How to Upload Police Reports

Informational Sheets

eSCARS

Log Into eSCARS
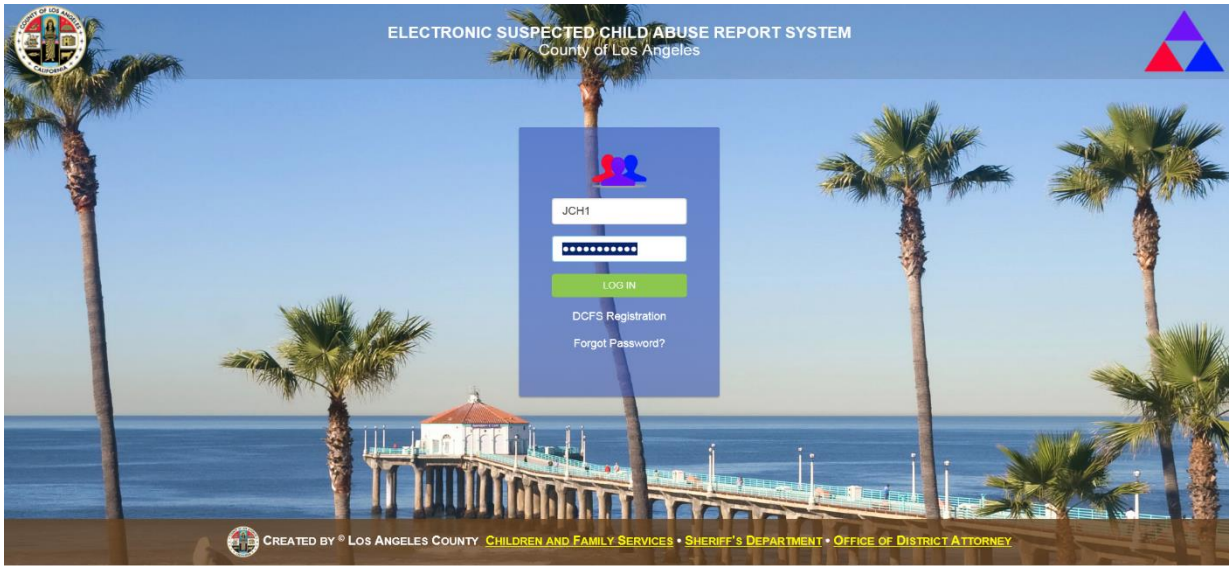
Select a Tile from the Dashboard

Select the SCAR Referral from the Grid

- Click on the Referral Number Hyperlink

Expand the LEA Action on the SCAR Details Page

- click "+" to expand

Police Report Button

- click the Police Report Button

– LEA Action

LEA Name:		LEA Report No:		LEA Status:
El Monte PD\El Monte PD				Unopened

Reroute Status:		Reroute Reason:		Reroute Comment:

[📤 Update] [🔄 Reroute] [▶▶ Forward] [👤 Assign Investigator] [⬆ Police Report]

Forward History

🔍 Filter your search Results...

REQUEST DATE	FORWARD TO LEA	CONTACT PERSON	CONTACT PHONE	CONTACT EMAIL	STATUS	DECISION	FORWARD REQUEST COMMENTS	FORWARD DECISION COMMENTS

No data

Documents

🔍 Search report history...

UPLOAD DATE	FILE NAME	REPORT TITLE	UPLOAD LEA(AGENCY/DEPARTMENT)	UPLOAD PERSON	

No data

Assigned LEA Investigator

FIRST NAME	LAST NAME	PHONE NUMBER	EMAIL	COMMENT

No data

Update Upload Report Window

- Browse your computer and select the file for upload
- Acceptable document types are .jpg, .jpeg, .bmp, .gif, .png, .doc, .docx, and .pdf
- Name the File of the uploaded report
- Click on Upload Button
- See green shaded confirmation message