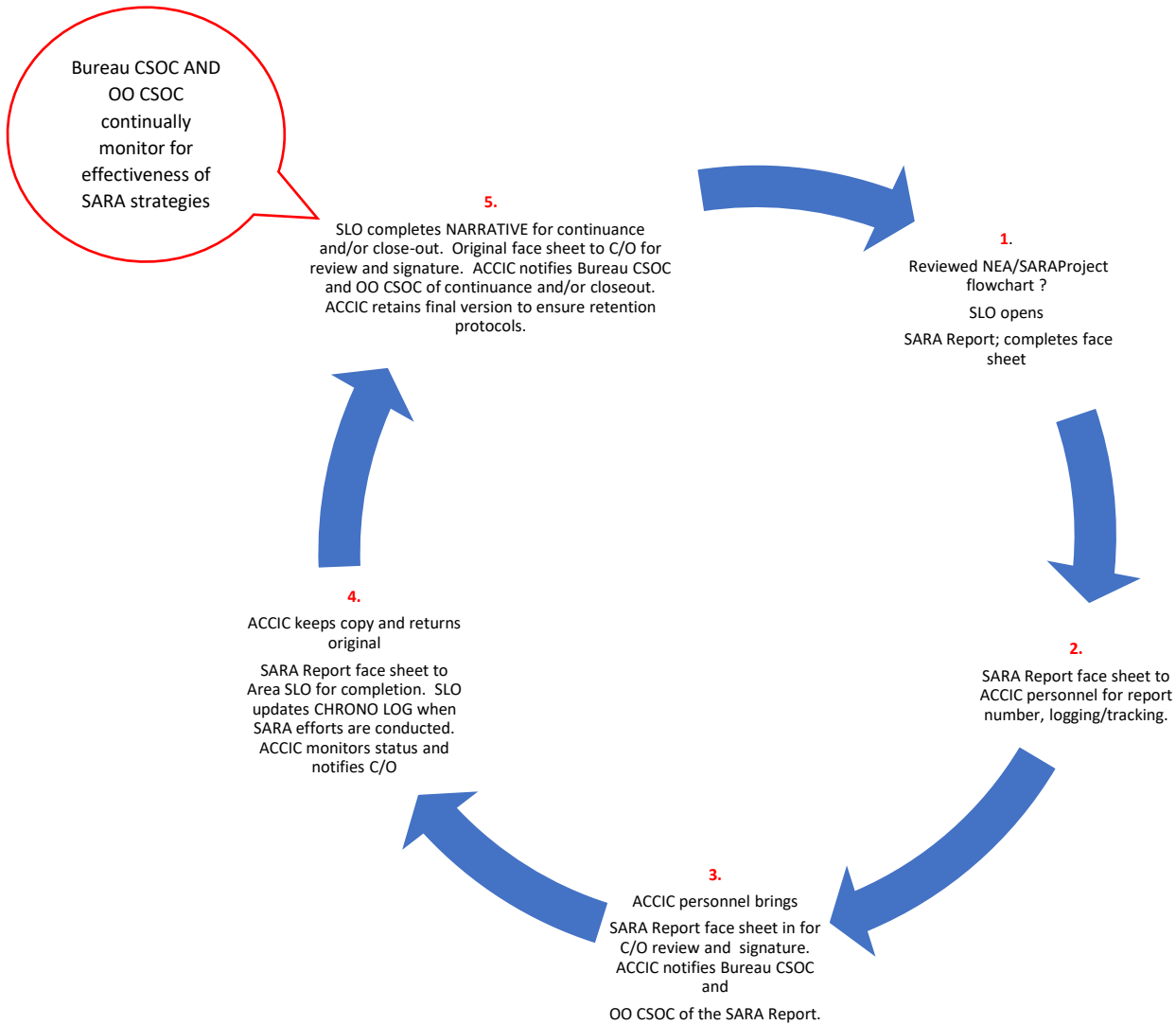
- Logging, tracking, analyzing.
- Communicates with ACCIC and OO CSOC over strategies used.
- Measures effectiveness and provides ACCIC with guidance.

➤ **OO CSOC RESPONSIBILITY:**

- Standardization.
- Logging/tracking.
- Training.
- Reporting.
- Oversight of effectiveness.
- Communication between Bureau CSOCs.

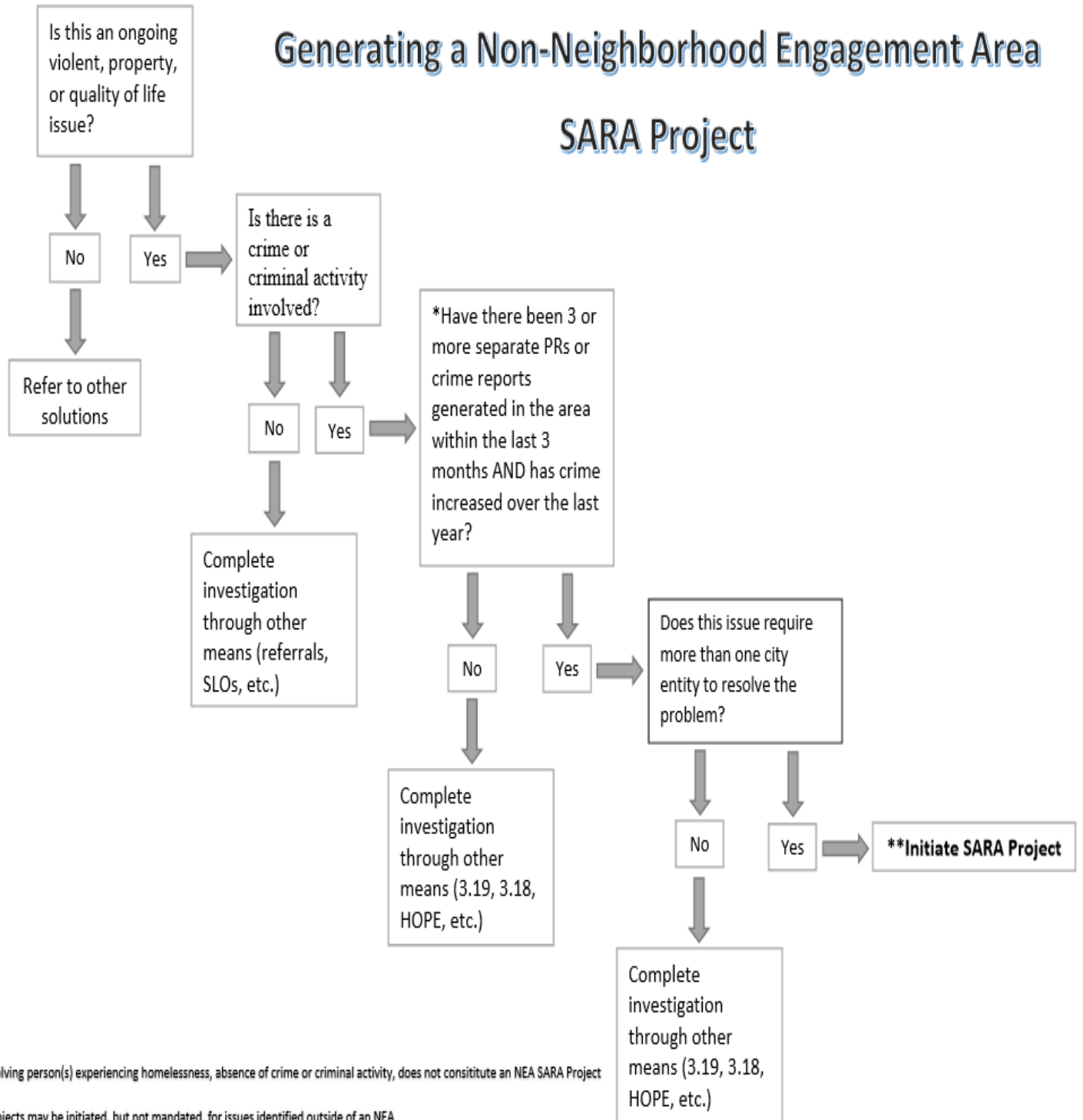
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DAILY OPERATIONS GUIDE

IX. SARA FLOW CHART



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DAILY OPERATIONS GUIDE**

X. GENERATING A NON-NEIGHBORHOOD ENGAGEMENT AREA



DATA-INFORMED, COMMUNITY-FOCUSED POLICING

DAILY OPERATIONS GUIDE

XI. BUREAU CSOC PROCEDURES

- Utilized as the hub for information and intelligence sharing between respective Divisions.
- Responsible for sharing all pertinent information and intelligence between Divisions.
- Oversee respective divisional crime maps and Mission maps:
 - Make recommendations, if necessary
- Analyze productivity within Mission area and disseminate pertinent information between Divisions.
- Participate in conference call sharing recommendations.

XII. OO CSOC PROCEDURES

- Utilized as the hub for information and intelligence sharing between Bureaus.
- Responsible for sharing all pertinent information and intelligence between Bureaus.
- Oversee all 21 Divisional crime maps and Mission maps.
- Analyze productivity within Mission areas and disseminate pertinent information between Bureaus.
- Monitor Bureau conference calls.