




October 2022



**Crime Stopper
Coordinator &
Board Member
Responsibilities**

- **Presented by:**
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- **&**
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Role of Board of Directors

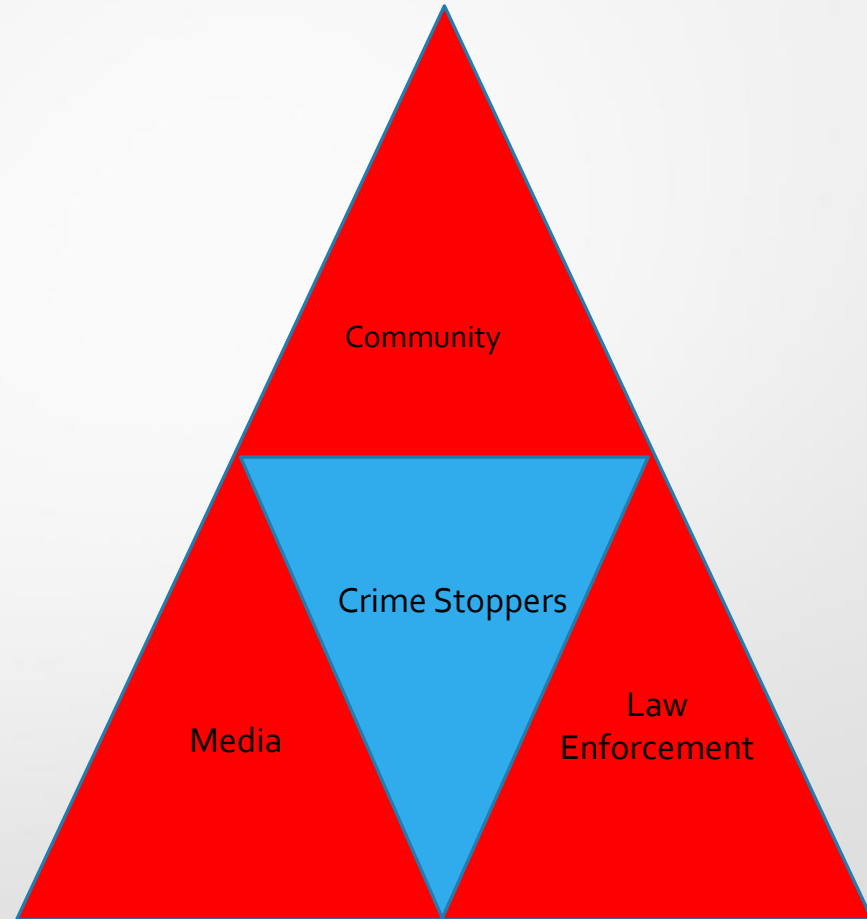
- Creates Policies & Procedures
- Provide oversight for Program
- Raise funds for operations and rewards
- Determine Reward amounts
- Keep business records
- Promote to media
- Develop short- and long-term goals

Makeup of Board of Directors

- Without **dedicated** community members, the program will not exist!
- It is important that the Board reflects the make of the community.
- It is advisable to target individuals that will bring their special talents, abilities, and knowledge to the Board:
 - Banking or accounting
 - Computer knowledge
 - Advertising
 - Communications skill
 - Name recognition in community
 - TV or Radio
 - School administration
 - Attorney? Yes!!
 - But **MOST** of all, individuals that are willing to do the necessary job to operate a CS.

Crime Stoppers 3 Pillars

October 2022



The Triangle of Support

- Support needs to come from Law Enforcement, the Community, and the Media
 - Without the support of the Sheriff and local LE departments, your program and board is doomed to fail!
 - Law Enforcement must embrace the advantages that Crime Stopper organizations can offer. Another tool for LE in their Crime Solving toolbox and no cost to their budgets.
 - Strong Community Support will enable your CS organization to be an active partner to Law Enforcement.
 - All CS organizations need money to make their program successful. It is getting more expensive to operate a CS program. Community support is an important piece of the CS Triangle.
 - Social Media, now being so much apart of our every day lives, makes a great addition to TV and radio media; If they are available in your area. They can be great partners.

Operating Standards for Local CS Organizations

- The program should have a valid certificate of incorporation issued by the state and should operate in accordance with this document.
- File with the state and IRS for tax exempt status.
- The program should be recorded with the IRS as a charitable organization with the ability to issue donation receipts for tax purposes. **If you are not on file with the IRS or not in good standings, you are not able to receive donations of any type. You can check your status by going online to the IRS website.**
- Official by-laws should be established and followed.
- Establish a written standard operating procedures and make a copy available to all Board Members.
- The Board of Directors are the only members of the board that can vote. Law Enforcement are in an advisory position only and therefore do not have a vote. This is done to show separation of CS and LE.

Operating Standards for Local CS Organizations

- The Board must establish a procedure for determine reward amounts, how rewards with be dispended, and record keeping of those rewards.
- Members of the Board should not be involved in the dispending of awards.
- CS organizations should pay rewards for information that lead to an arrest, with no requirement of conviction as a prerequisite for payment
- The Board should be limit rewards to \$1000. Supplemental agreements can be another source to increase rewards. **There has been more discussion about larger rewards starting to be given out by other CS organizations.**
- Establish training for new members as well as on going training, including attending Wisconsin State Crime Stoppers annual training conference or Crime Stoppers USA conference.
- Develop yearly goals, projects, service, fundraising, etc. Continue to monitor those objectives throughout the year.
- Board members should be assigned to committees with a chairperson who is responsible for seeing the objectives are completed. **Can be a very hard task!**

Operating Standards for Local Crime Stopper Organizations

- Board Executives
 - Chairperson or President – The organizational head who runs the meetings and sets the direction of the organization.
 - VP – Must be willing to step in at any time to run organization as needed
 - Secretary – Documentation is very crucial.
 - ❖ Responsible for recording and dispensing Board minutes
 - ❖ Correspondence and letter writing as needed
 - ❖ Keeper of all records, reports, and communications
 - Treasurer – Financially responsible as keeper of financial records and filings
 - ❖ Responsible for reporting to Board on a monthly basis
 - ❖ Responsible for all the monies of the organization – check book, savings, CD's.
 - ❖ Responsible for filing all required tax forms on a local, state, and federal level.
 - ❖ **Annual financial review** of the Treasurer and any other Board Member that handles any monies of the program should be accomplished.

Operating Standards for Local CS Organizations

- Public Image
 - Two important target audiences:
 - ❖ Those who provide anonymous information
 - ❖ Those who provide financial support
 - Develop a marketing plan
 - ❖ Design and change CS logo as needed
 - ❖ Design marketing materials including posters, leaflets, banners etc.
 - ❖ Green Bay Area Crime Stoppers Logo changes over the 30 years



Operating Standards for Local Crime Stopper Organizations

- Maintain Professional & Ethical Standards
 - Ensure compliance with Crime Stoppers operating standards
 - Comply with all federal, state, and local compliance issues including filing of all required annual reports
 - Follow By-Laws and written policies and procedures
 - Be aware of possible Conflicts of Interest of Board Members. Organizations should have a Conflict-of-Interest policy in place
 - Have in place a Whistle Blower Policy
 - Make sure required retention of files, reports, and policies are followed
- Make your CS organization as Transparent as possible
- Productive CS organizations have a strong working relationship with their Coordinator. Without it, the organization can not function.

Crime Stopper Program Coordinator

- Coordinator can be a Law Enforcement advisor or a civilian Board Member
- The duties and responsibilities are the same
- **Without a dedicated individual** at this position the CS organization will not be successful and could open the organization for many problems

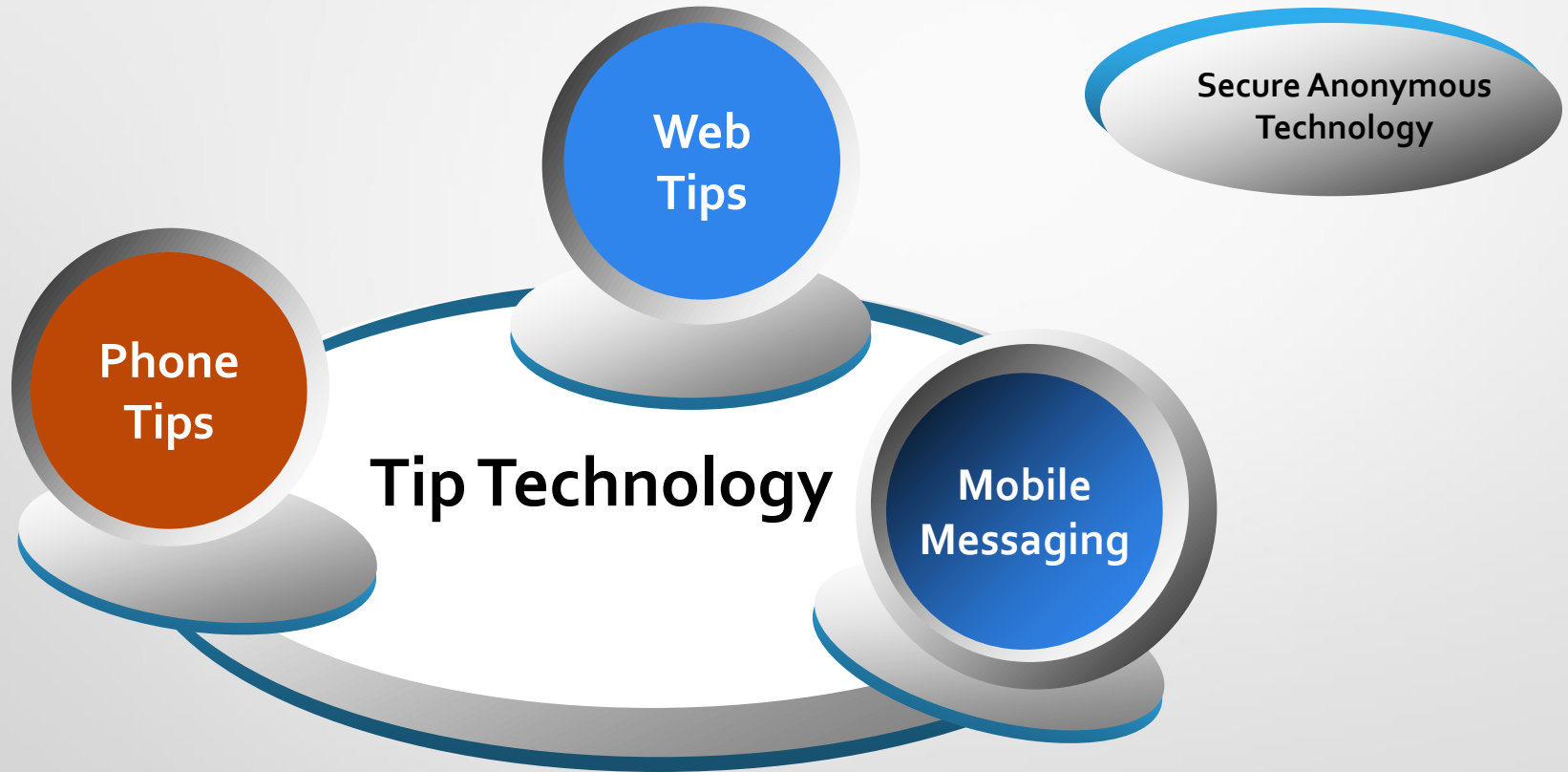
Duties of the Coordinator

- Handling Tips
- Maintaining Accurate Statistics
- Board Reports
- Attend Monthly Crime Stoppers Board Meetings
- Coordinate Payment of Rewards
- Working With Media
- Public Speaking Events

Role of the Coordinator

- Coordinator serves as the significant liaison between the Crime Stoppers Board of Directors, law enforcement agencies, the community and the media
- Civilian Coordinators will have to develop a good working relationship with Law Enforcement and have a knowledge of Law Enforcement procedures and of the law.
- The Coordinator position is the KEY to having a successful program.

How It Works



How It Works

The Anonymous Tip Process:

- Tipster provides information about a crime or criminals to a local Crime Stoppers program
- Tipster should be given a tip code number
- Information sent to the proper law enforcement agency for investigation
- If information leads to arrest, tipster may be eligible for a reward
- Rewards determined by local Crime Stoppers program
- Secret payment processing system with cash payment keeps tipster anonymous

Handling Tips

- Review and coordinate anonymous tips received from the various sources.
- Protect tipsters' anonymity, scrubbing identifiable information, as necessary.
 - Never ask for a tipster's name or other identifying information
 - Calls received should never be handled on a recorded line
- Most Crime Stoppers programs now have a tip management software database program to manage and forward tip information to LE

Handling Tips, Cont'd

- Follow-up on whether the Crime Stoppers tip information closed cases.
 - Helpful to provide a deadline to investigators in receiving information back on the tip. Tipster will be interested in closing of case and possible reward.
- Remember, a Crime Stoppers tip is the property of the local Crime Stoppers program. This information should never be included in a law enforcement case file!

Maintaining Accurate Statistics

- Statistics are one way to identify the success and effectiveness of the Crime Stoppers program.
- Crime Stoppers USA requests:
 - Number of arrests.
 - Number of cases solved.
 - Number of homicides cleared.
 - Total rewards paid.
 - Total illegal narcotics recovered.
 - Total stolen property recovered.

Maintaining Accurate Statistics, Cont'd

- Additional statistics a local Crime Stoppers organization may maintain:
 - Number of tips received.
- Statistics are maintained on a monthly, yearly and cumulative total.
- Statistics play a major role in fund raising and grant requests. Individuals, businesses, and foundations want to know how successful your organization has been before making a donation.

Board Reports

- Statistical Report
 - Provides the statistics by month, year and cumulative for arrests, cases solved, rewards paid, narcotics and property recovered.
- Reward Recommendation Summary.
 - Coordinator provides the board with a report of any closed cases that are recommended for a reward payment.
 - Reward payment can be calculated using a simple reward calculation matrix provided by Crime Stoppers USA, by tip software, or a developed policy by your own CS organization.

Monthly Crime Stoppers Board Meetings

- Coordinator should attend the regular Crime Stoppers board meetings and report to Board as needed in between meetings.
- Advisors/Liaisons from all Law Enforcement departments within the CS organization, are encouraged to attend the monthly meeting. They can supply very important information about a tip, it's conclusion and assist with payment amount of a reward.

Coordinate Payment of Rewards

- Coordinator will facilitate communications as to reward payment (time and location) with tipster.
- Payment of a reward must be in a place the tipster feels comfortable in obtaining the reward.
 - Keeping in mind we are a world of many monitored and recorded cameras everywhere!
- Coordinator or any Board member should never, never handle any reward money!

Training

- It will be the coordinators responsible to train those answering the CS phone, website, and receiving mobile tips.
- Individuals must understand the basic system of how Crime Stoppers work.
 - **Key factor being to keep the tipster's identity anonymous.**
 - Understanding that all tip information is the property of the Crime Stopper organization and **MUST** not be placed into any case or report file.
 - Training Detectives and Patrol Officers on the basic concepts of Crime Stoppers, as well as department administration.

Working With Media and Public

- Will be visible and one of the spokespersons for the program
- Coordinate news and media releases for the program as necessary
- Be available to handle inquiries regarding the operation of the program
- Work with other programs in the community to promote a positive relationship for CS
- Work with other CS programs on a state and national level

Working With Media

- Selects crimes to be promoted for the media (Crime of the Week / Most Wanted)
 - Usually focused on most serious crimes at an investigative dead end.
 - Seek assistance of law enforcement investigators.
 - Coordinator writes the news release, and in some cases, works with local television for a reenactment.
 - Doing a voiceover for radio stations and writing press releases for radio news agencies.
- Coordinator may be called upon to do Public Service Announcements.

Public Speaking Events

- Coordinator may present information on the organization to various local business clubs within the community for awareness and potential donations.
 - Such as Rotary, Lions, Optimists, Kiwanis, Neighborhood Assn's.
- More recently, Coordinators have been requested to speak in schools, particularly if there is a Scholastic Crime Stoppers program in the community.
- Recommended to have at least two members from organization participate in speaking events (Coordinator & Board Member) when possible



Questions??