

MAJOR CRIMES DIVISION

DIVISIONAL ORDER NO. 2

August 5, 2013

TO: Concerned Personnel

FROM: Commanding Officer, Major Crimes Division

SUBJECT: SUSPICIOUS ACTIVITY REPORT (SAR) PROCEDURES

Background: This Divisional Order defines the formalized procedures for handling Suspicious Activity Reports (SAR). This order replaces and deactivates the following Divisional Orders:

Divisional Order No.5, July 26, 2012

Divisional Order No.7, November 6, 2012

Divisional Order No 9, November 6, 2012

Divisional Order No.1, March 19, 2013

Security procedures for maintaining duplicate (working copies) and originals of Suspicious Activity Reports within Major Crimes Division and Records and Identification Division

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.

Note: Upon completion of a SAR investigation the investigator shall forward all working copies and files associated with the completed SAR investigation to the Analysis Section for secure retention. No SAR working copies or files may be retained by the investigator after the SAR investigation is closed.

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.

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.

Retention Periods: All physical SAR originals and duplicates (working copies) will have the following retention periods:

SAR originals shall be stored at Records and Identification Division in accordance with their record retention policy.

Unfounded SAR duplicates shall be securely stored on site for one year and then destroyed.

All SAR duplicates (working copies) shall be securely stored on site for two years and then moved to the city Contract Storage Facility for a three year retention period.

All SAR duplicates (working copies) shall be destroyed after five years.

Procedure for handling suspicious activity reports with a disposition of "UNFOUNDED"

Procedure: While at any time during the vetting process of a SAR it is determined that the report does not meet the criteria for a SAR as established in Special Order No. 1, 2012, the SAR is to be assigned a disposition of "UNFOUNDED" by an Analysis Section Supervisor. Once a SAR has been assigned a disposition of "UNFOUNDED" an Analysis Section supervisor shall ensure that all personal identifying information (PII) is removed (scrubbed) from the SAR record within the Consolidated Crime Analysis Database (CCAD) and Palantir. The scrubbed SAR (PII removed) shall be retained in Palantir for one year and then purged.

Note: The physical (working copy) of the "UNFOUNDED" SAR shall be securely stored and retained as outlined above.

If the "UNFOUNDED" SAR has been shared with any other entity, such as the Joint Regional Intelligence Center (JRIC), an Analysis Section supervisor will immediately notify the appropriate personnel of that entity that the SAR has been assigned a disposition of "UNFOUNDED." The supervisor will advise the entity representative of the reason for the disposition and that the SAR has been purged from all MCD databases.

Suspicious Activity Reports completion, information retention and destruction

Procedure: Upon completion of a SAR, an Analysis Section supervisor shall review the SAR and log the disposition in Palantir.

If no nexus to terrorism is indicated and the SAR has a criminal predicate, the Supervisor shall flag the SAR in Palantir and close it. No PII or other information will be removed. The SAR will be retained in Palantir for five years. At the end of the five year retention period, an Analysis Section supervisor shall review the SAR and remove all PII from CCAD and Palantir. The scrubbed SAR will be retained in Palantir indefinitely.

If no nexus to terrorism is indicated and the SAR does not have a criminal predicate, the Supervisor shall immediately remove the PII from CCAD and Palantir and close the SAR in Palantir. The scrubbed SAR will be retained in Palantir indefinitely.

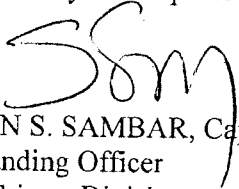
Note: A criminal predicate is established when the Involved Person is arrested or under investigation for a criminal offense. If the Analysis Section supervisor determines that the criminal predicate is not significant, ex: misdemeanor traffic citation, then the five year retention period can be waived and the SAR can be scrubbed immediately.

If the nexus to terrorism is unknown and the SAR has a criminal predicate, the supervisor shall close the SAR and it can be retained in Palantir for up to five years (No PII is removed). At the end of the retention period, if there is no additional information to warrant an extension of the retention period, an Analysis Section supervisor shall review the SAR and remove all PII from CCAD and Palantir. The scrubbed SAR will be retained in Palantir indefinitely.

If the nexus is unknown and the SAR does not have a criminal predicate, the supervisor shall close the SAR and it will be retained in Palantir for a year (No PII is removed). At the end of the retention period, if there is no additional information to warrant an extension of the retention period, an Analysis Section supervisor shall review the SAR and remove all PII from CCAD and Palantir. The scrubbed SAR will be retained in Palantir indefinitely.

Note: Information that would warrant a retention period extension refers to additional SARs listing the same Involved Person.

Audit Responsibilities: The Commanding Officer, Major Crimes Division is responsible for auditing the SAR process on a regular basis. 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