

E.O. 802.06

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input checked="" type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (See Reverse)	2. TYPE <input type="checkbox"/> ORIGINAL <input type="checkbox"/> EXPEDITE <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> CANCEL <input type="checkbox"/> CORRECTION <input type="checkbox"/> REPEAT <input type="checkbox"/> REPLY	3. COMPLAINT NUMBER	6. DATE OF REQUEST February 27, 2009
		4. UNIT NUMBER	7. REQUESTING ELEMENT <b>HSB</b>
		5. <input type="checkbox"/> NOT FOR THE PRESS	8. <input type="checkbox"/> FLASH TT REQUESTED

9. TO THE FORCE – Suspicious Activity Reporting (SAR)

10. NAME OF WANTED PERSON	11. WANTED BY	12. CHARGE
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13. COMPLAINANT=S NAME	14. COMPLAINANT=S ADDRESS
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15. DESCRIPTION OF WANTED PERSON OR MESSAGE  
**SAR ENTRY INTO THE ALERT MANAGEMENT SYSTEM**

**Background:** The Alert Management System (AMS) Suspicious Activity Report (SAR) module, accessible through the MPD Intranet Homepage and Mobile Inside, is to be used for the reporting of suspicious activity information. The information can be developed from various sources to include; phone calls received from citizens, text messages to the CIC, information passed directly to officers from the public and observations from our officers. The ability to capture suspicious activity reports in this system will allow for the rapid processing of the information in a searchable database, the capability to forward criminal/terrorist related information to other units/agencies, and for future analysis of the captured information.

**Procedure:**

1. Log onto the MPD Intranet Page
2. Click on: Alert Management System
3. Enter Username: **first.last** name (all lower case)
4. Enter Password: **test** (all lower case)
5. Click on SAR Module
6. Click on **Create New SAR**
7. Click on tabs as necessary to capture all available information:  
**General, Attachments, Narrative, Activity, Subjects\*, Vehicles \*, Weapons \*, Packages \*, Aircraft \*, Vessels \*, Entities \*, Targets \***
8. Tabs identified with an asterisk will have a + (plus) sign located on the upper left corner of the field block when opened. Click on the + (plus) sign to reveal the fields to add information for that tab.
9. When finished entering all available information Click on **Save candidate SAR**

SENDER BADGE ORG. ELEM. <i>Tom Wilkins</i> Tom Wilkins, Executive Director Intelligence Fusion Division	AUTHORIZED BY <i>ak Patrick A. Burke</i> Assistant Chief Patrick Burke Homeland Security Bureau	BUREAU HEAD APPROVAL <i>Cathy L. Lerner</i> Cathy Lerner Chief of Police
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COMMUNICATIONS DIVISION USE ONLY

REMARKS	FILE
	TT#03-008-09 TELETYPE NUMBER <i>TT-03-008-09</i>