

OFFICE OF OPERATIONS

NOTICE
11.2

July 19, 2022

TO: All Office of Operations Personnel

FROM: Director, Office of Operations

SUBJECT: SCANNING, ANALYSIS, RESPONSE, ASSESSMENT (SARA)
PROJECT INPUT INTO THE AUTOMATED FIELD DATA
REPORT (AFDR) SYSTEM – ESTABLISHED

The purpose of this Notice is to direct Department personnel to utilize the AFDR system to initiate, track and close out all SARA Projects.

Senior Lead Officers (SLOs) are required to utilize SARA Projects as the primary tool to address long-term community concerns and crime problems within their Basic Car areas. Emphasis on community engagement and problem solving are two of the primary metrics for SARA Projects. All current and future SARA Projects and Neighborhood Engagement Area SARA Projects shall be entered and tracked via the AFDR system located on the Department's Local Area Network (LAN). SLOs can upload and track their progress made towards addressing community concerns and engagement via this system. During COMPSTAT inspections, Areas will be responsible for review and discussion of the progress made in their respective SARA Projects.

SARA Project Procedures for the Utilization of the AFDR System:

- SLO opens SARA Project via AFDR/Incident Tracking hyperlink located on the LAN under "Applications" on the right-hand drop-down menu.
- SLO signs into the AFDR/Incident Tracking application and clicks on "SARA" link located on the left-hand drop-down menu to create a new SARA project.
- SLO clicks on the "New" button located on the top right of the screen and then clicks on the "SARA" tab located in the upper left-hand corner.
- SLO completes the digital form titled: "Los Angeles Police Department Scanning, Analysis, Response, Assessment (SARA) Report."
- Once SARA Project/objectives are completed, SLO closes out the SARA Project by clicking on the "Close out" tab and completes all areas on the form, utilizing the drop boxes. SLO will need Area supervisor and Area commanding officer (CO) approval to close out a SARA Report.
- SLO updates/tracks activities such as meetings with the community and outreach efforts by clicking on the "Chrono" tab located on the top of the screen. Use the green checkmark icon to save the chronological log entry; use the red "x" icon to delete the chronological log entry. The print icon is located in the upper right-hand corner.

- SLO completes a narrative for continuance and/or close out by clicking on the “Narrative” tab located at the top of the page. The Bureau Community Safety Operations Center (CSOC) and the Office of Operations (OO) CSOC monitor the narratives for effectiveness and progress of SARA strategies.
- SLO Clicks on the “Save” tab located on the top of the screen to save SARA Projects.
- SLO Clicks on the “Delete” tab to delete SARA Projects.
- SLO Clicks on the “History” tab to view SARA Projects.

Note: Please refer to the attachments included with this Notice for a brief visual LAN guide on how to utilize the AFDR/Incident Tracking application to initiate, track, and close out SARA Projects. Alternatively, for a comprehensive guide on how to initiate, track, and complete SARA Projects please refer to Office of the Chief of Police Notice, titled: *Community – Police Problem Solving Form – Renamed and Revised*, dated January 28, 2021.

SARA Projects require a minimum operational period of 90 days. If the 90-day term of the SARA Project elapses, the project may be closed or up to three subsequent 90-day extensions may be granted if progress is still being made towards achieving the objectives. The Area Commanding Officer has the ultimate authority to grant the extension.

If you have questions regarding this notice, please contact the Office of Operations Community Safety Operations Center, at (213) 486-6699.



ROBERT E. MARINO, Assistant Chief
Director, Office of Operations

DISTRIBUTION “D”

Attachments

Home search

The Los Angeles Police Department acknowledges
NATIONAL ALCOHOL AWARENESS MONTH

CHIEF'S MESSAGE

CHIEF'S MESSAGE

LAPD YTD DUI Complaints for 2021 : 5
Final YTD DUI Complaints for 2020 : 9
 Strategic Plan Goals for FY 2019-2021
 Single Purpose Innovation Group (SPIG) Recommendations
 Leadership Brief

Coming Soon

General Postings

- DEATH AND FUNERAL NOTICE: Detective II Victor J. Ross, Serial No. 25446
- DEATH AND FUNERAL NOTICE: Police Officer III Miriam L. Alvarado, Serial No. 38122
- AVENTAIL VPN NO LONGER SUPPORTED BY ITD**
 Effective immediately, Aventura VPN will no longer be supported by the Information Technology Division of LAPD. Users who currently use Aventura VPN as their virtual private network utility must begin using Zscaler Private Access VPN instead.

If you are currently an Aventura VPN user and require Zscaler Private Access VPN, please complete an IT service desk ticket through the Self-Service website on P1Intranet.

Community Assistance Parking Program for the Homeless

Contacts

- Webmaster FAQs
- 3-1-1
- Admin Staff Roster
- BSS
- Site Ethnic Directory
- KITS Radio Lockup
- Peer Support Roster
- POST ID List
- Rover e-Books

Notable Links

- ICS 211 - ICS 214
- 911 Dispatch Preplans
- Qualification Calendars & Status
- LexisNexis Administrators
- Radio Deployment
- Critical Missing Child
- Critical Incident Review Div
- LAPD Heroes

e-Rotator

- Publications

Applications

- ADP Factory Inmate
- AFDR / Incident Tracking
- CAI-PHOTO/DMV
- Community Online Reporting Service (COARS)
- Computer Service Desk
- COMP Link
- COCS
- E Learning Mgmt System
- E-Forms/LAPDForms
- e-ICD
- Electronic Subpoena System
- Evidence.com/CCMS
- ICABS Web
- InmateA

Infoweb Menu

Site Menu

- Home
- Chief of Police
- COVID-19
- Commission
- Organization
- Offices
- Bureaus
- Groups
- Divisions-Sections-Units
- Reference Library
- Promotions and Transfers

FDR / INCIDENT TRACKING
 Incident Reporting Control System(v 491)

Home

Active Users: 855

Log In

Serial#:

Password (LAN):

Log In

File Edit View Favorites Tools Help

FDR / INCIDENT TRACKING
 Incident Reporting Control System(v 491)

Home

Personal Assignment Recent Activity Request Access

Home

- AFDR
- P1 CAD Summary
- CAD Summary
- FI
- FWS
- Gang Injunction
- Gang Review
- Juvenile Diversion
- Latent Prints
- Op. CeaseFire
- Proj. Rec Rqst
- RSDA
- SARA**
- Media Dup

Active Users: 859

CLICK THE SARA TAB

FDR / INCIDENT TRACKING
Incident Reporting Control System(v 491)

SARA

From: 04/29/2020 Bureau: WB Flags: Status:
 To: 04/29/2021 Area: HWD Address:
 Search New

No data found.

*New = New SARA

*Search = Search for open/closed

*All current open/closed within your division will show up automatically (see below)

Home
AFDR
P1 CAD Summary
CAD Summary
FI
FWS
Gang Injunction
Gang Review
Juvenile Diversion
Latent Prints
Op CeaseFire
Proj Rec Rqst
RSDA
SARA
Stats
Map
Media Dup

FDR / INCIDENT TRACKING
Incident Reporting Control System

SARA

From: 04/29/2020 Bureau: ANY Flags: Status:
 To: 04/29/2021 Area: ANY Address:
 Search New

Case#	Date	Bureau	Area	RD	Address
N/A	03/02/2021				

Pages: 1 Total: 1

Use hyperlink to access SARAs that have been created.

Incident Reporting Control System (v 4.91)

SARA Close out Chrono Narrative Save Delete History

Los Angeles Police Department Scanning, Analysis, Response, Assessment (SARA) Report

Page of

SARA No.: (ACCIC will generate No.)

Neighborhood Engagement Area YES NO

ORIGINAL EXTENSION 1 2 3 CLOSEOUT

CRIME TREND ADDRESSING: <input type="checkbox"/> VIOLENT <input type="checkbox"/> PROPERTY <input type="checkbox"/> QUALITY OF LIFE	DATE OPENING SARA REPORT: 03/02/2021 90-DAY DUE DATE: 05/31/2021	EMPLOYEE INITIATING SARA:	SERIAL No.	ASSIGNMENT:
COMMUNITY CLIENT-STAKEHOLDER NAME ENGAGED IN SARA PROCESS:		CONTACT No.	ADDITIONAL COMMUNITY STAKEHOLDERS IDENTIFIED IN CHRONO LOG? <input type="checkbox"/> YES	
COMMUNITY CLIENT-STAKEHOLDER NAME ENGAGED IN SARA PROCESS:		CONTACT No.		
LOCATION FOR ANALYSIS (ADDRESS AND OR NEA):	TYPE OF LOCATION (HOUSE, STREET, CORNER, ETC.):	RD No.	AREA: ANY	BUREAU: ANY
BRIEF DESCRIPTION OF CRIME TREND, ACTIVITY OR QUALITY OF LIFE ISSUE(S) FOR ANALYSIS: SCANNING. With community client(s) stakeholder(s), identify issues contributing to crime and or poor quality of life within a neighborhood (include environmental factors).				

1. When a NEA is designated by a checkbox, the SARA No. is required and will be issued by the relative ACCIC.
2. Fill in all areas of the form; utilizing the drop boxes for ease of employee identification, Area and Bureau.
3. DON'T FORGET TO SAVE.

Admin

Active Users: 0/1

BRIEF DESCRIPTION OF CRIME TREND, ACTIVITY OR QUALITY OF LIFE ISSUE(S) FOR ANALYSIS:
SCANNING. With community client(s) stakeholder(s), identify issues contributing to crime and or poor quality of life within a neighborhood (include environmental factors).

ANALYSIS. Determine the causes of the problems by observing the area, engaging in the community, and using appropriate data from multiple sources.

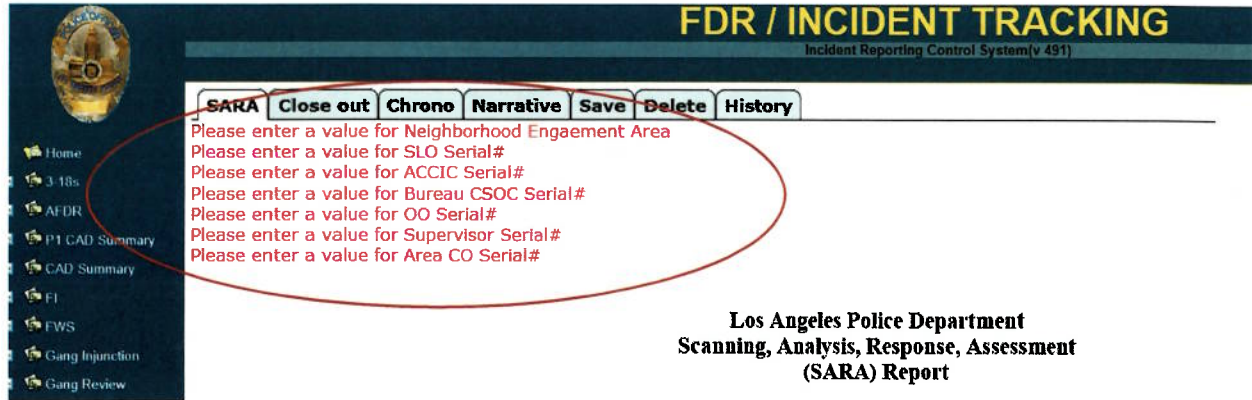
RESPONSE. Use of different tools to solve the problem.

ASSESSMENT. Determine successes by walking, talking, and analyzing.

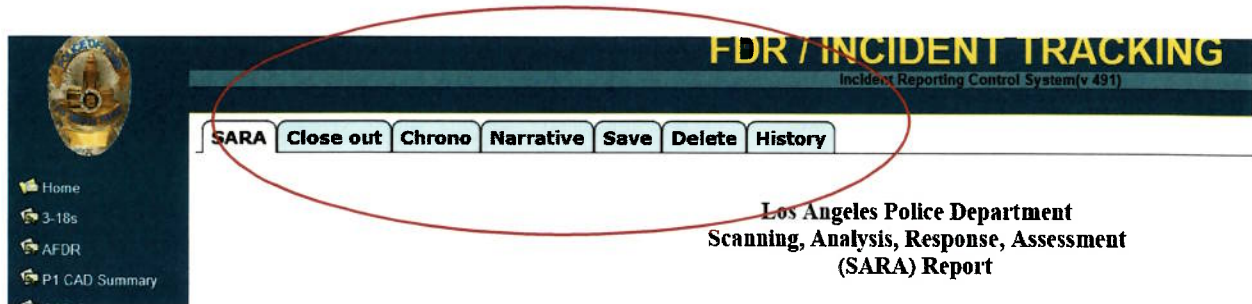
PRIOR AND OR RELATED SARA REPORT, 3.19 OR 3.18 NUMBER(S):

LA CLEAR QUERY CONDUCTED? YES NO

NAME OF AREA SLO NOTIFIED OF SARA REPORT (IF DIFFERENT FROM INITIATING OFFICER):	SERIAL No.	DATE
NAME OF ACCIC PERSONNEL NOTIFIED OF SARA REPORT:	SERIAL No.	DATE
NAME OF BUREAU CSOC PERSONNEL NOTIFIED OF SARA REPORT:	SERIAL No.	DATE
NAME OF OFFICE OF OPERATIONS PERSONNEL NOTIFIED OF SARA REPORT:	SERIAL No.	DATE



4. These red reminders will pop up when “save” is attempted without all necessary fields filled in.



5. Use these tabs to access subsequent pages of the SARA report.

6. **DON'T FORGET TO SAVE.**



7. Use the **green checkmark** to save the Chrono Log entry; **x to delete it**. Other fields can be manually changed to match the date/time of activity and employee information.

8. Upper righthand corner is the print function.

FDR/INCIDENT TRACKING
Incident Reporting Control System v. 491

36833 Logout

SARA Close out Chrono Narrative Save Delete History

**Los Angeles Police Department
Scanning, Analysis, Response, Assessment
(SARA) Report**

Page of SARA No.:

NARRATIVE (Reason for continuance or SARA project close out.) IDENTIFY: SCANNING, ANALYSIS, RESPONSE, ASSESSMENT
(Use additional sheets if necessary.)

9. Narrative portion can be updated as the SARA builds.

10. DON'T FORGET TO SAVE.

FDR/INCIDENT TRACKING
Incident Reporting Control System v. 491

SARA Close out Chrono Narrative Save Delete History

Access History

Serial	Name	Date	Type	Description
36833	Stout-Guttilla, Christine	4/29/2021 2:15:00 PM	Access	
36833	Stout-Guttilla, Christine	4/29/2021 2:14:00 PM	Access	
36833	Stout-Guttilla, Christine	4/29/2021 2:14:00 PM	Access	
39809	Ignacio, Chris	4/28/2021 11:03:00 AM	Access	
39809	Ignacio, Chris	4/28/2021 10:47:00 AM	Access	
39809	Ignacio, Chris	4/28/2021 10:38:00 AM	Access	
39809	Ignacio, Chris	4/28/2021 10:35:00 AM	Access	
35601	Carney, Richard	3/19/2021 11:50:00 AM	Access	
35601	Carney, Richard	3/2/2021 3:31:00 PM	Access	
35601	Carney, Richard	3/2/2021 3:31:00 PM	New	

11. History will identify who accessed the SARA, date time and type of activity.

Any questions or concerns, please contact the Office of Operations, Community Safety Operations Center, at 213-486-6699.