



SARA Accountability Protocol

Area	Metric	PSO Responsibilities	Sergeant Responsibilities	SRL Responsibilities
Open Projects	<ol style="list-style-type: none"> Maintain at least 2-3 open and active projects per PSO Maintain at least 1 open and active project per NCPC beat (i.e. 27X) Maintain at least 1 project that is an NCPC priority Open at least one new project annually in each NCPC beat 	<ul style="list-style-type: none"> Review and ensure that Open Project metrics are met monthly for assigned beats When metrics are not met, open new project within 30 days 	<ul style="list-style-type: none"> Review Project Goals to ensure that they are SMART within two weeks of project open date Review and ensure that Open Project metrics are met monthly for beats under supervision Follow up in writing within 5 business days with assigned PSOs where metrics aren't met 	<ul style="list-style-type: none"> Review and ensure that Open Project metrics are met monthly for all beats in district Follow up in writing within 5 business days with Supervising Sergeant where metrics aren't met
	<ol style="list-style-type: none"> Assess all open projects monthly; Assess projects open for 12 months or more to determine whether to keep open or close 	<ul style="list-style-type: none"> Review most recent assessment date for open projects monthly Schedule assessment meetings with Sergeant or other stakeholder if appropriate Log assessment for open projects monthly 	<ul style="list-style-type: none"> Review most recent assessment date for open projects monthly for beats under supervision Participate in assessment meetings Follow up in writing within 5 business days with PSOs for projects with no assessment 	<ul style="list-style-type: none"> Review most recent assessment date for all open projects for all beats in district Follow up in writing within 5 business days with Supervising Sergeants for projects with no assessment date within past month.
Project Closure	<ol style="list-style-type: none"> Close out projects that are not being actively worked on. Complete all steps of the SARA process prior to closing 	<ul style="list-style-type: none"> Review open projects monthly Complete data entry to close inactive projects Request closure to supervising Sergeant 	<ul style="list-style-type: none"> Review projects with no entry/activity for past 30 days Follow up in writing with assigned PSO Close out inactive projects 	<ul style="list-style-type: none"> Review projects with no entry/activity for past 30 days Follow up in writing within 5 business days with Supervising Sergeant where metrics aren't met



Oakland Measure Y
PSO Training

Area	Metric	PSO Responsibilities	Sergeant Responsibilities	SRL Responsibilities
Project Transfer	9. Re-assign projects to new PSO or close within 30 days of position turning over	<ul style="list-style-type: none"> • Upon assignment, review open projects in SARA in assigned beats within 5 days • Schedule meeting with Supervising Sergeant to review open projects • Complete necessary data entry to close out old projects 	<ul style="list-style-type: none"> • Review open projects within 30 days of transition/turnover/extended leave • Request re-assignment of active projects to database administrator to new PSO • Close out inactive projects within 30 days • Meet with new PSO to review transferred projects within 30 days 	<ul style="list-style-type: none"> • Review open projects for beats with PSOs newly assigned within past 30 days • Follow up with Supervising Sergeant in writing within 5 business days where project is still assigned to a transitioned PSO.
Data Entry	10. Update SARA database at least once a month	<ul style="list-style-type: none"> • Log activities at least once a month 	<ul style="list-style-type: none"> • Search projects for beats under supervision with no activity date within past 30 days • Follow up with PSOs not meeting metric within 5 days 	<ul style="list-style-type: none"> • Review last activity date for open projects monthly • Follow up with Supervising Sergeant in writing within 5 business days for those beats with no activity within past 30 days.