

# TEXAS CRIME STOPPERS ADVISORY COUNCIL

## OFFICE of the GOVERNOR

### CONDITIONS OF CERTIFICATION FORM

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Local Crime Stoppers programs seeking certification are required to submit documentation (Texas Government Code Section 414.011) to the Texas Crime Stoppers Advisory Council. Certification is valid for a two-year period. This checklist has been provided to assist you in the preparation of your program's initial certification application.

#### DOCUMENTS REQUIRED FOR INITIAL CERTIFICATION:

1. ☐ **Proof of tax-exempt status** (*Copy of Internal Revenue Service determination letter of tax exempt status [501 (C) (3)] of the corporation*).
2. ☐ **Copy of training certificates for board members and law enforcement coordinator(s)** (*you must send certificates for at least one board member and the coordinator—a minimum total of two training certificates—showing that training occurred within the year prior to the submission of the application for certification*).
3. ☐ **List of the members of current Board of Directors and Law Enforcement Coordinator(s)** (*please date the top of the list; the list must include name, mailing address, daytime phone number with area code, fax and/or email [if applicable], position on board and term of office*).
4. ☐ **A completed and signed Conditions of Certification form** (*please sign and date this form and submit it with your application materials*).

I certify that the information contained in this packet is true and correct to the best of my knowledge. I further certify that I understand and comply with the requirements of certification.

Program Name: \_\_\_\_\_

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Chairman

Date

Please send completed certification application packet to the address below:  
Office of the Governor  
Texas Crime Stoppers  
P.O. Box 12428  
Austin, Texas 78711

# APPLICATION FOR CERTIFICATION

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Legislation passed by the 71st Texas Legislature in 1989 allows a court to require as a condition of probation that a defendant make one payment not to exceed \$50 to a local Crime Stoppers program. In addition, when a local Crime Stoppers Program pays a cash reward for information which leads to the arrest, indictment, and subsequent felony conviction of a defendant, the judge may order the defendant to repay all or part of the reward. The funds generated by these state laws are statutorily restricted for use as rewards, with the exception of 20% usage for administration purposes. State law also requires that a local Crime Stoppers program become certified by the Crime Stoppers Advisory Council prior to receiving and expending the court generated funds. Additionally, certified programs are eligible to receive grant funding from the Crime Stoppers Assistance Fund to enhance and assist the community's efforts in solving serious crimes.

It is the responsibility of each local program to request certification by completing the attached application. **The Crime Stoppers Advisory Council will not certify a local program unless application is made.** The results of the certification process will be forwarded to your program.

## **SECTION I - ELIGIBILITY: REQUIREMENTS FOR CERTIFICATION**

A Crime Stoppers program within the State of Texas must meet the enumerated requirements to be eligible for certification by the Texas Crime Stoppers Advisory Council.

- a. **Texas Government Code 414.**
  - 414.010 Payment from Probationer
  - 414.011 Certification of Local Programs to Receive Reward Repayments
- b. **Code of Criminal Procedure**
  - Article 42.12, Sec. 11, subsec. (23) Probation Fees
- c. **Code of Criminal Procedure**
  - Article 37.073 Repayment of rewards

Based on review of this application, the Advisory Council has the right to deny certification. Programs not certified by the Advisory Council under the provisions of state law are not eligible to receive court fees. The Advisory Council reserves the right to amend the eligibility requirements for certification.

### **PROGRAM INFORMATION:**

Please print or type--attach additional pages as needed.

Program Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Hotline Number: \_\_\_\_\_ Administrative Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

Inception Date: \_\_\_\_\_ Population Service Area: \_\_\_\_\_

Geographic Service Area: \_\_\_\_\_

### **BOARD OF DIRECTORS INFORMATION:**

<u>Name:</u>	<u>Address:</u>	<u>Daytime Phone</u>	<u>Position</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **COORDINATOR INFORMATION:**

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Texas Crime Stoppers

# APPLICATION FOR CERTIFICATION

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## PARTICIPATING AGENCY INFORMATION:

Law Enforcement Agency Affiliation: (please provide full address and telephone number if different from above.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Chief/Sheriff Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Chief/Sheriff Name: \_\_\_\_\_

## ADDITIONAL STAFF INFORMATION:

<u>Name:</u>	<u>Address:</u>	<u>Daytime Phone</u>	<u>Position</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## CRIME STOPPERS TRAINING INFORMATION

<u>Training Attended</u>	<u>Location</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

We certify that the information contained in this application and on the attachments is true and correct to the best of our knowledge. We further certify that we understand and comply with the requirements of certification.

\_\_\_\_\_  
**Chairman** **Date**

\_\_\_\_\_  
**Chief of Police/Sheriff** **Date**

\_\_\_\_\_  
**Coordinator** **Date**

**TEXAS CRIME STOPPERS ADVISORY COUNCIL**

**OFFICE OF THE GOVERNOR**

**CONDITIONS OF CONTINUING CERTIFICATION FORM**

Local Crime Stoppers programs seeking continuation of their certification are required to submit documentation (Texas Government Code Section 414.011) to the Texas Crime Stoppers Advisory Council. Certification is valid for a two-year period. All documents must be submitted no later than **60 days** prior to the program's expiration date. This checklist has been provided to assist you in the preparation of your program's certification renewal package.

**DOCUMENTS REQUIRED FOR CONTINUING CERTIFICATION:**

1. ☐ **Proof of tax exempt status** (*Internal Revenue Service determination letter of tax exempt status [501 (C) (3)] of the corporation*).
2. ☐ **Annual financial statements for each of the two previous years** (*bookkeeping review by independent agency to include dollar amount of the donations and probation fees received each year and a list of expenditures, showing the balance in the account; financial statements must report on both the operational account [non-restricted funds] and the court fees account [restricted funds]*).
3. ☐ **Annual Probation Fee and Repayment Report for the previous two years.** (*This form must be submitted by January 31 each year; please send copies of your reports*).
4. ☐ **List of the members of current Board of Directors and Law Enforcement Coordinator(s)** (*please date the top of the list; the list must include name, mailing address, daytime phone number with area code, fax and/or email [if applicable], position on board and term of office.*)
5. ☐ **Documentation from the Community Supervision and Corrections Department (CSCD) and/or clerk of the court stating the amount of probation and restitution/repayment fees disbursed to the program for each of the past two years** (*this information must be prepared under CSCD and/or clerk of the court letterhead with date and signature from the chief probation officer and/or clerk of the court.*)
6. ☐ **Copy of training certificates for board members and law enforcement coordinators** (*you must send certificates for at least one board member and the coordinator—a minimum total of two training certificates—showing that training occurred within the year prior to the submission of the application for certification renewal*).
7. ☐ **A completed and signed Conditions of Continuing Certification Form** (*please sign and date this form*).

**I certify that the information contained in this packet is true and correct to the best of my knowledge. I further certify that I understand and comply with the requirements of certification.**

**Program Name:** \_\_\_\_\_

\_\_\_\_\_  
**Chairman's Signature**

\_\_\_\_\_  
**Date**

**Please send completed certification application packet to the address below:**

**Office of the Governor  
Texas Crime Stoppers Advisory Council  
P.O. Box 12428  
Austin, Texas 78711**