



# Training Bulletin

Los Angeles Port Police

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## Suspicious Activity Reporting

### **PURPOSE:**

The purpose of this Training Bulletin is to clarify the reporting and investigation procedures for all Suspicious Activity Reports (SAR). Port Police Criminal Investigations Section has recently reviewed the suspicious activity reporting and investigation procedures. Previous special orders for SARs remain in effect and can be referenced as well.

Suspicious activity is a reported or observed activity, or any criminal act or attempted criminal act, which an officer believes may reveal a nexus to foreign or domestic terrorism.

### **POLICY:**

See Port Police Policy Manual § 469, Suspicious Activity Reporting, for further information.

### **BACKGROUND:**

A suspicious activity report is a report used to document any of the above defined suspicious behaviors. The SAR will generally be completed on a SAR report that looks similar to an Investigative Report (IR) or possibly an arrest report, if appropriate. Below are steps that should be taken when completing a SAR.

### **REPORTING PROCEDURES:**

If the activity is not directly related to a crime.

- Record that information collected from the reporting person, or officer's observations, on a SAR (IR).
- If the potential target can be identified, list the individual or location as the "Victim" within the corresponding portion of the SAR. Otherwise "City of Los Angeles" will be listed as the victim.
- List the reporting person (R) within the Involved Persons portion of the IR. If the reporting person refuses to identify themselves, list them as "Anonymous."
- List any additional witnesses.
- List the parties engaged in the suspicious behavior as "Involved Party" within the involved person portion of the report.

If the activity is directly related to a criminal investigation (such as a bomb threat, vandalism, trespass, assault, etc.).

- Complete the criminal investigation, any appropriate arrest, and complete any related reports. If the activity is discovered in the course of an uninvolved or unrelated criminal investigation (such as items observed in a residence while conducting a domestic violence investigation or observed in a vehicle during a traffic stop or impound), complete the criminal investigation, any appropriate arrest, and complete any related reports.
- Make no mention of the suspicious activity in the crime report, arrest, or impound reports.
- Complete a separate SAR using the same information from the criminal investigation.
- Include any additional information that provides the nexus to terrorism within the report.
- Complete a separate SAR to record the suspicious articles or behavior.
- Note the criminal investigation, impound, etc. as the source of activity within the SAR.
- These two reports shall be processed separately.
- The two reports should not be crossed referenced.

Reports shall be reviewed and approved by the Port Police Watch Commander. The report will then be uploaded to the Joint Regional Intelligence Center (JRIC) site under the law enforcement tips and leads section. The original report will be submitted to records. No other copies should be made.

The reporting officer shall then file the report with Port Police Records Unit. Port Police Records will forward the report to Port Police Criminal Investigations Section after they process it. The Port Police Criminal Investigations Section will work through JRIC to ensure all suspicious activity reports are investigated and properly dispositioned.

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