



Roll Call Training Bulletin

Produced by: Dr. Nicole Clavo, Office of Violence Prevention
Prepared by: Officer Mark Kimble, PSU

Katherine Lester, Chief of Police
Volume 25-10

Violence Reduction/Community Referrals

2-27-2025

In 2022, the Sacramento Police Department's (SPD) Violent Crime Reduction Strategy (VCRS) was officially launched. Part of this strategy embraces a collaborative partnership between field and investigative personnel of the SPD and designated community-based organizations (CBO's). These CBO's are coordinated through the Office of Violence Prevention (OVP). The goal of VCRS is to reduce violent crime in our community through a multifaceted approach. This includes the use of CBO's during preplanned events, critical incidents, and referrals for assistance from SPD personnel.

SPD personnel with field and investigative assignments can help augment the VCRS through direct contact with community members. When contacting a person who matches the conditions listed below, consider forwarding the person's information to the Office of Violence Prevention so that a CBO can follow up themselves. CBO referrals are not intended to be used in place of enforcement action.

1. Officer Referrals (*Focused Individual Intervention*)

- Patrol officer referrals should be focused on individuals 24 years of age or younger who are involved in or with a history of violent crime, gun violence, or gang affiliation.
- Officers provide the referral business card (with QR code that directs the referred person to potential resources).



- Officers will include the following required information (with parental or responsible party consent for minors):
 - Name, physical address (district), phone number, and email address
 - Summary of services needed.
- When an arrest is made, referrals shall be completed by including the designated documentation in the arrest report. Instead of creating a separate Outreach I-report, select 7000-95 OUTREACH I-RPT as the secondary or subsequent offense. This will route the event to the OVP VIDS email handle.



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Offense Lookup

✓ X ?
OK Cancel Help

Category Search

Offense

- Other
 - INC-122 7000-95 OUTREACH I-RPT

Offenses (2) Property (0) Drugs (0)

Offense(s) List zoom >> ⓘ

- 13A-34 245(A)(1) ASSAULT-ADW-FORCE-NO FIREARM-GREAT BODILY INJURY - Completed	NIBRS 13A	>
- INC-122 7000-95 OUTREACH I-RPT - Completed		>

Statute
7000-95 - OUTREACH I-RPT

Suspect used
N/A

Bias
NONE (NO BIAS)

NIBRS code
0 - NON-NIBRS OFFENSE

Location type
RESIDENTIAL FACILITY

NIBRS group
Z

VCRS Subject Referral:

In addition to field contacts and referrals, CBOs can be used for planned events and critical incidents by managers or their designees. Examples include working with a CBO for an event like National Night Out, when completing an Incident Action Plan; or calling for assistance at the scene of a violent crime. To efficiently deploy CBOs and properly track their use, please use the guidelines below to route information to the Office of Violence Prevention.

2. **Planned Events** (Short notice response to public gathering places to prevent and intervene in problematic behaviors).

- Required information: The manager should include the following pertinent information, as well as the nature of the event:
 - The address of the event (include the district).
 - The specific date and time of the event.
 - The scheduled incident commander for the event.



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- The event's primary contact (name, phone, email).
- The estimated number of CBO representatives needed and at what time.
- The manager emails required information above to the OVP at ovp_vids@pd.cityofsacramento.org.
- The following information for the event shall be noted on the incident commanders daily report and emailed to ovp_vids@pd.cityofsacramento.org:
 - Was the CBO response timely?
 - Did the CBO representatives help de-escalate the situation?
 - Were the CBO representatives helpful to the SPD?
 - Was CBO and SPD communication effective?

3. Critical Incidents (*Emergency response after a critical incident*)

- IC or WC directs Communications to send a CBO Community Emergency Notification System (CENS) notification.
- Required Information for CBO Notification: IC or WC should include the following pertinent information, as well as the nature of the event:
 - Summary and type of the event.
 - Address/location of the event (district).
 - IC/WC's name and mobile phone number.
 - Estimated number of CBO representatives needed.
- Lead CBO contact will call the IC/WC to coordinate specific responses and identify responding CBOs/provide responding CBO(s) mobile phone number(s).
- Responding CBO contacts IC/WC.
 - CBOs will check-in/out with the IC/WC.
 - IC/WC will track the arrival/time on-scene/departure of responding CBOs.
- The following information for the event shall be noted on the IC or WC's daily report and emailed to ovp_vids@pd.cityofsacramento.org:
 - Was the CBO response timely?
 - Did the CBO representatives help deescalate the situation?
 - Were the CBO representatives helpful to SPD?
 - Was CBO/SPD communication effective?
- The event will be tracked by the Office of Violence Prevention (OVP).

The collection and tracking of this information are critical to the overall communication, effectiveness, and response of this referral process. Please include all the required information for each notification and contact Dr. Nicole Clavo for any questions.