

/To	From
BOARD OF HARBOR COMMISSIONERS	
EXECUTIVE DIRECTOR	
DED - DEVELOPMENT	
DED - FINANCE & ADMINISTRATION	
DED - OPERATIONS	
DED - BUSINESS DEVELOPMENT	
DED - EXTERNAL RELATIONS	
SR DIRECTOR, COMMUNICATIONS	
SR DIRECTOR, GOVERNMENT AFFAIRS	
ACCOUNTING	
BUSINESS & TRADE DEVELOPMENT	
CHIEF FINANCIAL OFFICER	
CITY ATTORNEY	
COMMISSION OFFICE	
CONSTRUCTION	
CONSTRUCTION & MAINTENANCE	
CONTRACTS & PURCHASING	
DEBT & TREASURY	

CITY OF LOS ANGELES  
HARBOR DEPARTMENT  
  
OFFICE MEMORANDUM

March 1, 2012

To	From
ENGINEERING	
ENVIRONMENTAL MANAGEMENT	
FINANCIAL MANAGEMENT	
GOODS MOVEMENT	
GOVERNMENT AFFAIRS	
GRAPHIC SERVICES	
HUMAN RESOURCES	
INFORMATION TECHNOLOGY	
MANAGEMENT AUDIT	
MEDIA RELATIONS	
PLANNING & ECONOMIC DEV.	
PORT PILOTS	
XX PORT POLICE	XX
PUBLIC RELATIONS	
REAL ESTATE	
RISK MANAGEMENT	
WHARFINGERS	

SUBJECT: SPECIAL ORDER No. 12-02 / REVISION TO SUSPICIOUS ACTIVITY REPORTS

PURPOSE: MODIFICATION OF REQUIRED FORM AND PROCEDURES

This Special Order revises Special Order 11-01.1 by implementing a new SAR form and modifying the SAR filing process.

Los Angeles Port Police officers shall continue to report suspicious activities with any possible nexus to terrorism using the L.A.P.D. Suspicious Activity Report (SAR) form and report filing procedures. Recently L.A.P.D issued a new SAR form, Form 03.24.00. This form will replace the L.A.P.D Investigation Report form as the SAR form. The new form and notebook divider are available on the network drive.

In addition to the SAR reporting procedures currently implemented, SARs that have been approved by the Port Police Watch Commander shall be uploaded to the Tips and Leads Section on the JRIC website at [www.jric.org](http://www.jric.org). A notation shall be made in the report that this has been done. No information shall be transmitted to the JRIC without a SAR that has been approved by the Watch Commander.



RONALD J. BOYD  
Los Angeles Port Police

RJB:KJM:ks

# Los Angeles Police Department SUSPICIOUS ACTIVITY REPORT

INC #					DR #					
CRIME RPT ASSOC WITH THIS SAR <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>POTENTIAL TARGET</b>	LAST NAME, FIRST, MIDDLE (OR NAME OF BUSINESS)				SEX	DESC	DOB		
CRIME RPT DR #		ADDRESS				ZIP		PHONE		X <input type="checkbox"/>
ARR RPT ASSOC WITH THIS SAR <input type="checkbox"/> YES <input type="checkbox"/> NO		R- B-								<input type="checkbox"/>
ARR RPT DR #		E-MAIL ADDRESS			CELL PHONE					
	DR. LIC. NO. (IF NONE, OTHER ID & NO.)			FOREIGN LANGUAGE SPOKEN			OCCUPATION			
PROP RPT ASSOC WITH THIS SAR <input type="checkbox"/> YES <input type="checkbox"/> NO	PREMISES (SPECIFIC TYPE)		LOCATION OF OCCURRENCE		SAME AS TAGRETS <input type="checkbox"/>		RES. <input type="checkbox"/>	BUS. <input type="checkbox"/>	R.D.	
PROP RPT DR #	DATE & TIME OF OCCURRENCE				DATE & TIME REPORTED TO P.D.					
TARGET'S VEH. (IF INVOLVED) YEAR, MAKE, MODEL, TYPE, COLOR, LIC. NO.					NOTIFICATION(S) (PERSON & DIVISION)					

### SUSPICIOUS ACTIVITY AND/OR BEHAVIOR

IF LONG FORM, LIST UNIQUE ACTIONS, IF SHORT FORM, DESCRIBE IP'S ACTIONS IN BRIEF PHRASES. DO NOT REPEAT ABOVE INFO BUT CLARIFY REPORT AS NECESSARY.

<b>REPORTING EMPLOYEE(S)</b>	INITIALS, LAST NAME			SERIAL NO.	DIV./DETAIL	<b>PERSON REPORTING</b>	SIGNATURE	OR RECEIVED BY PHONE <input type="checkbox"/>	
						NOTE: IF SHORT FORM AND TARGET/PR ARE NOT THE SAME, ENTER PR INFORMATION IN INVOLVED PERSONS SECTION.			

IP'S VEHICLE	YEAR	MAKE	MODEL	TYPE	INTERIOR	EXTERIOR	BODY	WINDOWS
					COLOR:	<input type="checkbox"/> 1 CUSTOM WHEEL! <input type="checkbox"/> 2 PAINTED INSCRIPT <input type="checkbox"/> 3 LEVEL ALTEREC <input type="checkbox"/> 4 RUST/PRIMER <input type="checkbox"/> 5 CUSTOM PAINT <input type="checkbox"/> 6 VINYL TOP	<input type="checkbox"/> 1 DAMAGE <input type="checkbox"/> 2 MODIFIED <input type="checkbox"/> 3 STICKER <input type="checkbox"/> 4 LEFT <input type="checkbox"/> 5 RIGHT <input type="checkbox"/> 6 FRONT <input type="checkbox"/> 7 REAR	<input type="checkbox"/> 1 DAMAGE <input type="checkbox"/> 2 CUSTOM <input type="checkbox"/> 3 CURTAINS <input type="checkbox"/> 4 LEFT <input type="checkbox"/> 5 RIGHT <input type="checkbox"/> 6 FRONT <input type="checkbox"/> 7 REAR
COLOR(S):	VEH. LIC. NO.		STATE		<input type="checkbox"/> 1 BUCKET SEATS <input type="checkbox"/> 2 DAMAGED INSIDE			

INVOLVED PERSON(S)										
IP-1	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	AGE	CLOTHING	NAME, ADDRESS, DOB, IF KNOWN	
PERSONAL ODDITIES (UNUSUAL FEATURES, SCARS, TATOOS, ETC.)										
IP-2	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	AGE	CLOTHING	NAME, ADDRESS, DOB, IF KNOWN	
PERSONAL ODDITIES (UNUSUAL FEATURES, SCARS, TATOOS, ETC.)										

WITNESSES													
W - WITNESS; R - PERSON RPTG.;													
	NAME				SEX	DESC	DOB	ADDRESS			CITY	ZIP	PHONE
	DR. LIC. NO. (IF NONE, LIST OTHER ID & NO.)				FOREIGN LANGUAGE SPOKEN			R- B- E-MAIL ADDRESS			CELL PHONE		
	NAME				SEX	DESC	DOB	ADDRESS			CITY	ZIP	PHONE
	DR. LIC. NO. (IF NONE, LIST OTHER ID & NO.)				FOREIGN LANGUAGE SPOKEN			R- B- E-MAIL ADDRESS			CELL PHONE		
	NAME				SEX	DESC	DOB	ADDRESS			CITY	ZIP	PHONE
	DR. LIC. NO. (IF NONE, LIST OTHER ID & NO.)				FOREIGN LANGUAGE SPOKEN			R- B- E-MAIL ADDRESS			CELL PHONE		

<b>APPROVAL AND REVIEW</b>	SUPERVISOR APPROVING				SERIAL NO.	DIVISION	DETECTIVE SUPERVISOR REVIEWING				SERIAL NO.
	DATE & TIME REPRODUCED				CLERK	DIVISION	CATEGORY				

Los Angeles Police Department

Page \_\_\_\_ of \_\_\_\_

SUSPICIOUS ACTIVITY REPORT

INC #

DR #

**NARRATIVE:** Use this page to document all information regarding the investigation, arrest, additional involved person(s), and include all evidence collected, etc., that provides the nexus to terrorism. Use additional pages if needed and attach any statements taken.