



Community Impact Assessment (CIA) Procedure

Supporting Documents

- [Authorised Professional Practice - Engagement](#)
- [Community engagement, impact assessments and communication | College of Policing](#)
- [National Decision Model \(NDM\)](#)
- Community Impact Assessment Form

Policy

1. Introduction

1.1 This policy is required to standardise the process of completing a Community Impact Assessment (CIA) in Surrey.

2. Scope

2.1 The associated procedure and appendices cover all aspects of CIAs within Surrey Police. They include information on initial considerations, completing an assessment and ongoing management.

3. Policy Statement

3.1 Surrey Police will complete a CIA in a standardised format when dealing with any incident that could have a significant impact on the community. The CIA will be used to identify impact, set actions to mitigate the impact and manage to a point where the CIA can be closed.

Procedure

1. Introduction

1.1 Police and partners will unavoidably become involved in, or made aware of, incidents, events or issues impacting, or potentially impacting, on a community, and there will be a need to carry out an objective assessment of what that impact is and

how it can be addressed. This process is known as a Community Impact Assessment (CIA).

- 1.2 A CIA document used to collect information, assess risk, show control measures that have been considered and put in place, as well as record actions that have been implemented. It should be seen as an audit trail of risk and mitigating actions as well as a log of persons informed and rationales for doing so, made on the basis of the [National Decision Model](#) (NDM).
- 1.3 Incidents for which CIAs are usually conducted can be divided into 2 main areas – major crime or investigations, and local incidents, events and issues (includes fatal road collisions). CIAs also form part of the public order public safety planning [Community engagement, impact assessments and communication | College of Policing](#)

2. When Will a CIA Be Required?

- 2.1 The CIA must be conducted at the earliest opportunity following identification of the incident etc. and recognition that there is, or will be, an impact on the local community. A CIA may be requested through the daily management meeting structure; directly from the Senior Investigating Officer (SIO); or, in the case of a fatal road collision, the Roads Policing SIO. However, it may be initiated by anyone who identifies the need for the commencement of the CIA and they will inform the local Borough Commander or deputy, who are best placed to advise and make a final decision on whether a CIA is required.
- 2.2 Before a CIA form is completed the Borough Commander, or their deputy, will make an assessment on whether a full documented CIA needs to be completed. While an incident or issue may appear to warrant a CIA the Borough Commander is usually best placed to make an initial assessment and determine if one is needed. If it is not then the initial assessment and consideration should be documented, in line with the NDM, where the incident or issue is being managed, usually Niche.
- 2.2 The Borough Commander for the relevant area, or their deputy, will in most cases own the CIA and CIA form. Should this not be the case because the incident spans multiple areas, or is best owned by a particular department, then an owner must be clearly identified. The tasking of activity around control measures and the monitoring and review of the CIA will, in most cases, rest with the Borough Commander or deputy. The tasking of activity around control measures and the monitoring and review of the CIA will, in most cases, rest with the Borough Commander or deputy. In any case, the SNT Sergeant, NSO or local officers responsible for any geographic area MUST be consulted where the CIA relates to any locality.

3. How Do You Conduct a CIA?

- 3.1 The initial stages of conducting a CIA should explore as wide a range of consultation avenues as possible. Early use should be made of existing contacts within the community, police and partner access points and ad hoc meeting venues such as street briefings, environmental visual audits, media contacts, partner contacts, IAG

members and day to day patrolling of the affected area to obtain a broad view on the issues of concern. Where there is a need for longer term assessment and monitoring, consideration should also be given to using methods such as surveys, formal police, partner and community meeting structures, events and surgeries.

- 3.2 All information obtained whilst conducting a CIA must be recorded on the Community Impact Assessment Form. This will include details of who has been consulted, the information obtained, the risk assessment and control measures identified and the monitoring or evaluation processes put in place. While ownership usually rests with the Borough Commander this can be tasked out accordingly.
- 3.3 The person owning the CIA must inform the relevant Divisional Intelligence Unit (DIU) of the CIA's existence, and any specific and relevant intelligence obtained, via the 3x5x2 reporting process. The CIA form should be completed and attached to the relevant Niche occurrence reports tab as soon as possible, and updated accordingly in line with the pace and scale of the wider matter.

4. CIA Form

- 4.1 The Community Impact Assessment Form has been designed to assist officers or staff members in adopting a structured approach to conducting CIAs. The form, which can be accessed via the Forms Tab in the information hub, consists of 5 sections:
- 1) Information – the initial information relating to the incident, event or issue;
 - 2) Consultation – provides a record of the internal and external CIA contacts consulted in order to inform the risk assessment;
 - 3) Risk Assessment and Control Measures – the officer/member of staff conducting the CIA will identify the risks with supporting evidence and intelligence, assess their impact and probability to provide a risk rating and where appropriate identify control measures to minimise the risk (see next section for further guidance);
 - 4) Action Plan/Recommendations – the Borough Commander, or the appropriate SNT supervisor or NSO, will complete this section, taking into account the risk assessment and suggested control measures. The plan should clearly identify specific objectives and requirements that will address the risks and progress the resolution of the incident, event or issue;
 - 5) Updates/Reviews – the Borough Commander or their deputy will ensure that information on changes of circumstances or levels of impact is regularly sought via CIA and other contacts and reviews of control measures are regularly carried out. A change in circumstances that creates a new impact or set of risks may necessitate a new CIA being requested or conducted.

5. Risk Assessment Grading

- 5.1 No method can accurately predict the impact to a community or an individual group as a result of a specific incident, event or issue and any risk assessment should be categorised in broad terms of high, medium and low risk. In addition, the

officer/member of staff conducting the risk assessment must always remain analytical, objective and independent, irrespective of any community, cultural, or other factors being considered.

5.2 Community impact assessment risk grading uses the following matrix for identifying a level of risk.

- Low risk
- Medium risk
- High risk

5.3 Once the risk grading has been identified, appropriate control measures can be implemented to minimise or negate the identified risks and form part of the action plan.

6. Implementation of Control Measures and Action Plans

6.1 Implementation of the agreed Action Plan will be the responsibility of the designated owner of the CIA. The owner will be responsible for sending out actions to individuals and departments best placed to deal with the issue. Identified individuals/departments have the responsibility of completing the action and replying to the owner.

7. Finalisation of Community Impact Assessments

7.1 When the review of control measures and action plan activity has identified that the identified risks have been satisfactorily addressed and the impact on the community minimised or negated, the Borough Commander or deputy will ensure that the CIA contacts are consulted prior to the CIA being finalised. If the impact is still deemed to be current, consideration should be given to reviewing the current CIA or conducting a new CIA.

CIA's will be finalised on the document they are recorded on, and will remain on the occurrence reports tab. If, on the rare occasion there is not a Niche occurrence already, one should be created and used to store the CIA document.

7.2 CIA's Within Major Crime

- The CIA must be completed at the earliest opportunity and in any case within 24 hours of the incident.
- The CIA must be reviewed every 7 days thereafter or after any significant event.

8. Diversity Directorate

8.1 The Inclusion Team can give advice and guidance on the completion of CIA's and consideration should be given to liaising with them at the earliest opportunity particularly where minority and vulnerable communities or groups are involved. In all cases a copy of the CIA must be forwarded to the team at Inclusion (Surrey).