

### **BASIC CRIME STOPPERS COURSE**

BOARD OF DIRECTORS

OPERATIONAL GUIDELINES

### **OPERATIONAL GUIDELINES**

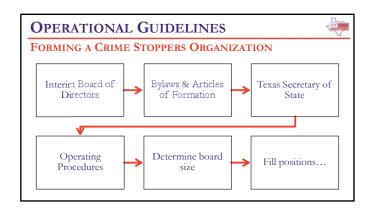


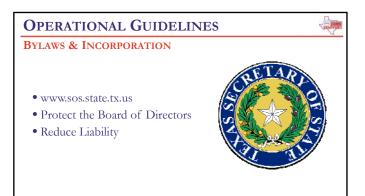
### LEARNING OBJECTIVES

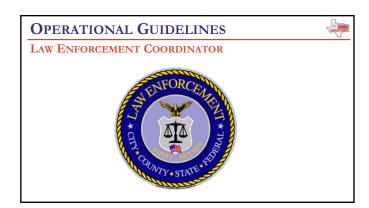
You will be able to:

- Describe the structure of Crime Stoppers.
- Form a Crime Stoppers organization.
- Identify the role of coordinator.
- Identify the role of board members.
- Identify role of executive director.
- Identify telephone answering and questioning techniques.
- Identify issues related to Crime Stoppers reward money.

## OPERATIONAL GUIDELINES ORGANIZATION STRUCTURE Crime Stoppers Organization Media Community Law Enforcement











### STATE CERTIFICATION

- Chapter 414, TX Government Code:
  - Offers court fees to pay rewards to tipsters
  - Offers opportunity to apply for state grants
- §3.9000, Texas Administrative Code
- Purchase Surety bonds when receiving state grants
- Purchase Liability insurance for members

# OPERATIONAL GUIDELINES FUNDING Chamber of Commerce Donations Local Businesses Civic Organizations

### 501(C)(3) TAX EXEMPT STATUS

- IRS Form 1023 -Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.
- •www.irs.gov



### **OPERATIONAL GUIDELINES**



### COORDINATOR'S ROLE

- Day-to-day operations.
- Takes & disseminates tip info, follows-up on the outcome of tips.
- Liaison between board, media & criminal justice system.
- Informs how to handle tips & tip records.

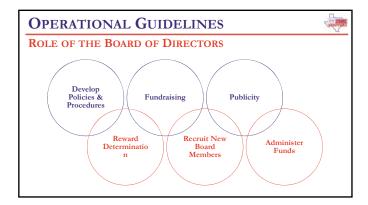
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### **OPERATIONAL GUIDELINES**



### COORDINATOR'S ROLE

- Never place tip record in criminal case jacket!
- Produces crime of the week for local media.
- Keeps board up to date on:
  - Solved cases & reward payment
  - New laws
  - Training opportunities





### ROLE OF THE EXECUTIVE DIRECTOR

- Serves as the organization's administrator and relieves the board and the coordinator of certain responsibilities.
- Can be full or part-time.
- Duties can include:
  - Federal and State reporting requirements
  - Office management
  - Grant writing
  - Media relations

### **OPERATIONAL GUIDELINES**



### REWARD ELIGIBILITY

### The following persons are <u>not eligible</u> for a reward:

- Commissioned law enforcement officer and/or members of her immediate family;
- The crime's perpetrator or co-perpetrator;
- The victim and/or his immediate family;
- The fugitive;
- Law enforcement informants funneled into the organization;
- · Board members, and
- Crime Stoppers staff.

### **OPERATIONAL GUIDELINES** REWARD AMOUNT ELIGIBILITY • The amount of the offered cash reward is discretionary and set by the board. • There is no specified minimum reward. • The board determines the amount paid in each case. (continued) **OPERATIONAL GUIDELINES** REWARD AMOUNT ELIGIBILITY • The reward amount depends on the tipster's importance, nature of the crime, risk to the tipster, and the tipster's importance as a regular source, all as the coordinator details. • The reward paid for information received on selected cases featured in the "Crime of the Week" is paid in the amount advertised.

### **OPERATIONAL GUIDELINES**



### REWARD PAYMENTS

- Payment via drive through bank window
- Code number and/or code word system to follow up on tips
- No distinction between juveniles & adults

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### REWARD PAYMENTS

- Inmates' reward
  - Commissary account
  - Hold reward
- Rewards upon arrest/indictment
- •Misdemeanors or felonies?

### OPERATIONAL GUIDELINES FUNDAMENTAL PHONE TECHNIQUES • Cell Phone vs. Landline • Use caution with cell phones, conversations can be monitored.

### OPERATIONAL GUIDELINES TRAINING CALL-TAKERS • Develop a rapport • Written guidelines • Issues related to caller's identity • Code numbering system • Collect phone calls • Instructions on call back procedure

## OPERATIONAL GUIDELINES SUMMARY Operational Guidelines Policies & Procedures Tips & Rewards Crime Stoppers: Media Community Law Enforcement