

**MAJOR CRIMES DIVISION**

DIVISIONAL ORDER NO. 9  
15.1

November 6, 2012

**TO:** Concerned Personnel

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

**SUBJECT:** PROCEDURE FOR HANDLING SUSPICIOUS ACTIVITY REPORT WITH A DISPOSITION OF "UNFOUNDED"

**Background:** This Divisional Order establishes a formalized process for the management of Suspicious Activity Report (SAR) information when a SAR has been vetted and determined to be "UNFOUNDED."

**Procedure:** Suspicious Activity Reports determined during the vetting process not to meet the criteria established in Special Order No. 17 2012, are to be assigned a disposition of "unfounded" by an Analysis Section supervisor, who shall ensure the SAR is purged from Major Crimes Division databases. When the SAR has been shared with another entity (e.g., the Joint Regional Intelligence Center), an Analysis Section supervisor shall immediately notify personnel of the other entity that the SAR has received a disposition of "unfounded," the reason for the disposition, and that the SAR has been purged from the Department's databases. Such information shall be logged in the sections SAR log book.

**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