



**Crime Stoppers USA**  
**Campus Crime Stoppers**

**OPERATIONAL MANUAL**  
**2015**

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## **PREFACE**

Crime affects everyone, both in the quality of life we lead, and the rising financial cost of living. It takes all of us working together, regardless of age or occupation, to bring those who selfishly break laws at everyone else's expense, to justice. Schools today are targets of crime as much as any part of the community. Because of this, students have both a role and responsibility to help make their schools safe.

Campus Crime Stoppers {also known as Student Crime Stoppers, Scholastic Crime Stoppers, School Crime Stoppers, Fast 50} is a program that involves the students, school administration and staff and law enforcement in the reduction and prevention of crime on and around school property. It offers anonymity and rewards to students who furnish information leading to an arrest or disciplinary action against offenders. Students can report incidents such as drugs, weapons, threats of violence, theft, bullying, underage drinking parties, drug/tobacco/alcohol use, vandalism, intimidation, any violation of the school conduct code. The anonymity offered by Crime Stoppers overcomes the fear students have of coming forward with information because they can do so anonymously and the offer of rewards helps to conquer apathy.

Campus Crime Stoppers does work. Students have a vital interest in contributing to the safety of their school and community. Across North America, Campus Crime Stoppers has proven to be a cost-effective and efficient crime prevention tool, and is a program that promotes school spirit and a positive campus image to students. The program can also provide the school with benefits which ultimately affects the entire community, by:

- Providing tips that can keep guns and drugs off campus.
- Providing information that can reduce drugs and violence in our neighborhoods.
- Providing tips that lead to the recovery of stolen property.
- Reducing peer pressure, bullying and harassment.
- Reducing the number of hours and costs associated with investigations.
- Providing a resource for students to submit information anonymously, eliminating the students having to fear retaliation.
- Empowering students with "ownership of their school.
- Creating a closer relationship among students, administration and staff, parents and law enforcement.

Crime Stoppers USA has reviewed many school violence prevention programs and models and has developed this Campus Crime Stoppers Program which incorporates the best practices and procedures of campus programs from all over the country. Of utmost importance is the promise of anonymity of each student. Anonymity is the leading factor helping individuals set aside their fear of reprisal in providing information about crimes or criminals and overcoming the 'No Snitch' mantra prevalent in our schools today. Anonymity of each student is essential in order for the program to succeed.

## **HOW IT WORKS**

Campus Crime Stoppers allows elementary through high school students the opportunity to provide anonymous tips in order to help school administration and local law enforcement solve crimes. It is not recommended to offer rewards in the elementary schools however, most Campus Crime Stoppers Programs across the country offer rewards to middle and high school students for information leading to those violating their school conduct codes. Monetary rewards range from \$25 - \$500 if the tip proves instrumental in solving or preventing a crime. Campus Crime Stoppers promotes school spirit, pride and responsibility and allows students to take action against victimization and crime in their schools.

## **GETTING STARTED**

Campus Crime Stoppers takes many forms, but all adhere to the basic Crime Stoppers philosophy. In some schools, the school administration and the Crime Stoppers coordinator in their community simply choose to promote the local (adult) Crime Stoppers program within the schools, encouraging students to use the established Crime Stoppers telephone number to report incidents of crime on campus or in their community. Other schools, that don't have a local Crime Stoppers Program, may establish an "independent campus program." They would need to establish their own organization, set up by-laws, secure non-profit corporation 501c(3) status, designate a board of directors, develop a reporting system, a reward system and facilitate the forwarding of appropriate tips to a designated school administrator and a local police department in the event of serious crime occurring on school grounds.

No matter what the form of your program, there are several essential elements to starting a Campus Crime Stoppers. These include:

- Support from the principal/assistant principal, faculty, and the student body
- Support of the local law enforcement agencies
- Establishing a means of reporting crimes and giving anonymous tips within the school be it by phone, web and/or text message.
- Publicizing and providing continued program awareness and promotion on the school campus to faculty and students.
- Establishing a reward fund and securing "seed" money to get started.

To establish a successful program, it is important to develop guidelines so the focus of the program is understood.

### **Develop a Statement of Purpose - Why Campus Crime Stoppers?**

- To encourage and assist students in "taking charge" of their school environment, and contributing in a positive way toward making their schools crime-free.
- To promote school spirit, pride and responsibility and to foster campus safety.
- To provide a safe place where all students feel free to "take action" and provide information about crimes committed.
- To create the awareness that students have a responsibility to report all criminal acts by others to the proper authorities.
- To reduce criminal acts and victimization on or near school property.
- To identify activity and behaviors that are in clear violation of the district's Code of Conduct.

- To utilize new technology and establish a reporting program that promises anonymity.

### **Develop Program Objectives- What should the organization accomplish?**

- Empower youth to know it is okay to tell...in fact it is vital
- Be proactive against crime and keep the school campus crime free.
- Educate the student body about different types of crime and how to stay safe (i.e. travelling, Internet, home, jogging/walking, ID theft, etc.)
- Make the student body aware of the importance of reducing alcohol, tobacco, and drug use and/or sales on school property.
- Reduce the number of crimes committed on school property.
- Reduce the occurrence of vandalism and theft of school and personal property.
- Maintain a good working relationship with local law enforcement officials.
- Keep the school a safe and rewarding place for all students to learn.
- Develop and maintain a sense of trust and dignity for faculty and students.

### **Reporting Tips**

There are three primary methods for students to report information about a particular crime and ***remain completely anonymous and confidential***. (The three numbers given in paragraph 1, 2 & 3 are CSUSA's numbers community members can use to report their information about crime and are just being used in this section as an example).

1. The student may call the Crime Stoppers hotline at **1-800-222-TIPS**. Calls are answered by a live call-taker 24/7. There is no caller ID and calls are NOT recorded. Tipsters will be issued a tip code number, which will be used in all future communication. This tip number ensures anonymity, helps track information, and is used in collecting rewards.
2. The student may also submit a mobile tip via their smartphone through either Tipsoft or P3 tip management software systems. This process will allow a two-way conversation with the Crime Stoppers Call Center through a systematic means of scrubbing identifying information from servers based in Canada. This will ensure anonymity for the student tipsters. The process allows the tipsters to give various details about the crime that occurred and suspect information through an interactive conversation with the Call Center.
3. The student may also submit a tip online through the Crime Stoppers website at [www.crimestoppersusa.com](http://www.crimestoppersusa.com). **Tipsoft and P3 are tip management software programs which are utilized by Crime Stoppers organizations.** The student may click on "Submit a Tip", which will open to a form on a new screen. The form prompts the student to give various details about the crime that occurred and suspect information. When the form is complete, the student clicks on "Submit" and is given a confirmation (tip) number, which will be used in all future communication, and the phone number to call and check status and/or collect a reward.

### **Tip Distribution and Tracking Procedure**

The participating school must provide a "live" contact person to Campus Crime Stoppers so tip information can be passed to the schools in a timely manner. (Campus Crime Stoppers does not allow leaving tip information on a voice mail recording). When a tip is received, the information will be faxed, emailed or called into the school, depending on the school administrator's preference and the urgency of the tip. The school resource officer and/or administrator will handle the investigation including the detection of suspects, recovering stolen property, weapons or drugs, and assessing disciplinary action for violation of the offenses listed in the student handbook. The decision for police intervention will be left to the involved school.

### **Investigation and Disposition of Tip Information**

When following up on a Campus Crime Stoppers tip, school administrators should NEVER tell the students they are being searched because of a tip. The accused students and/or their closest friends could intimidate classmates by demanding to see their cell phones to determine who called in the tip. If you must tell a parent about the tip, please do so in private and after the parent has custody of the child.

School administrators must be the ones that search a student's locker or their possessions because they do not need a warrant to do so. Police are unable to search without a warrant so police are called in after contraband has been seized or if it is determined that a student has been involved in a crime at school.

Accompanying the tip information sent in each email will be a Tip Disposition Return Sheet. **When the investigation is complete, whether or not it leads to an arrest or disciplinary action, the sheet MUST be returned to the Crime Stoppers Coordinator in the school or district.** The information on the Disposition Sheet will be used to close tips that were not useful as well as determine the reward for tips that lead to an arrest or disciplinary action. Returning the information in a timely manner will preserve the integrity of the program. Campus Crime Stoppers will not be able to pay the student without this information

### **Reward Payment Procedure**

Offering rewards is not a requirement for a Campus Crime Stoppers Program. Some Crime Stoppers Programs or School Districts may decide that they would just rather give students an anonymous way to report crime in their schools without offering rewards especially if funding is not available. There will however be many Crime Stoppers Programs that will take on this Campus Crime Stoppers initiative and will want to model it like their own program where rewards are paid for crime-solving information. So Campus Programs offering rewards will use the procedure listed below.

1. In the event of the recovery of property, weapons or drugs at a school or if a student is found in violation of their school conduct code, the tipster is eligible to claim a reward. When calling to claim the reward, the tipster must be able to identify themselves by providing the correct identification tip number used at the time the tip was received. Arrangements for the method of payment will be upon mutual agreement with the tipster and the Campus Crime Stoppers Coordinator. Safety for both parties involved will be the primary factor taken into consideration for payment.

2. The tipster will never be required to give any form of identification, except the tip number that was assigned by the call center. The student tipster will receive cash.

## **PUBLICITY**

The success of a Campus Crime Stoppers program depends directly upon the support of the school administration. The more encouragement and publicity the administration gives the program, the more successful the program on each campus is likely to be. Not only is it essential to make your student body aware of what type of information to report, where and how to report and that it is "safe" to tell, but also to let your campus know of incidents that have happened, so that if someone on campus has information to help solve the incident they can give a tip.

Promotion is an area of your program where students can get very creative. They will come up with the most imaginative ways to get their peers' attention. Students could:

- Make announcements, such as the "Crime of the Week" or a public service announcement (PSA).
- Produce a video about Campus Crime Stoppers.
- Create posters to hang around campus that advertise the program, the hotline number, and that it is all ANONYMOUS.
- Man a booth during enrollment, orientation, etc. Perhaps a student group would take that on.
- Write articles for the student newspaper and parent newsletters.
- Perform a skit at an all-school assembly.

## **ROLES & RESPONSIBILITIES**

This program is operated in partnership your local Crime Stoppers Program, school administrators, and school resource officers. If Campus Crime Stoppers is operated under the umbrella of a local Crime Stoppers program, that Crime Stoppers Program is responsible for handling the hotline, text messaging, website, monthly statistical reports to each campus upon request, assisting with advertising campaigns, program oversight, funding and authorization and payment of rewards.

If there is no local Crime Stoppers Program in your area, then the school or school district can establish a Campus Crime Stoppers program where Crime Stoppers USA, Inc. will provide sample of posters, of Public Service Announcements and of training videos along with contact information to a call center to take tips, providing that the school or district raises the funds and follows guidelines to pay rewards to tipsters through an accepted Crime Stoppers method.

## ***Campus Crime Stoppers Middle and High School Program***

The program specifics have been spelled out in this manual. This is just a quick reference on what is required to get Campus Crime Stoppers started in your Middle and High Schools.

### **Step 1: Explain Campus Crime Stoppers to school district administrators**

- Present materials explaining the program to Principals and other school personnel, i.e. School Resource Officers, Counselors, and Liaisons, to educate groups about Campus Crime Stoppers.
- School District must assign specific school liaison who should be available daily as needed to work with their local Crime Stoppers Program or the governing body of this campus initiative.
- CSUSA will provide materials: Introductory letter, MOU (required) Planning Form, and Campus Crime Stoppers Brochure. MOU must be signed by school administrators before Crime Stoppers activates Campus Crime Stoppers. MOU defines Crime Stoppers role at school as well as the school's partnership with Crime Stoppers.
- Define Crime Stoppers process through a power point presentation showcasing Campus Crime Stoppers tips Hotline process.
- Provide guidelines on paper for Campus Crime Stoppers.
- Rewards are paid for tips received that lead to an arrest, prevention of a planned crime, or removal of weapons, drugs and other contraband from school property. Rewards can be in the form of cash or gift cards. Some schools/Crime Stoppers Programs may choose not to offer rewards.
- Campus Crime Stoppers operates free of charge with all partner schools.
- All information and tips received must be kept confidential.
- Partner schools should designate a private phone area for tips to be made if needed by students and school personnel.
- Partner schools will agree to promote Campus Crime Stoppers on campus by adding our link to the school's website, adding an excerpt in student handbook, announcing Campus Crime Stoppers to parents/guardians.

### **Step 2: Free marketing materials to partner schools may include:**

- Posters including Hotline Number – to be placed in classrooms and hallways
- Metal Stop Sign including Hotline Number – to be placed outside of school
- Pencils with Campus Crime Stoppers Hotline contact number – to be given to students
- Campus Crime Stoppers Hotline PSA – given via web link or disc, to be showcased on school's TV monitors, smart boards or other media outlet
- *Crime Stoppers USA is currently working on creating educational videos for specific training.*

### **Step 3: Partner schools should present Campus Crime Stoppers Program to student body**

- Present overview of Crime Stoppers USA and Campus Crime Stoppers Hotline process
- Counselors and/or school liaison/law enforcement officer will present specific topics requested by school administration. Age specific topics include Bullying and Cyber Bullying, Conflict Resolution, Drugs and Alcohol, Violence Prevention and Stranger Danger with or without a PowerPoint presentation.
- Distribute marketing materials which may include pencils, bookmarks, stickers, etc.



## **Crime Stoppers USA's Elementary Campus Program**

It is very important that there be a mechanism for our youth to report information about crime to make their world, their school, their neighborhood a safe place. Training our young people to do this must start at an early age so Crime Stoppers USA has developed a Campus Crime Stoppers Program that starts in the elementary schools. Young students in grades K-5 need to learn that it is ok to stand up for their friends, to tell a trusted adult about someone bothering them, to understand that the internet is not always a safe place, to learn about stranger danger.

The Elementary Campus Crime Stoppers Program teaches our young about crime prevention and explains to them who can be trusted, who exactly strangers are and how to get in touch with people that can help them.

Crime Stoppers USA envisions doing this by developing lesson plans on bullying, personal safety, stranger danger and the like. Also volunteer readers could go into the elementary schools and read age appropriate books to the students that reinforce the Crime Stoppers message.

Additionally, if high school students such as the student council, law enforcement classes, the honor society club, get involved, they could put on skits that would be watched by the elementary students and would educate them on a variety of topics. Below are some examples on how these presentations could look:

The coordinator explains to the students how Crime Stoppers works to keep their school, playground and neighborhood safe. The students are deputized by a police officer that would carry a toy cell phone in his holster instead of a gun, making the point that a call is just as effective as a gun to stop crime. The students get paper badges that are adhesive backed. The Coordinator explains how students can help stop crime by being the eyes and ears for Crime Stoppers. The Hotline number is prominently displayed and repeated by the coordinator throughout the presentation. During the skits the Coordinator repeatedly asks the students to call out the Hotline number. Students are told to ask their parents to call Crime Stoppers if the students or parents see any crimes committed at school or after school if students don't want to tell their teachers or another adult at school.

**Skit 1:** A student watches another student stealing something from a backpack and quietly asking to speak to the teacher outside the class room. One high school student acts as teacher and another student as the tipster, with one acting as the suspect and multiple students sitting in a classroom, using borrowed elementary school desks on the cafeteria or auditorium stage.

**Skit 2:** A man in a car calls out to a girl asking her to help find his puppy, or asking her if she wants candy, or asking her if she needs a ride. (High school students draw a cardboard convertible while the student who pretends to be the driver sits on an elementary school chair. Elementary school students are asked to volunteer to be the child walking home.) The coordinator has already explained to the elementary school student audience what to do in case of a stranger approaching them: run in the opposite direction, scream as loud as you can words like Get Away! I don't know you! Run towards a house with people outside.

Skit 3: one student watches another on the school ground vandalizing/writing graffiti on school property and quietly tells a janitor, the teacher or the principal. (High school students write graffiti on poster paper taped to the gym or cafeteria wall.)

Skit 4: Students are playing tag at recess and one stops to pick up a balloon (condom) or syringe from the playground. Another student says “No, that’s dirty.” A toy syringe and a balloon are used as props. The coordinator explains that students should never touch needles or weapons on school property or near the campus but instead to tell an adult.

In the end, Crime Stoppers USA believes that educating our elementary students on how to keep safe is the way to go with our Campus Initiative. We do not believe it is necessary to pay rewards to elementary students since they will have a difficult time making an anonymous call to Crime Stoppers. However, if they do, the program running the Campus Program can decide to pay a reward if they so choose.

### **LAUNCHING A CAMPUS CRIME STOPPERS PROGRAM**

#### **Coordinator/adult board member must:**

- Go to PTA groups, Booster groups, and other school groups to explain this campus initiative
- Develop a dynamic and interesting web site
- Have age appropriate marketing materials
- Meet with school administrators to tell them about this program
- Have the school sign a MOU with Crime Stoppers or whoever else is running the campus program in that area
- Make presentations in the school and in the community

#### **Talking points when meeting with school administrators:**

- Campus Crime Stoppers operates free of charge to all partner schools. List of partner schools should be shared with schools throughout the district.
- Campus Crime Stoppers will not market school specific incidences to the general public. All information and tips received are kept confidential.
- Partner schools should designate a private phone area for tips to be made if needed by students and school personnel.
- Partner schools will agree to promote Campus Crime Stoppers on campus by adding our link to the school’s website, adding an excerpt in student handbook, announcing Campus Crime Stoppers to parents/guardians and/or inviting Crime Stoppers representatives to speak during a staff meeting.

## **RECORDS**

All Crime Stoppers records MUST be maintained separately from school records. The Crime Stoppers tip information may NOT be included in any case file. The school resource officer and/or administrator may keep copies of the Crime Stoppers tip reports for three (3) months and then the documents must be shredded.

## **PUBLICIZING THE SUCCESS OF THE PROGRAM**

Advertise the program successes to students and parents through the school newspaper, flyers, or a newsletter. Utilize school public address systems to announce the prevention or solving of an incident during daily announcements and utilize community resources to accomplish this, ensuring continued participation and support. The more notice a program receives, the more successful a program becomes.

When publicizing successes to the media, never mention the school where the crime or incident took place. Always speak in generalities as the administrators may stop using Campus Crime Stoppers if their specific school is mentioned in the media having trouble with students committing crimes on their campuses.

## **FUNDING**

If the Campus Crime Stoppers Program is a part of an existing community Crime Stoppers Program, that local program will be responsible for paying tip rewards through funds received from the various fundraising events as well as public and private donations.

If the Campus Crime Stoppers program is operating as a stand-alone organization then they must raise the funds they need to pay rewards and to market the program. Fundraisers are an optional activity for each school. The money raised could be used to help promote and publicize the program on campus. All fundraising activities shall comply with school standards and guidelines.

## **FREQUENTLY ASKED QUESTIONS**

### **What is a Crime Stoppers tip?**

Crime Stoppers tips include information reported anonymously about preventing a crime, unsolved crimes, drugs, theft, vandalism, graffiti, and possession of weapons. Only tips received through the Crime Stoppers hotline, text messaging or Crime Stoppers website are eligible for Crime Stoppers rewards.

### **What is NOT a Crime Stoppers tip?**

Campus Crime Stoppers is not a substitute for the 9-1-1 emergency system. In the event of an emergency, students are encouraged to contact a school administrator or the school resource officer immediately! This is considered a “civic duty” and will not be eligible for a reward since the identity of the informant is initially revealed. Information received in person, through face-to-face communication, or where an informant makes his or her identity known is not eligible for a Campus Crime Stoppers reward.

### **How may a student report a tip on campus?**

If a student approaches a school administrator, staff member or officer and would like to provide a Campus Crime Stoppers tip, it is suggested that the student be allowed a private area – such as an office, the library, etc. to use the phone or a computer to report the information to Crime Stoppers. The school administrator, staff member, or officer should give the student privacy to report the information, so they will not be liable or subpoenaed to court in the future to divulge the student’s identity and the information provided.

### **What if a student reports the tip information initially to a school administrator instead of contacting Crime Stoppers?**

Only tips received through the Crime Stoppers hotline or website will be eligible to receive a Crime Stoppers reward. All tips reported through face-to-face contact are considered a “civic duty” and will not be eligible for a Crime Stoppers reward because the tipster’s identity is known.

### **How much does it cost each school to participate?**

Nothing!! There is no fee to participate in Campus Crime Stoppers. The only requirement is to sign the MOU, publicize the program on campus with posters and other promotional materials and designate an individual to follow up on each tip.

**Sample letter that could be sent to parents announcing Campus Crime Stoppers and the partnership with the school.**

Dear Parents,

A thriving and vibrant community must be a safe community. Since 1976, Crime Stoppers has helped keep our neighborhoods and business districts safe by taking violent criminals off the streets. In the last five years, tips to Crime Stoppers have helped police arrest nearly xxx criminals in the xxx metropolitan area. Crime Stoppers provides a safe and anonymous way for people to report crime without fear of retribution or retaliation. It's one of the most important tools police have.

Because crime can leave a profound mark on our youth, school safety has become an emotional issue that has come to the forefront of national and local public sentiment. Following the success and design of Crime Stoppers, we are instituting a Campus Crime Stoppers program and are very excited that your school has decided to partner with us to stop, solve and prevent crime from occurring on school grounds.

Campus Crime Stoppers allows students to take an active role in keeping their school a safe place to learn and socialize. The program encourages students to anonymously call the tip line at xxx or give tips via the web at xxx to report instances of weapons, drugs, vandalism, threats and theft that are occurring or about to occur on school grounds. That information is immediately sent to the involved school where school administrators can follow up. If the Campus Crime Stoppers tip leads to the recovery of contraband, clears up or prevents vandalism or some other illegal activity, the tipster is eligible for a reward. The purpose of Campus Crime Stoppers is to allow teenagers to feel comfortable reporting information about crime to Campus Crime Stoppers and we want them to know that their identity will not be revealed. The promise of anonymity is the hallmark of Crime Stoppers and has made Crime Stoppers the most successful crime prevention/solution program in the world.

We would greatly appreciate it if you could discuss Campus Crime Stoppers with your child and his/her educators.

Sincerely,

## Memorandum of Understanding

Crime Stoppers USA

And

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This Memorandum of Understanding (the Memorandum) is made on this \_\_\_\_\_, 201\_\_\_\_, by and between Crime Stoppers of the United States of America, Inc., a tax-exempt corporation registered in Delaware and domiciled at 207 North 2nd Street, Muskogee, Oklahoma 74401, hereinafter referred to as Crime Stoppers USA and \_\_\_\_\_, of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ hereinafter referred to as Program for the purpose of achieving the various aims and objectives relating to the establishment of a Campus ~~Scholastic~~ Crime Stoppers (the **Project**).

WHEREAS Crime Stoppers USA and \_\_\_\_\_ desire to enter into an agreement in which Crime Stoppers USA and \_\_\_\_\_ will work together to complete the Project;

AND WHEREAS Crime Stoppers USA and \_\_\_\_\_ are desirous to enter into a Memorandum of Understanding between them, setting out the working arrangements that each of the partners agree are necessary to complete the Project;

### Purpose

The purpose of this Memorandum is to provide the framework for any future binding contract regarding the Campus Crime Stoppers between Crime Stoppers USA and \_\_\_\_\_. CRIME STOPPERS, USA has developed a Campus Crime Stoppers Program where students can call Campus Crime Stoppers with information to solve or prevent crime from occurring at their school or on school property. (For the purposes of this program, school property shall include buildings, grounds, vehicles or any area under direct control of the school.) If that student tipster's information leads to another student who is in violation of their school conduct code (or is arrested for a felony/misdemeanor crime), that the tipster may receive a reward. Crimes like drugs, weapons, vandalism, threats, theft, gang activity, larceny, bullying, arson, sexting, assault are just some of the crimes that could possibly be called into the tip line.

### Obligations of the Partners

The Partners acknowledge that no contractual relationship is created between them by this Memorandum, but agree to work together in the true spirit of partnership to ensure that there is a united visible and responsive leadership of the Project and to demonstrate financial, administrative and managerial commitment to the Project by means of the following individual services.

### Cooperation

The activities and services for the Project shall include, but not limited to:

1. Services to be rendered by Crime Stoppers USA in conjunction with Program include:
  - a. Develop a Campus Crime Stoppers Program to solve and prevent crimes which may include possession of drugs, weapons, vandalism, threats, theft, gang activity, larceny, bullying, arson, sexting, assault or other serious offenses that are in violation of the school conduct code. It is the goal of CRIME STOPPERS USA to encourage local Crime Stoppers Programs to offer Campus Crime Stoppers as one of their community programs.
  - b. Provide the use of the Campus Crime Stoppers anonymous tip lines (if Program is not willing to receive the tips) to take tips by phone, web and text messaging. Students are promised anonymity, i.e. their identity will not be known thus will never be revealed if they contact Campus Crime Stoppers to provide information about the crimes listed in 1.a occurring in their school or on school property.
  - c. When students tipsters submit anonymous information to the Campus Crime Stoppers they must give the operator the name of the suspect, the name and location of the school, and a description of the crime. The operator will give the student tipster a unique ID code number and will not ask for a name. The student tipster should save their ID code number to see if the tip earned a reward. The ID code number is needed to claim any reward.
  - d. Campus Crime Stoppers will then immediately send the anonymous tip information to designated school administrators and/or school law enforcement personnel for appropriate action.
  - e. Campus Crime Stoppers will not market school specific incidences to the general public. All information and tips received are kept confidential.
  - f. Design promotional materials, signage, and training for the schools to print and distribute.
  - g. Provide orientation and online training materials regarding ~~on~~ Campus Crime Stoppers
  - h. Assist with determining whether to use rewards as an incentive to students who report information through Campus Crime Stoppers that results in a student found by school administrators in violation of the school conduct code for crimes as outlined in section 1 a.
2. Program agrees to:
  - a. Participate in this comprehensive multi-agency CRIME STOPPERS Campus Crime Stoppers Program to solve and prevent crime from occurring at their school or on school property. For the purposes of this program, school property shall

include buildings, grounds, vehicles or any area under direct control of the school. If that student tipster's information leads to another student in violation of their school conduct code (or arrest for misdemeanor/felony crime), that student tipster will receive a reward. Crimes like drugs, weapons, vandalism, threats, theft, gang activity, larceny, bullying, arson, sexting, assault are just some of the crimes that could possibly be called into the tip line.

- b. The participating school must provide a "live" contact person to Campus Crime Stoppers so information can be passed to the schools in a timely manner. When a tip is received by Crime Stoppers, the information will be communicated in a secure encrypted method acceptable to all parties to the designated liaison with a process including verification of tip receipt. The decision for police intervention will be left to the involved school. The Campus Crime Stoppers contact person at the school will be responsible for informing the Crime Stoppers USA Designated Contact, in a timely manner, of the action and disposition of the tip.
- c. Protect the caller's identity/anonymity by following the unique Campus Crime Stoppers system which assigns a code number to each caller as set by the parent CRIME STOPPERS, USA program.
- d. Provide a liaison at each participating school to be responsible for assistance in the following:
  - i. Provide appropriate time and facilities for all students, school personnel, and security/law enforcement agency personnel at all middle school and high school campuses to attend (video) orientation and training on Campus Crime Stoppers.
  - ii. Accept, print and distribute, or allow CRIME STOPPERS USA ~~(or local)~~ to distribute, program promotional materials including a link on school website to the Crime Stoppers tip portal, information sent to parents on the program and training videos for district-wide distribution. Program and school has the right to review all materials prior to distribution or posting.
  - iii. Partner schools will agree to promote Campus Crime Stoppers by adding the link, or local Crime Stoppers link, to the school's website, adding an excerpt in student handbook, announcing Campus Crime Stoppers to parents/guardians and/or inviting us to speak during a staff meeting. Promote Campus Crime Stoppers through timely announcements over the public address system, at Parent-Teacher Organization/Association meetings, and in materials sent home for parent review, as well as by posting program fliers on school campuses. Program/school has the right to review all materials prior to their distribution or posting.



- iv. A participating Campus Crime Stoppers Program may decide to offer rewards in the event of the recovery of property at a school or a student is found in violation of the school conduct code or arrested for a felony/misdemeanor crime.
- v. Partner schools should designate a private phone area for tips to be made if needed by students and school personnel.

### **Communication Strategy**

Marketing of the vision and any media or other public relations contact should always be consistent with the aims of the Project and only undertaken with the express agreement of both parties. Where it does not breach any confidentiality protocols, a spirit of open and transparent communication should be adhered to. Co-coordinated communications should be made with external organizations to elicit their support and further the aims of the Project.

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No liability will arise or be assumed between the Partners as a result of this Memorandum.

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In the event of a dispute between the Partners in the negotiation of the final binding contract relating to this Project, a dispute resolution group will convene consisting of the Chief Executives of each of the Partners together with one other person independent of the Partners appointed by the Chief Executives. The dispute resolution group may receive for consideration any information it thinks fit concerning the dispute. The Partners agree that a decision of the dispute resolution group will be final. In the event the dispute resolution group is unable to make a compromise and reach a final decision, it is understood that neither party is obligated to enter into any binding contract to complete the Project.

### **Term**

The arrangements made by the Partners by this Memorandum shall remain in place from the date first written above until \_\_\_\_\_. The term can be extended only by agreement of all of the Partners.

### **Termination:**

This Memorandum of Understanding may be terminated prior to the expiration of the term hereof as follows:

1. By mutual written Memorandum of Understanding of the parties:
2. By either party, with or without cause, upon thirty (30) days prior written notice to the other party.

### **Notice**

Any notice or communication required or permitted under this Memorandum shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the

address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

### **Governing Law**

This Memorandum shall be construed in accordance with the laws of the State of Delaware.

### **Assignment**

Neither party may assign or transfer the responsibilities or agreement made herein without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

### **Amendment**

This Memorandum may be amended or supplemented in writing, if the writing is signed by the party obligated under this Memorandum.

### **Severability**

If any provision of this Memorandum is found to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Memorandum is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

### **Prior Memorandum Superseded**

This Memorandum constitutes the entire Memorandum between the parties relating to this subject matter and supersedes all prior or simultaneous representations, discussions, negotiations, and Memorandums, whether written or oral.

### **Understanding**

It is mutually agreed upon and understood by and among the Partners of this Memorandum that:

- a. Each Partner will work together in a coordinated fashion for the fulfillment of the Project.
- b. In no way does this agreement restrict involved Partners from participating in similar agreements with other public or private agencies, organizations, and individuals.
- c. To the extent possible, each Partner will participate in the development of the Project.
- d. Nothing in this memorandum shall obligate any Partner to the transfer of funds. Any endeavor involving reimbursement or contribution of funds between the Partners of this Memorandum will be handled in accordance with applicable laws, regulations, and procedures. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the Partners involved and shall be independently authorized by appropriate statutory authority. This Memorandum does not provide such authority.

- e. This Memorandum is not intended to and does not create any right, benefit, or trust responsibility.
- f. This Memorandum will be effective upon the signature of both Partners.

The following Partners support the goals and objectives of the Campus Crime Stoppers:

**Signatories**

This Agreement shall be signed on behalf of Crime Stoppers of the United States of America, Inc. by John Lamb, Chairman, and on behalf of \_\_\_\_\_ by \_\_\_\_\_.  
This Agreement shall be effective as of the date first written above.

\_\_\_\_\_  
Crime Stoppers of the United States of America, Inc.  
By John Lamb, Its Chairman

\_\_\_\_\_  
\_\_\_\_\_  
By \_\_\_\_\_, Its \_\_\_\_\_

# Memorandum of Understanding

## Crime Stoppers USA

And

## School System

This Memorandum of Understanding (the Memorandum) is made on this \_\_\_\_\_, 201\_\_\_\_, by and between Crime Stoppers of the United States of America, Inc., a tax-exempt corporation registered in Delaware and domiciled at 207 North 2nd Street, Muskogee, Oklahoma 74401, hereinafter referred to as Crime Stoppers USA and \_\_\_\_\_, of \_\_\_\_\_, of \_\_\_\_\_, Oklahoma.

hereinafter referred to as School for the purpose of achieving the various aims and objectives relating to the Campus Crime Stoppers (the Project).

WHEREAS Crime Stoppers USA and \_\_\_\_\_ desire to enter into an agreement in which Crime Stoppers USA and \_\_\_\_\_ will work together to complete the Project;

AND WHEREAS Crime Stoppers USA and \_\_\_\_\_ are desirous to enter into a Memorandum of Understanding between them, setting out the working arrangements that each of the partners agree are necessary to complete the Project;

## Purpose

The purpose of this Memorandum is to provide the framework for any future binding contract regarding the Campus Crime Stoppers between Crime Stoppers USA and \_\_\_\_\_ CRIME STOPPERS, USA has developed a Campus Crime Stoppers Program where students can call Campus Crime Stoppers with information to solve or prevent crime from occurring at their school or on school property. (For the purposes of this program, school property shall include buildings, grounds, vehicles or any area under direct control of the school.) If that student tipster's information leads to another student who is in violation of their school conduct code (or is arrested for a felony/misdemeanor crime), that the ~~student~~ tipster may ~~will~~ receive a reward. Crimes like drugs, weapons, vandalism, threats, theft, gang activity, larceny, bullying, arson, sexting, assault are just some of the crimes that could possibly be called into the tip line.

## Obligations of the Partners

The Partners acknowledge that no contractual relationship is created between them by this Memorandum, but agree to work together in the true spirit of partnership to ensure that there is a united visible and responsive leadership of the Program ~~Project~~ and to demonstrate financial, administrative and managerial commitment to the Project by means of the following individual services.

## Cooperation

The activities and services for the Project shall include, but not limited to:

3. Services to be rendered by Crime Stoppers USA include:
  - a. Develop a Campus Crime Stoppers Program to solve and prevent crimes which may include possession of drugs, weapons, vandalism, threats, theft, gang activity, larceny, bullying, arson, sexting, assault or other serious offenses that are in violation of the school conduct code. It is the goal of CRIME STOPPERS USA to encourage local Crime Stoppers Programs to offer Campus Crime Stoppers are one of their community programs.
  - b. Provide the use of the Campus Crime Stoppers anonymous tip lines (if there is not a local Crime Stoppers Program willing to receive the tips) to take tips by phone, web and text messaging. Students are promised anonymity, i.e. their identity will not be known thus will never be revealed if they contact Campus Crime Stoppers to provide information about the crimes listed in 1.a occurring in their school or on school property.
  - c. When student tipsters submit anonymous information to the Campus Crime Stoppers they must give the operator the name of the suspect, the name and location of the school, and a description of the crime. The operator will give the student tipster a unique ID code number and will not ask for a name. The student tipster should save their ID code number to see if the tip earned a reward. The ID code number is needed to claim any reward.
  - d. Campus Crime Stoppers will then immediately send the anonymous tip information to designated school administrators and/or school law enforcement personnel for appropriate action.
  - e. Campus Crime Stoppers will not market school specific incidences to the general public. All information and tips received are kept confidential.
  - f. Design promotional materials, signage, and training for the schools to print and distribute.
  - g. Provide orientation and online training materials regarding ~~on~~ Campus Crime Stoppers
  - h. Assist with determining whether to use rewards as an incentive to students who report information through Campus Crime Stoppers that results in a student found by school administrators in violation of the school conduct code for crimes as outlined in section 1 a.
4. School agrees to:
  - a. Participate in this comprehensive multi-agency CRIME STOPPERS Campus Crime Stoppers Program to solve and prevent crime from occurring at their school or on school property. For the purposes of this program, school property shall

include buildings, grounds, vehicles or any area under direct control of the school. If that student tipster's information leads to another student in violation of their school conduct code, or arrest for misdemeanor/felony crime, that student tipster will receive a reward. Crimes like drugs, weapons, vandalism, threats, theft, gang activity, larceny, bullying, arson, sexting, assault are just some of the crimes that could possibly be called into the tip line.

- b. The participating school must provide a "live" contact person to Campus Crime Stoppers so information can be passed to the schools in a timely manner. When a tip is received by Crime Stoppers, the information will be communicated in a secure encrypted method acceptable to all parties to the designated liaison with a process including verification of tip receipt. The decision for police intervention will be left to the involved school. The Campus Crime Stoppers contact person at the school will be responsible for informing the Crime Stoppers USA designated contact, in a timely manner, of the action and disposition of the tip.
- c. Protect the caller's identity/anonymity by following the unique Campus Crime Stoppers system which assigns a code number to each caller as set by the parent CRIME STOPPERS, USA program.
- d. Provide a liaison at each participating school to be responsible for assistance in the following:
  - i. Provide appropriate time and facilities for all students, school personnel, and security/law enforcement agency personnel at all middle school and high school campuses to attend (video) orientation and training on Campus Crime Stoppers.
  - ii. Accept, print and distribute, or allow CRIME STOPPERS USA to distribute, program promotional materials including a link on school website to the Crime Stoppers tip portal, information sent to parents on the program and training videos for district-wide distribution. **School** has the right to review all materials prior to their distribution or posting.
  - iii. Partner schools will agree to promote Campus Crime Stoppers by adding the ~~our~~ link, or local Crime Stoppers link, to the school's website, adding an excerpt in student handbook, announcing Campus Crime Stoppers to parents/guardians and/or inviting us to speak during a staff meeting. Promote Campus Crime Stoppers through timely announcements over the public address system, at Parent-Teacher Organization/Association meetings, and in materials sent home for parent review, as well as by posting program fliers on school campuses. **School** has the right to review all materials prior to ~~their~~ distribution or posting.

- iv. A participating Campus Crime Stoppers Program may decide to offer rewards in the event of the recovery of property at a school or a student is found in violation of the school conduct code or arrested for a felony/misdemeanor crime.
- v. Partner schools should designate a private phone area for tips to be made if needed by students and school personnel.

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Crime Stoppers of the United States of America, Inc.  
By John Lamb, Its Chairman

\_\_\_\_\_  
\_\_\_\_\_  
By \_\_\_\_\_, Its \_\_\_\_\_

### Sample Reward Recommendation Matrix

Conversion of Points	
0.1 - 0.3 = \$15	2.1 - 2.5 = \$90
0.4 - 0.7 = \$30	2.6 - 3.0 = \$105
0.8 - 1.0 = \$45	3.1 - 3.5 = \$120
1.1 - 1.5 = \$60	3.6 - 4.0 = \$135
1.6 - 2.0 = \$75	4.1 - 4.5 = \$150
	4.6 - 5.0 = \$165