

MAJOR CRIMES DIVISION

November 6, 2012

DIVISIONAL ORDER NO. 7
15.1

TO: Concerned Personnel

FROM: Commanding Officer, Major Crimes Division


SUBJECT: SUSPICIOUS ACTIVITY REPORT (SAR) INFORMATION FOR RETENTION
AND DESTRUCTION

Background: This Divisional Order establishes a formalized process for the retention and destruction of SAR information.

Procedure: All SAR information shall be reviewed for retention or purging annually, from date reported to the Los Angeles Police Department. At the end of one year, SAR information that a unit supervisor determines not to have any further investigative value or no longer meets the Office of the Director of National Intelligence functional standard criteria will be purged.

Suspicious Activity Reporting information may be retained if, at a minimum, all personally identifiable information (or privacy field information) is removed and purged.

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