

## MAJOR CRIMES DIVISION

DIVISIONAL ORDER NO. 1

March 19, 2013

**TO:** Concerned Personnel

**FROM:** Commanding Officer, Major Crimes Division

**SUBJECT:** SECURITY PROCEDURES FOR MAINTAINING DUPLICATE (WORKING COPIES) AND ORIGINALS OF SUSPICIOUS ACTIVITY REPORTS WITHIN MAJOR CRIMES DIVISION AND RECORDS AND IDENTIFICATION DIVISION

**Background:** This order establishes a formalized procedure for the retention of duplicate (working copies) of Suspicious Activity Reports (SAR) maintained within Major Crimes Division (MCD) and the original Suspicious Activity Reports maintained by Records and Identification Division (R&I).

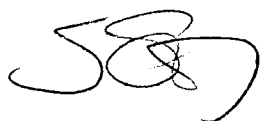
**Procedure:** Upon completion of the SAR investigation all working copies and files associated with the SAR shall be maintained in a secure and locked room within MCD.

Only the Commanding Officer, his designee and/or the Compliance Officer of MCD shall have access to the working copies and files associated with the completed SAR.

Personnel assigned to MCD needing to review the working copy or files associated with a completed SAR **SHALL** obtain the approval of the Commanding Officer, his designee and/or the Compliance Officer and document via a sign-in/sign-out log the name, date, time and reason for reviewing the completed SAR prior to viewing the information (see attachment).

This order further establishes the procedure for ensuring all original SARs are collected and delivered to R&I Division. Employees assigned to the Analysis Section/SAR Unit, will log the receipt of the originals and at the end of each month deliver the originals to R&I Division. Records and Identification Division will maintain the originals in a secure and locked manner. Only employees assigned to MCD will be allowed access to the original SAR.

**Audit Responsibilities:** The Commanding Officer, Major Crimes Division is responsible for auditing the SAR process bi-annually. Compliance with this Divisional Order will be determined by the Inspector General during the audit of the SAR Process.



STEVEN S. SAMBAR, Captain  
Commanding Officer  
Major Crimes Division

## REQUEST FOR REVIEW OF CLOSED FILES

### INSTRUCTIONS

Legibly print or type in space provided. If additional space is required, use plain paper continuation sheets. This form is completed by an Investigating Officer assigned to Major Crimes Division or, when directed by the Police Commission, by other individuals.

Requestor's Name (Please Print)	Class Title	Date of Request
Agency/Assignment	Dissemination Justified by:	

Justification:

Type of Information Requested

Requestor's Printed Name and Signature	Date
Officer in Charge, Printed Name and Signature	REVIEW RECOMMENDED YES <span style="float: right;">NO</span>
Custodian of Records Printed Name and Signature	REVIEW RECOMMENDED , YES <span style="float: right;">NO</span>
Commanding Officer's Printed Name and Signature	REVIEW AUTHORIZED YES <span style="float: right;">NO</span>

Access to file supervised by (Printed Name and Signature) \_\_\_\_\_ Date \_\_\_\_\_

RESULTS OF REVIEW: