OFFICE OF THE CHIEF OF POLICE

N O T I C E January 28, 2021
1.11

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: COMMUNITY–POLICE PROBLEM SOLVING FORM – RENAMED AND REVISED

PURPOSE: The Department is renewing its community engagement efforts through enhanced community safety partnerships and technologically advanced, data-informed crime prevention programs. In order to ensure effective community engagement strategies, the Community-Police Problem Solving Form has been renamed and revised as the Scanning, Analysis, Response, Assessment (SARA) Report. This form has been revised to identify specific information regarding crime and other quality of life issues affecting the community, as well as to document and track the Department's response and assessment efforts.

PROCEDURE:

A. Use of Form: This form may be initiated by a Senior Lead Officer (SLO) or any other Department entity under the advisement of a SLO.

B. Completion: The SARA Investigation and Reporting Guide has been included as a page of this form in order to assist officers in the report completion, as well as the SARA project process.

C. Distribution:

1 – Original, Area Crime and Community Intelligence Center (ACCIC), retained for two years.

1 – Copy, ACCIC.

1 – Copy, Bureau Community Safety Operations Center (CSOC).

3 – Total

FORM AVAILABILITY: A copy of the SARA Report is attached for immediate use and duplication, and is available in E-Forms on the Department's Local Area Network. In addition, a SARA Investigation and Reporting Guide has been attached to the form to assist personnel in completing SARA Projects.

Should you have any questions regarding this Notice, please contact Sergeant II Christine Stout-Guttilla, Office of Operations, at (213) 486-0250.

MICHEL R. MOORE
Chief of Police

Attachments

DISTRIBUTION "D"

SCANNING, ANALYSIS, RESPONSE, ASSESSMENT (SARA) INVESTIGATION AND REPORTING GUIDE

The purpose of the SARA Project Guide is to ensure consistency, transparency, and viable solutions to community problems. Senior Lead Officers are advised to follow the procedures outlined in this guide to initiate, track and complete a SARA Project.

Guide for creating a SARA Project:

To ensure efficiency in the Department's use of the SARA Projects, each divisional Area Crime and Community Intelligence Center (ACCIC) will advise their respective Bureau Community Safety Operations Center (CSOC) and the Office of Operations (OO) CSOC if any opened SARA Project is related to Neighborhood Engagement Areas (NEA).

- 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 cause by observing areas, engaging with the community, and utilizing data from multiple resources.
    - Acquire and analyze data.

- Response
  - Use tools (prevention, intervention, enforcement) and resources [community members, stakeholders, Narcotics Enforcement Detail (NED), VICE, Bike Units, Prostitution Enforcement Detail (PED), City Attorney's Office].
    - Work with others to find solutions and responses.

- Assessment
  - Determine success by walking and talking with community members within the designated SARA zone. Analyze all relevant factors contributing to the success of the project.
    - Assess and evaluate.

Identification of NEA locations:

- ACCIC determines the Neighborhood Engagement Area (NEA) locations.
- ACCIC identifies a specific crime.
- ACCIC maintains map of current NEA locations.
- NEA locations require a one-year analysis.
- One SARA Project may be opened per NEA location.

SCANNING, ANALYSIS, RESPONSE, ASSESSMENT (SARA) INVESTIGATION AND REPORTING GUIDE

SARA Project Initiation:

- ACCIC personnel meet with Senior Lead Officer (SLO) and supervisor to advise of current NEA.
- SLO initiates a SARA Project associated with a NEA or other community issue.

  Note: Other law enforcement entities may create a SARA Project under advisement of the Area SLO.

- SLO supervisor may delegate SARA Projects to other Area SLOs for completion.

SARA Project Tracking:

- SLO opens SARA Project via the Automated Field Data Report (AFDR) Incident Tracking application located on the LAN.
- Original SARA Report face sheet given to ACCIC.
- ACCIC generates report number for logging and tracking purposes.
- Report number: S/DIV/Year/Month/Day (number for the day) (Example: S01200420).
- Los Angeles Regional Criminal Information Clearinghouse (LA CLEAR) is contacted and noted on page 1 of the SARA Report.
- ACCIC delivers SARA Report face sheet to Area Commanding Officer (CO) for review and signature.
- ACCIC keeps copy and returns original to SLO for completion.
- SLO updates chrono log in the SARA Report weekly when activities are conducted.
- ACCIC monitors status and notifies the Area CO.
- SLO maintains copy of updated chrono log for retention/tracking of activities.
- SLO completes SARA Report for closeout and/or extension.
- Original face sheet to the Area CO for review and signature.
- ACCIC notifies Bureau CSOC and the OO CSOC of closeout and/or extension.

SARA Report Project Completion Timeline:

- Each opened SARA Project requires a minimum 90-day investigation.
- If the 90-day term of the SARA Project elapses and progress toward the objective is not being achieved, the project may be closed out.
- Three subsequent extensions may be granted if progress toward the objective is being achieved.
- The Area CO has the ultimate decision to grant extensions after a recommendation from ACCIC, SLO, and supervisor.

COMPSTAT:

- Areas will be held accountable for NEA SARA Projects during COMPSTAT inspections.

SARA Report Retention:

- Upon completion of the SARA Report, ACCICs shall retain the final hard copy for a minimum of two years.
- It is recommended that every ACCIC create a Microsoft OneDrive® electronic folder for retention of final SARA Reports in order to:
    - Provide an efficient way to review projects relating to crime fighting and community engagement efforts while adhering to the City's document retention policies.
    - Minimize hard copy storage and facilitate easy access to information necessary for ACCIC, Bureau CSOC and OO CSOC.

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SARA No.: (ACCIC will generate No.)

Neighborhood Engagement Area YES NO

ORIGINAL EXTENSION 1 2 3 CLOSEOUT

CRIME TREND ADDRESSING:	DATE OPENING SARA REPORT:	EMPLOYEE INITIATING SARA:	SERIAL No.:	ASSIGNMENT:
VIOLENT				
PROPERTY	90-DAY DUE DATE:			
QUALITY OF LIFE				

COMMUNITY CLIENT/STAKEHOLDER NAME ENGAGED IN SARA PROCESS:	CONTACT No.:	ADDITIONAL COMMUNITY/STAKEHOLDERS IDENTIFIED IN CHRONO LOG?
		YES
COMMUNITY CLIENT/STAKEHOLDER NAME ENGAGED IN SARA PROCESS:	CONTACT No.:	

LOCATION FOR ANALYSIS (ADDRESS AND/OR NEA):	TYPE OF LOCATION (HOUSE, STREET, CORNER, ETC.):	RD No.:	AREA:	BUREAU:

BRIEF DESCRIPTION OF CRIME TREND, ACTIVITY OR QUALITY OF LIFE ISSUE(S) FOR ANALYSIS:

SCANNING: With community client(s) stakeholder(s), identify issues contributing to crime and/or poor quality of life within a neighborhood (include environmental factors).

ANALYSIS: Determine the causes of the problems by observing the area, engaging in the community, and using appropriate data from multiple sources.

RESPONSE: Use of different tools to solve the problem.

ASSESSMENT: Determine successes by walking, talking, and analyzing.

PRIOR AND/OR RELATED SARA REPORT, 3.19 OR 3.18 NUMBER(S):	LA CLEAR QUERY CONDUCTED? YES NO

NAME OF AREA SLO NOTIFIED OF SARA REPORT (IF DIFFERENT FROM INITIATING OFFICER):	SERIAL No.:	DATE:
NAME OF ACCIC PERSONNEL NOTIFIED OF SARA REPORT:	SERIAL No.:	DATE:
NAME OF BUREAU CSOC PERSONNEL NOTIFIED OF SARA REPORT:	SERIAL No.:	DATE:
NAME OF OFFICE OF OPERATIONS PERSONNEL NOTIFIED OF SARA REPORT:	SERIAL No.:	DATE:

AREA SUPERVISOR APPROVING (SIGNATURE):	SERIAL No.:	DATE:	AREA COMMANDING OFFICER APPROVING (SIGNATURE):	SERIAL No.:	DATE:

THIS FORM AND THE INFORMATION CONTAINED HEREIN IS CONFIDENTIAL AND SHALL NOT BE RELEASED.

(Continue to next page.)

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COMPLETE THE SECTION BELOW UPON SARA REPORT CLOSE OUT (EXPLAIN DETAILS IN NARRATIVE SECTION LOCATED ON PAGE 4).

IDENTIFY WHICH GOAL(S) WAS/WERE OBTAINED UPON CLOSE OUT OF THIS SARA REPORT (CHECK ALL THAT APPLY).

GOAL 1	INCREASE TRUST BETWEEN POLICE AND THE PUBLIC.
GOAL 2	REDUCE VIOLENT CRIME, INCLUDING GUN AND GANG-RELATED CRIMES.
GOAL 3	ASSIST VICTIMS OF CRIMES, INCLUDING RESIDENTS, BUSINESSES, AND THOSE WHO ARE VULNERABLE TO CRIME AND DISORDER.
ADDITIONAL GOALS	DESCRIBE:

CLOSED BY:	REFERRAL	PROBLEM ALLEVIATED	NEW SARA REPORT NEEDED	OTHER (EXPLAIN IN NARRATIVE SECTION ON PAGE 4)

NUMBER OF CITIZEN CONTACTS:	NUMBER OF JUVENILES DIVERTED:	NUMBER OF ARRESTS:	DATE OF EXTENSION **OR** CLOSE OUT OF SARA REPORT:

AREA SUPERVISOR APPROVING CLOSE OUT (SIGNATURE):	SERIAL No.:	DATE:	AREA COMMANDING OFFICER APPROVING CLOSE OUT (SIGNATURE):	SERIAL No.:	DATE:

NAME OF OFFICE OF OPERATIONS PERSONNEL NOTIFIED OF CLOSE OUT:	SERIAL No.:	DATE:

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CHRONO LOG (Use additional sheets if necessary.)
Include date, time, day of week, Officer's names, serial numbers, and a short narrative of SARA project efforts.
IDENTIFY: SCANNING, ANALYSIS, RESPONSE, ASSESSMENT

TT= Target Time. (Check TT box when the analysis was conducted during an identified crime trend/quality of life timeframe.)

DATE / TIME / DAY: TT	OFFICER'S NAME:	SERIAL No.:	NARRATIVE:
DATE: TIME: DAY:			
DATE / TIME / DAY: TT	OFFICER'S NAME:	SERIAL No.:	NARRATIVE:
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NARRATIVE (Reason for continuance or SARA project close out.) IDENTIFY: SCANNING, ANALYSIS, RESPONSE, ASSESSMENT.
(Use additional sheets if necessary.)

(10/2020)