



Community Impact Assessments (CIAs)

Policy

Engagement Strategy

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 community tranquility within a neighbourhood 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 is a 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 and need to be 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). The procedure for CIAs relating to major crime or investigations can be found in the Investigation of Major Crime Manual on the Crime Management Website.

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 Tasking and Co-ordination meeting; 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. In all cases the responsibility for ensuring the CIA is completed will be that of the initiating officer who will inform the Borough Commander or deputy, who are best placed to advise and make a final decision on whether a CIA is required. 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, who are best placed to advise and make a final

decision on whether a CIA is required. 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.
- 3.3 The officer or staff member conducting the CIA and completing the form 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. Where the CIA relates to a crime or a Neighbourhood Priority Issue recorded on Niche, the existence of the CIA and who conducted it will need to be recorded on the OEL and the CIA will be attached to the reports tab.

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 tensions which may arise within 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.

7.2 Finalised CIA's will be filed in line with local procedures and, where applicable, cross referenced to any crime entry or other relevant and retrievable documentation.

7.3 CIAs 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 CIAs 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).