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

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

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

6. 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*)


7. 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.*
8. Enter your vehicle's mileage from the beginning of your shift
9. Change your duty status, if your overtime shift is not being funded by your grant
10. Verify the event details to ensure you are creating a log for the correct event
11. Click the Save icon

12. To return to your list of activity logs, click the Log List link
13. To add a stop, click the Add Stop link
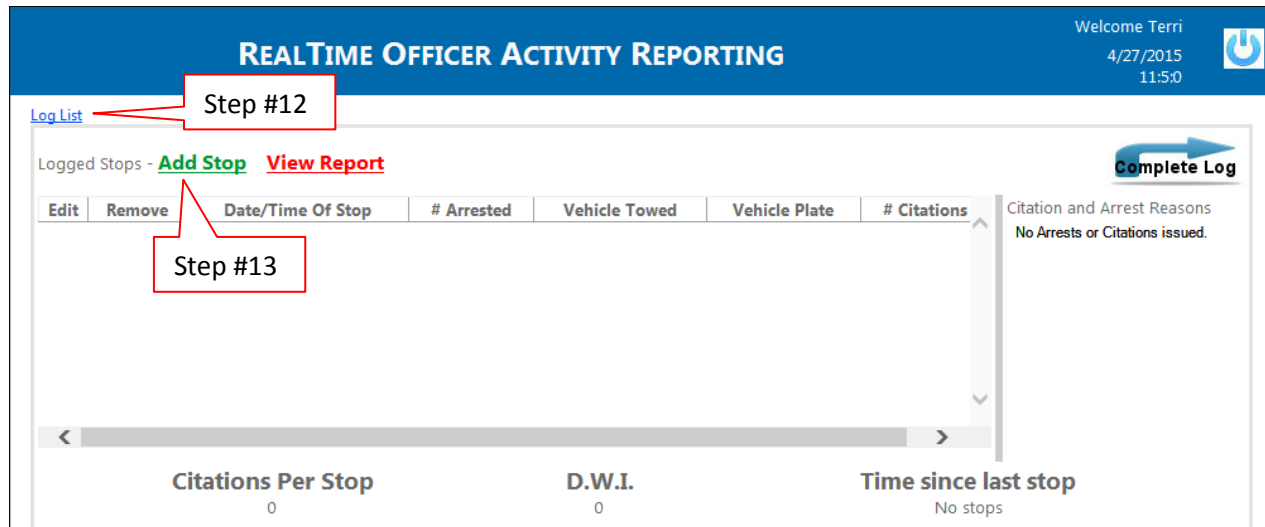
14. Enter the vehicle plate number (enter "noplate" if there is no license plate)
15. Verify the following information (make changes, as needed):
    a. Date and time of the stop (automatically set to the current date and time)
    b. Vehicle type information (automatically listed as a "non-motorcycle")
    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

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

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

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

2. Click the Re-Open Log link

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

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

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

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