

OFFICER/TROOPER/DEPUTY LOG IN

1. When you have an established ROAR username and password, you may log into the ROAR website using the following link: <https://app.dps.mn.gov/roar>
2. Enter your post number
3. Enter your password
 - a. If you have forgotten your password, click the Forgot Password? link and follow the system prompts
4. Click the Go icon to process to the log page
5. Click the Night Mode icon to darken the screen for use in the evening
6. Click the Help icon for user guides and further instructions.

NOTE: After clicking Help, you need to log into ROAR to view the help screen

The screenshot shows the login interface for the REALTIME OFFICER ACTIVITY REPORTING system. The page has a blue header with the title and a date/time stamp (12/31/2015 15:2:25). On the left is the 'TOWARD ZERO DEATHS' logo. The main content area contains a 'Post Number:' label with an input field, a 'Password:' label with an input field, and a 'Forgot Password?' link. A green 'Go' button is positioned to the right of the password field. At the bottom left is a blue question mark icon (Help), and at the bottom right is a yellow lightbulb icon (Night Mode). Red callout boxes with arrows point to these elements: 'Step #2' points to the Post Number input field; 'Step #3' points to the Password input field; 'Step #3a' points to the Forgot Password? link; 'Step #4' points to the Go button; 'Step #5' points to the Night Mode icon; and 'Step #6' points to the Help icon.

CREATE AN ACTIVITY LOG

1. All previous logs will show on this page; providing basic details. Logs not completed logs are highlighted in gold. To change the view of your logs, use the links
2. To resume a log, click the Go icon next to the log
3. Click the New Log icon to begin a new Activity Log

REALTIME OFFICER ACTIVITY REPORTING Welcome Lori
11/5/2014
9:52:54

Click Go to resume a saved log or click the New Log button to start a new one.

Step #1 (points to 'Go' icon)

Step #2 (points to 'Go' icon)

Step #3 (points to 'New Log' icon)

| All Logs | Closed Logs | Open Logs | Under Review | Created Today | This Month |
|---------------|---|--|--------------|---------------|------------|
| Resume | | | | | |
| Go | Completed: Yes Review Requested: No | Dates: 11/5/2014 9:30 AM - 11/5/2014 12:30 PM Duty Status: Grant Funded | | | |
| Go | Completed: No Review Requested: No | Dates: 11/5/2014 9:30 AM - Duty Status: Grant Funded | | | |
| Go | Completed: Yes Review Requested: No | Dates: 11/5/2014 9:00 AM - 11/5/2014 9:30 AM Duty Status: Grant Funded | | | |
| Go | Completed: No Review Requested: No | Dates: 11/5/2014 8:30 AM - Duty Status: Grant Funded | | | |

4. Select the date on the calendar you would like to create a log for (the current date appears with a red border). Days with a scheduled events appear in green
5. Use the checkboxes to only show the type of enforcement you would like to see on the calendar

REALTIME OFFICER ACTIVITY REPORTING Welcome Lori
11/5/2014
9:36:53

Days in Green have events open to you. Click a date to view a list of events. Choose the event your log will be assigned to by clicking the checkmark.

Step #4 (points to date 5 on calendar)

Step #5 (points to checkboxes)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | | | | <u>1</u> |
| <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> | <u>7</u> | <u>8</u> |
| <u>9</u> | <u>10</u> | <u>11</u> | <u>12</u> | <u>13</u> | <u>14</u> | <u>15</u> |
| <u>16</u> | <u>17</u> | <u>18</u> | <u>19</u> | <u>20</u> | <u>21</u> | <u>22</u> |
| <u>23</u> | <u>24</u> | <u>25</u> | <u>26</u> | <u>27</u> | <u>28</u> | <u>29</u> |
| <u>30</u> | | | | | | |

Impaired Driving Seat Belt Move Over Distracted Speed DDACTS

Select an Event

- DDACTS**
Metro
Lead: Department of Public Safety
- Impaired Driving**
Test Site
Lead: Department of Public Safety
- Seat Belt**
Ramsey County
Lead: Department of Public Safety

- When the date is selected, details for all the events you are eligible for on that day appear on the right side of the screen. Click on the event you want to start a log for (**be careful to choose the right event; as there may be more than one event on the same day**)

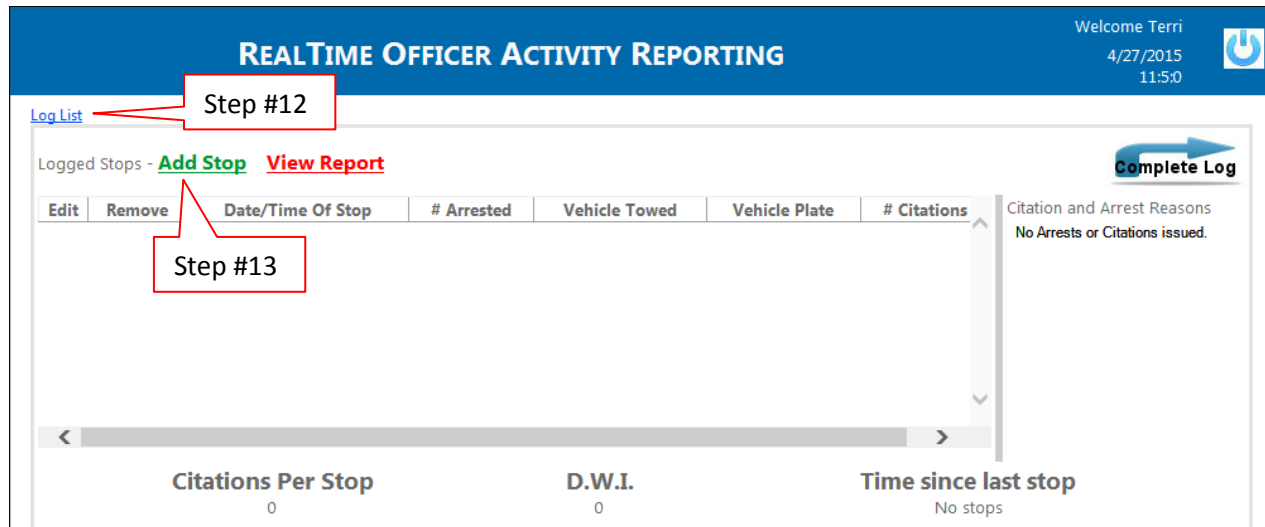
The screenshot shows the 'REALTIME OFFICER ACTIVITY REPORTING' interface. At the top right, it says 'Welcome Lori' and shows the date '10/3/2013' and time '12:16:32'. Below the header, there is a calendar for 'October 2013'. The calendar shows days from Sunday to Saturday. Days 1 through 5 are highlighted in green, indicating events are open. Day 3 is highlighted in blue. To the right of the calendar is a 'Select an Event' panel. It lists several events with green checkmarks: 'Move Over' (Multiple Day Event Agency Only, Lead Agency: Department of Public Safety), 'Speed' (Multiple Day Event Specific Agencies, Lead Agency: Department of Public Safety), 'Distracted' (Single Day Event By County, Lead Agency: Department of Public Safety), and another 'Move Over' (Multiple Day Event Agency Only, Lead Agency: Department of Public Safety). A red box labeled 'Step #6' points to the first 'Move Over' event.

- Use the drop down lists to enter the date and start time of your shift. **The information entered here will be used to calculate how much you are paid for your overtime shift, so remember to account for travel time, time at the briefing, etc.**
- Enter your vehicle's mileage from the beginning of your shift
- Change your duty status, if your overtime shift is not being funded by your grant
- Verify the event details to ensure you are creating a log for the correct event
- Click the Save icon

The screenshot shows the 'Starting Log Details' form. At the top right, it says 'Welcome Lori' and shows the date '10/3/2013' and time '12:18:8'. The form has several sections:

- Shift Start Date & Time:** Includes dropdowns for Month (Oct), Day (03), Year (2013), Hour (00), and Minute (00). A red box labeled 'Step #7' points to the Day dropdown.
- Starting Mileage:** A text input field. A red box labeled 'Step #8' points to it.
- Duty Status:** Radio buttons for 'Grant Funded' (selected), 'Agency Funded', and 'Reserve Officer'. A red box labeled 'Step #9' points to the 'Grant Funded' option.
- Action Buttons:** A green 'Save' button and a red 'Cancel' button. A red box labeled 'Step #11' points to the 'Save' button.
- Event Details:** A section with a blue header. It shows 'Event Type: Move Over', 'Event Dates: 9/27/2013 - 10/4/2013', 'Location: Multiple Day Event Agency Only', 'Grant Agreement #: 1234', 'Lead Agency: Department of Public Safety', and 'Coordinator: Lori Bounds'. A red box labeled 'Step #10' points to the 'Event Type' field.

12. To return to your list of activity logs, click the Log List link
13. To add a stop, click the Add Stop link



14. Enter the vehicle plate number (enter “noplite” if there is no license plate)
15. Verify the following information (make changes, as needed):
 - a. Date and time of the stop (automatically set to the current date and time)
 - b. Vehicle type information (automatically listed as a “non-motorcycle”)
 - c. Vehicle towed information (automatically set to “no”)
 - d. Vehicle forfeiture (automatically set to “no”)
 - e. Designated drivers contacted (automatically set to “No”)
 - f. # of persons arrested (automatically set to “0”)
16. Enter comments about the stop, if needed
17. Click the Arrest, Citation, Warning, or No Violation button to indicate what type of action was taken
18. Click the checkboxes to indicate the reason for the arrest, citation, or warning
19. Click the Plus button to add the arrest, citation, or warning to the Stop Violations List



20. Your arrest, citation, or warning will now appear on your Stop Violations List
21. Click the Arrest, Citation, or Warning button to add another citation (if more than one was given for this stop)
22. Click the Remove button to remove a violation from the Stop Violations List (if needed)
23. Click the Cancel button to cancel the stop entry
24. Once all arrests, citations, and warnings have been added for the stop, click the Save button to save the stop entry to your log

REALTIME OFFICER ACTIVITY REPORTING Welcome Lori 11/6/2014 10:55:17

Cancel! Step #23 REMEMBER TO CLICK SAVE WHEN YOU HAVE COMPLETED THIS STOP Step #24 Save

DETAILS

Vehicle Plate: abc123
 State: MN
 Month: Nov
 Day: 06
 Year: 2014
 Date/Time of Stop: Hour: 10, Minute: 55
 Vehicle Type: NonMotorCycle
 Vehicle Towed?: Yes No
 Vehicle Foreiture: Yes No
 Designated Driver Contacted: Yes No
 # Persons arrested: 0
 Comments:

ISSUE Step #20

Step #21
 Arrest
 Warning
 Citation
 No Viola

Step #22
Reasons
 Child Restraints
 DAR-DAS-DAC
 Equipment Violations
 Move Over Law
 Not A Drop
 Other Violations
 Seat Belts
 Speed
 Texting
 Inattentive Driving

VIOLATIONS

| Remove | Issued | Reason |
|-------------------------------------|--------|-----------|
| <input checked="" type="checkbox"/> | | Citation |
| <input type="checkbox"/> | | Seat Belt |

25. The stop is now added to your Officer Activity Log. Click the Edit icon to edit the stop details
26. Click the Remove icon to delete the stop
27. To view a report totaling all the activity documented for this log, click the View Report link
28. Click the Add Stop link to add your next stop
29. When your overtime enforcement shift is over, to close your log, click the Complete Log icon

REALTIME OFFICER ACTIVITY REPORTING Welcome Lori 10/3/2013 14:4:49

Log List

Logged Stops - [Add Stop](#) [View Report](#) Step #27

Step #28

Step #29 **Complete Log**

| Edit | Remove | Date/Time Of Stop | # Arrested | Vehicle Towed | Vehicle Plate | # Citations |
|------|--------|-------------------|------------|---------------|---------------|-------------|
| | | 05/29 08:56 | 0 | No | ABC123 | 1 |

Step #25

Step #26

Citation and Arrest Reasons

Seat Belts

0 1

Citations Per Stop 1
D.W.I. 0
Time since last stop 00:01

30. If you discover your log was created in the wrong event, click the Change icon to choose the correct event
31. Use the drop down lists to enter the date and end time of your shift. **The information entered here will be used to calculate how much you are paid for your overtime shift, so be sure it is accurate**
32. Enter your vehicle's mileage at the end of your shift
33. Enter any comments, if needed (if you have less than one stop per hour, the system will ask you to input a comment)
34. Click the View Report checkbox to view your completed Officer Activity Log
35. Click the Cancel button to cancel the close out of your activity log
36. Click the Save button to save your Officer Activity Log. Once you do this, a copy of your log will be emailed to you, the event coordinator, and the fiscal administrator of your grant

The screenshot shows a web form titled "FINAL LOG DETAILS" with a blue header bar. On the left, there is a sidebar with a table of event details:

| | |
|------------------|--|
| Event type | impaired driving |
| Event Dates | 1/1/2015 - 12/31/2015 |
| Location | State Wide |
| Lead Agency | Department of Public Safety |
| Coordinator Name | Glen Fingerholz |
| Email Address | admin@madcodewarrior.net |
| Phone Number | 651-890-7239 |

The main form area includes:

- Duty Status:** Grant (dropdown)
- Shift End Date & Time:** Month (Nov), Day (08), Year (2015), Hour (17), Minute (45). A callout box labeled "Step #31" points to the date and time fields.
- End Mileage:** 218. A callout box labeled "Step #32" points to this field.
- Contacts Per Hour:** To be calculated
- Unusual Events or Comments:** (*Required when Contacts/Hour is below 1.0). A text area for comments. A callout box labeled "Step #33" points to this area.
- View report after saving:** A checkbox that is checked. A callout box labeled "Step #34" points to this checkbox.
- Buttons:** A red "Cancel" button (Step #35) and a green "Save" button (Step #36).

REVISE AN ACTIVITY LOG

1. If you discover an activity log needs to be revised (or you receive an email from the system indicating your log was marked for review), log into ROAR and click the Resume icon next to the log that needs to be updated

Welcome Lori
10/3/2013
14:19:59

REALTIME OFFICER ACTIVITY REPORTING

Select a filter: Click Go to resume a saved log or click the New Log button to start a new one. New Log

| Resume | |
|--------|--|
| | Review Requested: No 10/3/2013 7:00 AM - 10/3/2013 2:00 PM Duty Status: Grant Funded |
| | Completed: Yes Review Requested: No Dates: 5/10/2013 8:00 AM - 5/10/2013 2:15 PM Duty Status: Grant Funded |
| | Completed: Yes Review Requested: No Dates: 5/10/2013 2:00 AM - 5/10/2013 10:45 AM Duty Status: Grant Funded |
| | Completed: No Review Requested: Yes Dates: 2/20/2013 5:00 AM - 2/21/2013 12:00 AM Duty Status: Grant Funded |
| | Completed: Yes Review Requested: No Dates: 12/28/2012 3:00 AM - 12/28/2012 9:30 AM Duty Status: Grant Funded |

2. Click the Re-Open Log link

Welcome Lori
10/3/2013
14:23:4

REALTIME OFFICER ACTIVITY REPORTING

Log List

Logged Stops - [View Report](#) [Re-Open Log](#) Step #2

| Date/Time Of Stop | # Arrested | Vehicle Towed | Vehicle Plate | # Citations |
|-------------------|------------|---------------|---------------|-------------|
| 05/10 09:23 | 0 | No | ABC123 | 3 |

Citation and Arrest Reasons

| | |
|----------------------|---|
| Equipment Violations | 1 |
| DAR-DAS-DAC | 1 |
| Child Restraints | 1 |

Citations Per Stop: 3
D.W.I.: 0
Time since last stop: 00:04

3. To edit a stop, click on the Edit icon next to the stop
4. To delete a stop, click on the Remove icon next to the stop
5. To add a stop, click on the Add Stop link

REALTIME OFFICER ACTIVITY REPORTING Welcome Lori
10/3/2013
14:24:38

[Log List](#)

Logged Stops - [Add Stop](#) [View Report](#) **Complete Log**

| Edit | Remove | Date/Time Of Stop | # Arrested | Vehicle Towed | Vehicle Plate | # Citations |
|------|--------|-------------------|------------|---------------|---------------|-------------|
| | | 05/10 09:23 | 0 | No | ABC123 | 3 |

Citation and Arrest Reasons

- Equipment Violations
- DAR-DAS-DAC
- Child Restraints

0 1

Citations Per Stop 3 **D.W.I.** 0 **Time since last stop** 00:04

6. Once all changes have been made, click the Complete Log icon

REALTIME OFFICER ACTIVITY REPORTING Welcome Lori
10/3/2013
14:53:20

[Log List](#)

Logged Stops - [Add Stop](#) [View Report](#) **Complete Log**

| Edit | Remove | Date/Time Of Stop | # Arrested | Vehicle Towed | Vehicle Plate | # Citations |
|------|--------|-------------------|------------|---------------|---------------|-------------|
| | | 05/10 09:23 | 0 | No | ABC123 | 3 |

Citation and Arrest Reasons

- Equipment Violations
- DAR-DAS-DAC
- Child Restraints


0 1

Citations Per Stop 3 **D.W.I.** 0 **Time since last stop** 00:04

7. Review the final log details and make any needed changes. Click the Save icon

Welcome Kammy
12/31/2015
15:34:29

REALTIME OFFICER ACTIVITY REPORTING



EVENT DETAILS
[Change](#)

| | |
|------------------|--|
| Event Type | Impaired Driving |
| Event Dates | 11/25/2015 - 11/25/2015 |
| Location | Statewide |
| Lead Agency | Department of Public Safety |
| Coordinator Name | Kammy Huneke |
| Email Address | kammy.huneke@state.mn.us |
| Phone Number | 651-201-7070 |

STARTING LOG DETAILS

Shift Start Date & Time

| Month | Day | Year | Hour | Minute |
|-------|-----|------|------|--------|
| Nov | 25 | 2015 | 16 | 00 |

Start Mileage:

Duty Status:

FINAL LOG DETAILS

Shift End Date & Time

| Month | Day | Year | Hour | Minute |
|-------|-----|------|------|--------|
| Dec | 31 | 2015 | 15 | 30 |

End Mileage:

Contacts Per Hour: To be calculated

Unusual Events or Comments
(*Required when Contacts/Hour is below 1.0)

Original Comments (Read-Only)

Comments

View report after saving

Cancel Step #7 Save

8. Once the log has been closed again, a revised activity log will be emailed to you, the event coordinator, and the fiscal administrator of your grant