

SECTION 1: Community Safety Advisory Council (CSAC) Guidelines

Process for Membership, Addition, and Removal of a Member to the CSAC

The following recommendations are consistent with the feedback gleaned from the UCLA Evaluation. Once each CSAC is constituted, they may adopt or amend these guidelines under the governance of their respective co-chairpersons. Keeping in mind that each community is unique, the process itself must remain flexible to meet the needs of the community.

- I. **Membership.** Representatives from the community and institutional partners.
 - a. **Community Member.** Community members who live or work in and around the CSP Neighborhood Engagement Areas (NEAs).
 - b. **Council District.** Elected official or their designee to co-chair the CSAC.
 - c. **Community-Based Organization or Non-Profit Organizations.** Offers services to the community via contract with the Housing Authority of the City of Los Angeles (HACLA), Mayor's Gang Reduction Youth Development (GRYD) office, and/or a neighborhood grassroots organization.
 - d. **Stakeholders and Institutional Partners.** A representative from HACLA and/or the Department of Recreation and Parks (Harvard Park and South Park), Ballmer Group (not required to attend).
 - e. **Educators.** Representatives from the Los Angeles Unified School District (LAUSD), private schools, charter schools, colleges, universities, and trade schools who teach or train the residents of the community.
 - f. **Clergy.** Faith-based leaders of a church, parish, or group frequented by the community.
 - g. **The Los Angeles Police Department Personnel.** Community Safety Partnership Bureau personnel and Area personnel (e.g., Gang Enforcement, Community Liaison Officer, and the Area Senior Lead Officer [SLO] and Detectives)
- II. **Addition.** A recommendation for addition of a new member may be made by any current CSAC member, supported by a documented need of the community which no other CSAC members can fulfill. All decisions should be made in shared partnership.
- III. **Removal.** When a CSAC member is no longer contracted or willing to provide services to the community, they may be removed from the CSAC. Additionally, a member may be removed if they are not working in collaboration with other CSAC members or contributing to the SSP. All decisions should be made in shared partnership. Additionally, a CSAC member may resign/withdraw their participation at any time. As a courtesy to the community and all institutional partners, a notification should be made to the chairperson at least 30 days prior to their last effective day a member, to afford the CSAC time to find a suitable replacement.

Membership Responsibilities

- I. Commit to attending a standing monthly meeting;
- II. Participate and work in collaboration with other CSAC members to ensure:
 - a. Community concerns are understood and taken seriously;
 - b. Community is being referred to appropriate entity for programming or services;
 - c. Services are not being duplicated;
 - d. Community events are communicated and, if possible, planned in collaboration to avoid scheduling conflicts for the community;
- III. Be inclusive and respectful to all CSAC members;
- IV. Embrace a “shared responsibility” approach to community problems and concerns;
- V. Follow through on tasks related to the SSP; and,
- VI. Provide timely feedback and updates to CSAC and community as it pertains to public safety and community wellness.

Co-Chairpersons Responsibilities

- I. Leads and facilitates monthly CSAC meeting;
- II. Identifies and mentors a community member to co-chair;
- III. Ensures consistency in scheduling and coordinates with CSP, allowing them to communicate reminders about scheduled meetings to community residents;
- IV. Provides governance while also participating in and overseeing the progress of the development and implementation of the wrap-around SSP;
- V. Guides the group in making decisions based on data gathering and community feedback/surveys;
- VI. Oversees the progress of sub-committees, if applicable;
- VII. Leverages additional resources for the community based on documented need;
- VIII. Obtains SSP updates from CSAC members and coordinates with CSP Team Leaders to document SSP milestone updates.

Community Safety Partnership Responsibilities

- I. As the LAPD reimagines its role in public safety, CSPB is committed to increasing safety, building trust and solidifying partnerships. CSPB will do so while operating within its Core Components.
- II. **Required Attendance.**
 - a. The CSP Team Leader (Sergeant)
 - b. The Assistant Officer-in-Charge (Lieutenant)
 - c. The Officer-in-Charge (Captain), at minimum quarterly.
 - d. In the absence of a supervisor, a CSP SLO must attend and represent their respective CSP team. The SLOs are encouraged to attend CSAC meetings to further their situational awareness and territorial imperative but are not required at every meeting.

- e. To improve internal cooperation from non-CSP units and to provide organizational coordination, it is highly encouraged that the concerned Area SLO, Area Detective Commanding Officer and Gang Enforcement Detail, Community Liaison Officer attend monthly CSAC meetings. These efforts should be coordinated by CSPB Captains and Area Captains.

III. **Team Leader (Sergeant) Responsibilities.**

- a. Serve as the CSAC's primary point of contact for CSPB.
- b. Document and provide progress toward identified goals, ensuring SSP milestones are met during the milestone tracking period;
- c. Coordinate with co-chairpersons and document SSP updates;
- d. Provide SSP updates to the Assistant Officer-in-Charge (Lieutenant);
- e. Present the CSAC with the following information:
 - 1. Quarterly list of CSP-led programs and program description, including age groups targeted and number of residents and/or participants enrolled in the program and available vacancies;
 - 2. Community engagement and trust building efforts;
 - 3. Monthly crime report data as it applies to:
 - Title/Type
 - Demographics (age groups or trends identified)
 - Location (sector on CSP site map)
 - Day of the Week and Time Occurred
 - Crime Maps;
 - 4. Top five Calls for Service;
 - 5. Incident Reports;
 - 6. Evaluation/Survey results (when available); and,
- f. Communicate reminders about scheduled meetings to community residents.

IV. **Community Safety Partnership Bureau, Community Safety Advisory Council Coordinator.**

- a. Report directly to the Assistant Commanding Officer, Community Safety Partnership Bureau.
- b. Facilitate CSAC activities.
- c. Provide CSP site teams with administrative support, specific to CSAC and programming.
- d. Work with the CSPB Area Crime & Community Intelligence Center analyst to prepare monthly crime report data for all CSP sites.
- e. Collect and track SSP quarterly updates and report progress to the CSPB Assistant Commanding Officer.

Determine Roles and Expectations

- I. Participation is voluntary. Most of the members provide a specific service to the community and have their own unique area of expertise. The hope is to create an environment where the increase of trust and safety is the priority.
- II. The CSAC should discuss and clearly define their roles and expectations during their first or second meeting. If a Memorandum of Agreement or contract exists briefly summarize expectations based on the written requirements.
- III. The CSAC should define commonly used terms such as trust, public safety, perception of safety, and community.
- IV. The CSAC should also discuss their roles and expectations outside of the CSAC environment. For example, some Community Intervention Workers will not communicate with officers in public due to concerns for their safety or public perception and potential impacts to their License to Operate. To avoid misperceptions or creating safety concerns for CSAC members, these types of conversations need to take place. Members should not feel obligated to operate outside of their professional norms.

Frequency of Meetings

- I. Meeting should be held once a month (e.g., third Wednesday of every month), at the same designated time and place. Meeting should generally be no longer than 1.5 hours.
- II. Meeting minutes should be shared with the community at Resident Advisory Council (RAC) meetings or made accessible online for transparency.
- III. Sub-committees may meet as often as necessary to meet the specific deadlines agreed upon by all participants.

Assessment

- I. The CSACs may utilize various types of data to determine if their goals, milestones, and partnerships are increasing safety and trust within their community. Various forms of data review (before and after CSAC response) may include, but are not limited to, the following:

Provided by Institutional Partners

- Surveys
- Program Participation

Provided by LAPD-CSP Site

- GRYD Referral Reports
- Program Participation
- Crime Prevention Through Environmental Design- Safety Assessment

- Calls for Service (Trends)
 - Quality Service Audits (QSA) Conducted by CSPB
 - Police Reports (Crime, Incident, and Arrest)
 - Crime Trends/Statistics
 - Standardized Community Surveys (Outside Assessors)
- II. After the SSP milestones are met, the CSAC should continually assess for effectiveness and build upon for future goals. The CSAC should also assess its performance and group dynamics to ensure the increase of trust and public safety remains the primary focus.