

# **SURVEY ON TOPIC OF *CRIME STOPPERS EXECUTIVE DIRECTORS***

*(If you are not an Executive Director, you may still answer any of the questions)*

Are you an "Executive Director" of a Crime Stoppers organization? If not, what is your role or position in Crime Stoppers?

Police Coordinator

What is the approximate population of the area your Crime Stoppers program serves?  
400,000

How many years has your Crime Stoppers program been operating?  
Since 1987

How many dollars (note what type: US, Canadian, ...) in reward payments did your program pay out in the year 2008?  
\$15,000

What was your program's total operating or administrative budget for 2008?  
\$40,000

What portion of your program's operating or administrative budget was for employee salary, benefits, and employment taxes?  
None, we do send members to training.

How many "employees" are there in your Crime Stoppers organization who are paid by the Crime Stoppers board?  
None

If more than one employee, what are the job titles of the employees?

N/A

Do the Crime Stoppers employees have a written employment contract?

N/A

If so, what is the term or length of the contract?

N/A

Is there a "probationary period" during which the Executive Director can be dismissed without cause? If so, what is the length of the probationary period?

No

Does your Crime Stoppers program have an "Employee Handbook" or similar employment policies document?

Yes

What is the "job description" of the Crime Stoppers "Executive Director" in your organization?

- (1) Be the principal officer of Crime Stoppers.
- (2) Preside at all meetings of the Board of Directors and the Executive Committee.
- (3) Co-sign all checks, promissory notes and contracts.
- (4) Appoint standing committee chairmen and members, except for the Nominating Committee, and create special committees and appoint chairmen and members thereof as the need arises.

- (5) Be an ex-officio member of every committee except the Nominating Committee.

Does your Executive Director have the responsibility of overseeing other programs, such as DARE, or other Crime Prevention type programs? If so, what other programs?

No

Is the Executive Director's level of salary or other compensation tied to performance, such as amount of charitable donations received or number of Crime Stoppers calls received which result in the solution of a crime?

N/A

Who in your Crime Stoppers organization conducts the hiring process when filling the position of Executive Director, and what process is used?

N/A

What, if any, minimum qualifications must an applicant for your program's Executive Director possess?

Be a voting member in good standing.

Are there any provisions made for the training or continuing education of your program's Executive Director? If so, please describe them.

No

What is the procedure in your organization for terminating the employment of the Executive Director?

N/A

Has your Crime Stoppers organization had more than one Executive Director in its history? If so, how many, and what was the average length of tenure before they left the employment of Crime Stoppers?

Yes, one year

Has anyone ever been involuntarily terminated from employment as the Executive Director of your Crime Stoppers program? If so, for what reason(s), if you know?

No

Does your program's Executive Director have the ability to issue checks or does another person, such as the Treasurer, perform that task? Yes only as one of two signers.

What is the salary *range* (minimum/maximum) for your program's Executive Director's position?

N/A

Are there any restrictions or limitations upon the Executive Director's ability to have secondary employment? If so, please describe?

N/A

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***THANK YOU !***

# **SURVEY ON TOPIC OF *CRIME STOPPERS EXECUTIVE DIRECTORS***

*(If you are not an Executive Director, you may still answer any of the questions)*

Are you an “Executive Director” of a Crime Stoppers organization? If not, what is your role or position in Crime Stoppers?

**Yes**

What is the approximate population of the area your Crime Stoppers program serves?

**300,000**

How many years has your Crime Stoppers program been operating?

**25**

How many dollars (note what type: US, Canadian, ...) in reward payments did your program pay out in the year 2008?

**\$94, 000.00**

What was your program’s total operating or administrative budget for 2008?

**\$343,536.00**

What portion of your program’s operating or administrative budget was for employee salary, benefits, and employment taxes?

**27%**

How many “employees” are there in your Crime Stoppers organization who are paid by the Crime Stoppers board?

**2**

If more than one employee, what are the job titles of the employees?

**Executive Director & Staff Assistant**

Do the Crime Stoppers employees have a written employment contract?

**Yes, Executive Director**

If so, what is the term or length of the contract?

**Six years (6)**

Is there a “probationary period” during which the Executive Director can be dismissed without cause? If so, what is the length of the probationary period?

**No**

Does your Crime Stoppers program have an “Employee Handbook” or similar employment policies document?

**No**

What is the “job description” of the Crime Stoppers “Executive Director” in your organization?

1. **Manage the day to day operation of the Grant.**
2. **Liaison with the Crime Stopper Board of Directors, the Law Enforcement Coordinators, Law Enforcement officials, local, county, state and federal, also school/university officials.**
3. **Implementation of the Student Crime Stoppers program in all middle and high schools in the areas.**
4. **Establish a Cold Case File program to highlight cold cases.**
5. **Administer marketing and public relations plan.**
6. **Increase the Crime Stoppers public awareness campaign through billboards (large and mini) TV segments, radio, newspaper, and chamber newsletters.**
7. **Provide public awareness on gangs.**
8. **Provide public awareness Training and speak at Neighborhood Associations meeting, State work places, and school meetings to promote Big Bend Crime Stoppers, Inc.**
9. **Serve as the spokesperson for the Crime Stoppers Program.**
10. **Administer the promotions of Campus Crime Stoppers through educational institutions, schools, colleges and universities.**
11. **Work with youth programs in the areas on crime prevention.**
12. **Participate at fairs, exhibitions, parades and other high profile events.**
13. **Meet the goals and objectives set annually by the Crime Stoppers Board of Directors.**
14. **Attend all Board of Director Meetings.**

Does your Executive Director have the responsibility of overseeing other programs, such as DARE, or other Crime Prevention type programs? If so, what other programs?

**No**

Is the Executive Director's level of salary or other compensation tied to performance, such as amount of charitable donations received or number of Crime Stoppers calls received which result in the solution of a crime?

**No**

Who in your Crime Stoppers organization conducts the hiring process when filling the position of Executive Director, and what process is used?

### **Board of Directors, questions and meetings.**

What, if any, minimum qualifications must an applicant for your program's Executive Director possess?

**None**

Are there any provisions made for the training or continuing education of your program's Executive Director? If so, please describe them.

### **Yes. Public advertised workshops**

What is the procedure in your organization for terminating the employment of the Executive Director?

### **Written notice**

Has your Crime Stoppers organization had more than one Executive Director in its history? If so, how many, and what was the average length of tenure before they left the employment of Crime Stoppers?

**3 Directors. The first Director six months. The 2<sup>nd</sup> Director four months. The 3<sup>rd</sup> director 4 years.**



Has anyone ever been involuntarily terminated from employment as the Executive Director of your Crime Stoppers program? If so, for what reason(s), if you know?

**No**

Does your program's Executive Director have the ability to issue checks or does another person, such as the Treasurer, perform that task?

**The Treasurer signs checks and they are issued by the Executive Director.**

What is the salary *range* (minimum/maximum) for your program's Executive Director's position?

**\$50,000.00**

Are there any restrictions or limitations upon the Executive Director's ability to have secondary employment? If so, please describe?

**No**

# **SURVEY ON TOPIC OF CRIME STOPPERS EXECUTIVE DIRECTORS**

*(If you are not an Executive Director, you may still answer any of the questions)*

Are you an "Executive Director" of a Crime Stoppers organization? If not, what is your role or position in Crime Stoppers?

*Police Coordinator*

What is the approximate population of the area your Crime Stoppers program serves?

*50,000*

How many years has your Crime Stoppers program been operating?

*28 years*

How many dollars (note what type: US, Canadian, ...) in reward payments did your program pay out in the year 2008?

*\$5,000 - U.S.*

What was your program's total operating or administrative budget for 2008?

What portion of your program's operating or administrative budget was for employee salary, benefits, and employment taxes?

How many "employees" are there in your Crime Stoppers organization who are paid by the Crime Stoppers board?

If more than one employee, what are the job titles of the employees?

Do the Crime Stoppers employees have a written employment contract?

If so, what is the term or length of the contract?

Is there a “probationary period” during which the Executive Director can be dismissed without cause? If so, what is the length of the probationary period?

Does your Crime Stoppers program have an “Employee Handbook” or similar employment policies document?

What is the “job description” of the Crime Stoppers “Executive Director” in your organization?

Does your Executive Director have the responsibility of overseeing other programs, such as DARE, or other Crime Prevention type programs? If so, what other programs?

Is the Executive Director's level of salary or other compensation tied to performance, such as amount of charitable donations received or number of Crime Stoppers calls received which result in the solution of a crime?

Who in your Crime Stoppers organization conducts the hiring process when filling the position of Executive Director, and what process is used?

What, if any, minimum qualifications must an applicant for your program's Executive Director possess?

Are there any provisions made for the training or continuing education of your program's Executive Director? If so, please describe them.

What is the procedure in your organization for terminating the employment of the Executive Director?

Has your Crime Stoppers organization had more than one Executive Director in its history? If so, how many, and what was the average length of tenure before they left the employment of Crime Stoppers?

Has anyone ever been involuntarily terminated from employment as the Executive Director of your Crime Stoppers program? If so, for what reason(s), if you know?

Does your program's Executive Director have the ability to issue checks or does another person, such as the Treasurer, perform that task?

What is the salary *range* (minimum/maximum) for your program's Executive Director's position?

Are there any restrictions or limitations upon the Executive Director's ability to have secondary employment? If so, please describe?

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# **SURVEY ON TOPIC OF *CRIME STOPPERS EXECUTIVE DIRECTORS***

*(If you are not an Executive Director, you may still answer any of the questions)*

Are you an "Executive Director" of a Crime Stoppers organization? If not, what is your role or position in Crime Stoppers? I think so. However, I call my Civilian Coordinator.

What is the approximate population of the area your Crime Stoppers program serves? 5 Caribbean Islands called the US Virgin Islands. Population is 110,000

How many years has your Crime Stoppers program been operating? One MONTH.

How many dollars (note what type: US, Canadian, ...) in reward payments did your program pay out in the year 2008? Zero. We just announced on January 7<sup>th</sup>, 2009. If the tipster calls back we will be paying our first reward this month

What was your program's total operating or administrative budget for 2008? Zero. I have attached our estimated budget. Would like to get your feedback.

What portion of your program's operating or administrative budget was for employee salary, benefits, and employment taxes? Zero, and I hope to keep it this way.

How many "employees" are there in your Crime Stoppers organization who are paid by the Crime Stoppers board? Zero, and I hope to keep it this way.

If more than one employee, what are the job titles of the employees? n/a

Do the Crime Stoppers employees have a written employment contract? n/a

If so, what is the term or length of the contract? n/a

Is there a "probationary period" during which the Executive Director can be dismissed without cause? If so, what is the length of the probationary period? n/a

Does your Crime Stoppers program have an "Employee Handbook" or similar employment policies document? n/a

What is the "job description" of the Crime Stoppers "Executive Director" in your organization? To oversee the day to day working of the program and report to the board as requested. Currently every 2 weeks.

Does your Executive Director have the responsibility of overseeing other programs, such as DARE, or other Crime Prevention type programs? If so, what other programs? NO

Is the Executive Director's level of salary or other compensation tied to performance, such as amount of charitable donations received or number of Crime Stoppers calls received which result in the solution of a crime? n/a

Who in your Crime Stoppers organization conducts the hiring process when filling the position of Executive Director, and what process is used? n/a

What, if any, minimum qualifications must an applicant for your program's Executive Director possess? Be Retired and Committed to overseeing the program

Are there any provisions made for the training or continuing education of your program's Executive Director? If so, please describe them. Yes. Attendance at the annual training conference. In addition, we hope to bring someone to the island to do training for the board of trustees.

What is the procedure in your organization for terminating the employment of the Executive Director? None in place yet.

Has your Crime Stoppers organization had more than one Executive Director in its history? If so, how many, and what was the average length of tenure before they left the employment of Crime Stoppers? n/a

Has anyone ever been involuntarily terminated from employment as the Executive Director of your Crime Stoppers program? If so, for what reason(s), if you know? No



Does your program's Executive Director have the ability to issue checks or does another person, such as the Treasurer, perform that task? Two Trustees must sign every check.

What is the salary *range* (minimum/maximum) for your program's Executive Director's position? Zero

Are there any restrictions or limitations upon the Executive Director's ability to have secondary employment? If so, please describe? No.

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# **SURVEY ON TOPIC OF CRIME STOPPERS EXECUTIVE DIRECTORS**

*(If you are not an Executive Director, you may still answer any of the questions)*

Are you an "Executive Director" of a Crime Stoppers organization? If not, what is your role or position in Crime Stoppers?

YES

What is the approximate population of the area your Crime Stoppers program serves?

140,000

How many years has your Crime Stoppers program been operating?

27 YEARS

How many dollars (note what type: US, Canadian, ...) in reward payments did your program pay out in the year 2008?

\$2500

What was your program's total operating or administrative budget for 2008?

\$38,000

What portion of your program's operating or administrative budget was for employee salary, benefits, and employment taxes?

31.5%

How many "employees" are there in your Crime Stoppers organization who are paid by the Crime Stoppers board?

ONE (1) – EXECUTIVE DIRECTOR. EMPLOYED AS A PART TIME UNDER 1099 (SELF EMPLOYED) GUIDELINES

If more than one employee, what are the job titles of the employees?

N/A

Do the Crime Stoppers employees have a written employment contract?

YES

If so, what is the term or length of the contract?

ONE (1) YEAR, EXTENDED EACH YEAR BY MUTUAL AGREEMENT

Is there a "probationary period" during which the Executive Director can be dismissed without cause? If so, what is the length of the probationary period?

30 DAYS

Does your Crime Stoppers program have an "Employee Handbook" or similar employment policies document?

AS PART OF THE CONTRACT THERE ARE TWO POLICY DOCUMENTS: SCOPE OF SERVICES OF EXECUTIVE DIRECTOR AND TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES AGREEMENT.

What is the "job description" of the Crime Stoppers "Executive Director" in your organization?

- CARRY OUT THE DAY-TO-DAY OPERATIONS AND COORDINATION OF THE CRIME STOPPERS ORGANIZATION.
- MAINTAIN OPEN COMMUNICATION LINES WITH ALL AGENCIES SERVED BY THIS ORGANIZATION.
- KEEP THE BOARD OF DIRECTORS INFORMED, THROUGH WRITTEN OR VOICE COMMUNICATIONS, OF ANY SITUATIONS THAT MIGHT SIGNIFICANTLY IMPACT THE OPERATIONS AND/OR THE REPUTATION OF THE ORGANIZATION.

Does your Executive Director have the responsibility of overseeing other programs, such as DARE, or other Crime Prevention type programs? If so, what other programs?

NO

Is the Executive Director's level of salary or other compensation tied to performance, such as amount of charitable donations received or number of Crime Stoppers calls received which result in the solution of a crime?

NO

Who in your Crime Stoppers organization conducts the hiring process when filling the position of Executive Director, and what process is used?

EXECUTIVE COMMITTEE REVIEWS APPLICANTS QUALIFICATIONS (RESUME), THEN HAS A FACE-TO-FACE INTERVIEW AND THEN FORWARDS THEIR RECOMMENDATION TO THE BOARD OF DIRECTORS. THE BOD VOTES TO EXTEND AN OFFER TO CONTRACT WITH THE ORGANIZATION.

What, if any, minimum qualifications must an applicant for your program's Executive Director possess?

N/A

Are there any provisions made for the training or continuing education of your program's Executive Director? If so, please describe them.

CJD SPONSORED CONVENTIONS / SEMINARS

What is the procedure in your organization for terminating the employment of the Executive Director?

30 DAY WRITTEN NOTICE BY BOD

Has your Crime Stoppers organization had more than one Executive Director in its history? If so, how many, and what was the average length of tenure before they left the employment of Crime Stoppers?

YES 4

POLICE 'OFFICER'	10 YEARS	RETIRED
EX POLICE 'OFFICER'	7 YEARS	PASSED AWAY WHILE IN OFFICE
RETIRED BUSINESS MAN	1 YEAR	BAD HEALTH
RETIRED BUSINESS MAN	1+ YEAR	MYSELF

Has anyone ever been involuntarily terminated from employment as the Executive Director of your Crime Stoppers program? If so, for what reason(s), if you know?

NO

Does your program's Executive Director have the ability to issue checks or does another person, such as the Treasurer, perform that task?

EXECUTIVE DIRECTOR CANNOT ISSUE CHECKS. THREE EXECUTIVE COMMITTEE MEMBERS ARE AUTHORIZED TO SIGN CHECKS. TWO SIGNATURES ARE REQUIRED ON EACH CHECK

What is the salary *range* (minimum/maximum) for your program's Executive Director's position?

\$1000 / MONTH

Are there any restrictions or limitations upon the Executive Director's ability to have secondary employment? If so, please describe?

NONE

# **SURVEY ON TOPIC OF CRIME STOPPERS EXECUTIVE DIRECTORS**

*(If you are not an Executive Director, you may still answer any of the questions)*

Are you an "Executive Director" of a Crime Stoppers organization? If not, what is your role or position in Crime Stoppers?      No      Police Coordinator

What is the approximate population of the area your Crime Stoppers program serves?

131,664

How many years has your Crime Stoppers program been operating?

28 years

How many dollars (note what type: US, Canadian, ...) in reward payments did your program pay out in the year 2008?      \$55,150.00

What was your program's total operating or administrative budget for 2008?

\$12,002.13

What portion of your program's operating or administrative budget was for employee salary, benefits, and employment taxes?      None

How many "employees" are there in your Crime Stoppers organization who are paid by the Crime Stoppers board?      None

If more than one employee, what are the job titles of the employees? N/A

Do the Crime Stoppers employees have a written employment contract? N/A

If so, what is the term or length of the contract? N/A

Is there a “probationary period” during which the Executive Director can be dismissed without cause? If so, what is the length of the probationary period? N/A

Does your Crime Stoppers program have an “Employee Handbook” or similar employment policies document? N/A

What is the “job description” of the Crime Stoppers “Executive Director” in your organization? N/A

Does your Executive Director have the responsibility of overseeing other programs, such as DARE, or other Crime Prevention type programs? If so, what other programs? N/A

Is the Executive Director's level of salary or other compensation tied to performance, such as amount of charitable donations received or number of Crime Stoppers calls received which result in the solution of a crime? N/A

Who in your Crime Stoppers organization conducts the hiring process when filling the position of Executive Director, and what process is used? N/A

What, if any, minimum qualifications must an applicant for your program's Executive Director possess? N/A

Are there any provisions made for the training or continuing education of your program's Executive Director? If so, please describe them. N/A



What is the procedure in your organization for terminating the employment of the Executive Director? N/A

Has your Crime Stoppers organization had more than one Executive Director in its history? If so, how many, and what was the average length of tenure before they left the employment of Crime Stoppers? No

Has anyone ever been involuntarily terminated from employment as the Executive Director of your Crime Stoppers program? If so, for what reason(s), if you know? No

Does your program's Executive Director have the ability to issue checks or does another person, such as the Treasurer, perform that task? N/A

What is the salary *range* (minimum/maximum) for your program's Executive Director's position? N/A

Are there any restrictions or limitations upon the Executive Director's ability to have secondary employment? If so, please describe? N/A

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***THANK YOU !***

# **SURVEY ON TOPIC OF CRIME STOPPERS EXECUTIVE DIRECTORS**

*(If you are not an Executive Director, you may still answer any of the questions)*

Are you an "Executive Director" of a Crime Stoppers organization? If not, what is your role or position in Crime Stoppers?

YES

What is the approximate population of the area your Crime Stoppers program serves?

1 1/2 million

How many years has your Crime Stoppers program been operating?

6

How many dollars (note what type: US, Canadian, ...) in reward payments did your program pay out in the year 2008?

\$ 140,600.00

What was your program's total operating or administrative budget for 2008?

APPROX. \$ 400,000.00

What portion of your program's operating or administrative budget was for employee salary, benefits, and employment taxes?

30 %

How many "employees" are there in your Crime Stoppers organization who are paid by the Crime Stoppers board?

1 - Full Time

3 - PART TIME

If more than one employee, what are the job titles of the employees?

EXECUTIVE DIRECTOR  
OFFICE MANAGER  
ASST. TIPS COORDINATOR

Do the Crime Stoppers employees have a written employment contract?

yes

If so, what is the term or length of the contract? yearly

Is there a "probationary period" during which the Executive Director can be dismissed without cause? If so, what is the length of the probationary period?

NO

Does your Crime Stoppers program have an "Employee Handbook" or similar employment policies document?

NO

What is the "job description" of the Crime Stoppers "Executive Director" in your organization?

Does your Executive Director have the responsibility of overseeing other programs, such as DARE, or other Crime Prevention type programs? If so, what other programs?

NO

Is the Executive Director's level of salary or other compensation tied to performance, such as amount of charitable donations received or number of Crime Stoppers calls received which result in the solution of a crime?

NO

Who in your Crime Stoppers organization conducts the hiring process when filling the position of Executive Director, and what process is used? BOARD OF DIRECTORS -

INTERVIEWS AND HIRING QUALIFICATIONS. @ 4 YR. Degree

What, if any, minimum qualifications must an applicant for your program's Executive Director possess?

4 YR. College Degree

( SEE ATTACHMENT )

Are there any provisions made for the training or continuing education of your program's Executive Director? If so, please describe them.

SEMINARS ON A STATE level & CLASSES SUCH  
AS YOUR OWN.

What is the procedure in your organization for terminating the employment of the Executive Director?

SEE ATTACHMENT

Has your Crime Stoppers organization had more than one Executive Director in its history? If so, how many, and what was the average length of tenure before they left the employment of Crime Stoppers?

ONLY ONE - I HAVE BEEN  
EX. DIR. FOR  
4 YEARS

Has anyone ever been involuntarily terminated from employment as the Executive Director of your Crime Stoppers program? If so, for what reason(s), if you know?

NO

Does your program's Executive Director have the ability to issue checks or does another person, such as the Treasurer, perform that task?

CAN SIGN checks but they require two  
SIGNATURES - SECOND CAN BE TREASURER,  
CHAIRMAN OR V. ~~CHAIRMAN~~ CHAIRMAN OF BOARD.

What is the salary *range* (minimum/maximum) for your program's Executive Director's position?

NONE SET

Are there any restrictions or limitations upon the Executive Director's ability to have secondary employment? If so, please describe?

MUST NOT interfere with C/S position AND obligations.

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## **JOB DESCRIPTION - Executive Director - FIRST COAST CRIME STOPPERS, INC.**

**Job Summary :** This is general administrative work with wide supervisory and management responsibilities. Has constant contact with the public requiring the exercise of tact and diplomacy. Requires knowledge of fund raising, non profit organizational management, budgeting, and sound business practices. The Crime Stoppers operates under the laws passed by the state and under rules and regulations adopted by the Florida Association of Crime Stoppers and the Crime Stoppers International.

### **MINIMUM QUALIFICATIONS**

**EDUCATION:** Requires a BS/BA degree, or the equivalent in applicable training and experience. In addition, requires a broad knowledge of security technique and a significant number of years of security experience in order to become familiar with the Crime Stoppers' operations, procedures, people, organization, etc. Requires extreme tact and persuasive ability to obtain objectives by persuasion and instilling confidence in recommendations.

**SKILLS:** Organizational skills  
Leadership skills  
Process management skills  
Investigative skills

**OTHER:** Travel required  
Time management skills  
Communication skills both verbal and written.  
Comprehensive knowledge of business security issues and principles.  
Financial Insight

### **WORKING**

**RELATIONSHIP:** Must be able to work well with all levels of management and employees of law enforcement, news media, and corporate partners and maintain a professional demeanor at all times.

**SCOPE:** Is responsible for managing the policies and procedures of the First Coast Crime Stoppers, Incorporated's Crime Stoppers Program and assuring that the program is properly carried out. Accomplishes this objective by developing, establishing, communicating, and interpreting First Coast Crime Stoppers, Inc. policy, procedures, and standards and monitors performance against those standards. Provides the expert service needed and takes the leadership role in developing and maintaining high grade Crime Stoppers program.



## **Examples of Work Performed and Responsibilities**

### **General Duties :**

The Executive Director will act as the Chief Operations Officer of the First Coast Crime Stoppers. Inc., whose general duties include but are not limited to the following:

1. Subject to the Articles of Incorporation, bylaws and Policy, Rules and Operating Standards of the First Coast Crime Stoppers. Inc., and concurrence of board of directors, directs all activities of the First Coast Crime Stoppers. Inc.
2. Is delegated full authority to administer personnel policies, rules and regulations adopted by the board, within the limits of the approved budget.
3. Is responsible for maintaining proper relations with the news media, general public and local, state and Federal law enforcement agencies, and represents the First Coast Crime Stoppers. Inc., in contacts with other Crime Stoppers organizations, the general public, the news media and city, county, state and Federal officials.
4. Acts as liaison to the Chair, Recorder, Treasurer, and Vice Chair of the Board of Directors and is responsible for assisting the Office Manager in the accurate recording and maintaining the minutes of the board meetings, in preparation for the board meetings and in the setting of the agenda with guidance of the officers and the approval of Chair of Board and is the primary advisor to the board of directors.
5. Serves as official liaison officer with law enforcement agencies as designated by the board.
6. Maintains close contact with law enforcement agencies, crime stoppers organizations, and professionals to stay abreast of new developments in other crime stopper programs.
7. Oversees the established methods of furnishing law enforcement agencies with information on unsolved crimes, wanted persons, and other criminal activity that has been unavailable through normal investigative methods. In this capacity monitors and follows up on obtaining responses from agencies.
8. Creates ways to promoting community involvement in all aspects of law enforcement in cooperative efforts to make our community a safer environment in which to live.
9. Develops strategies which offer opportunities to the community to take the offensive directed against those who commit crimes against person or property.
10. Produces initiatives to motivate the community to take a proactive stand in the fight against crime in their neighborhoods and reward such involvement.

11. Provides leadership in developing and fostering a network of Crime Stoppers programs throughout North Florida.
12. Collaborates with existing state, national and international Crime Stoppers programs in the exchange of information and data.

### **Development Duties**

The Executive Director shall be responsible for providing professional advice and assistance to the Crime Stoppers program, the Board of Directors, the Chairman, the officers and the committees whose duties management duties include but are not limited to the following:

1. Is responsible for developing pro-active, creative plans, policies and standards for the Crime Stoppers' program which meet management objectives and are acceptable to the Crime Stoppers' operating units.
2. Exercises considerable creativity in advising the Board as to the needs of the Crime Stoppers Program and the suggested methods of achieving fulfillment of these needs.
3. Assists the Board in administration of the day-to-day mechanics of operating a Crime Stoppers Program; prepares and arranges plans for future development of the First Coast Crime Stoppers, Inc.
4. Prepares a plan to create fund raisers for the operation of First Coast Crime Stoppers, Inc.
5. Purchases insurance, business operating equipment, and other items with the approval of the board.
6. Works with the Treasurer and Office Manager to ensure books of First Coast Crime Stoppers, Inc. are kept in accordance with standard accounting principles and the Office of the Attorney General Crime Stoppers Trust Fund procedures.
7. Prepares all reports and other documents required and otherwise arranges for timely submission of such items to the Board.
8. Seeks new way to requisition funds for First Coast Crime Stoppers, Inc. from appropriate governmental entities.

### **Management Duties:**

The Executive Director shall conduct and oversee the day-to-day business of the Crime Stoppers program and supervise the administration of the work delegated to staff and whose duties management include but are not limited to the following:

1. Provides full time administration of law enforcement and/or civilian personnel (sworn and non-sworn alike) assigned to the FCCS, Inc. Crime Stoppers Office.
2. Responsible for the assignment of personnel to receive and disseminate information received from anonymous tipsters to appropriate law enforcement agencies for investigation.
3. Provides supervision, guidance and coordination of "re-enactments" of crimes with all local media sources available in the community.
4. Supervises the compilation of statistics monthly and annually (based on calendar year) and assists the Tips Coordinator in the preparation of reward recommendations for submission to the Board of Directors for approval.
5. Provides program statistics to the Chairman of the Board, Executive Committee, Board of Directors and Standing Committee members upon request for their use in furthering the goals of FCCS, Inc.
6. Makes recommendations to the Chairman of the Board regarding liaison and activity coordination between FCCS, Inc. and all other Crime Stoppers organizations at a state, regional, national and international level.
7. Serves as a liaison to the community and as a representative of the, FCCS, Inc. program.
8. Participates in community events to further the objectives of the FCCS, Inc. program.
9. Is responsible for insuring that the Crime Stoppers' policies, procedures and standards are compatible with the Crime Stoppers' current and anticipated needs
10. Is responsible for keeping the Board informed of the current status of the Crime Stoppers' program and of any significant trends and developments in this area which might require revisions to existing policies.
11. Works with and arranges for Tips Coordinator and Office Manager to bring issues to the board for adoption as policies dealing with the operation of First Coast Crime Stoppers, Inc.
12. Maintains a policy file.
13. Diligently ensures that any funds presented to First Coast Crime Stoppers, Inc. are promptly deposited into the appropriate Bank Account.
14. Prepares a plan of operation and submits operating budget for all programs and based

on such plan, controls expenditures in conformance with approved budget.

15. Is responsible for establishing and maintaining effective working relationships with a variety of sources outside First Coast Crime Stoppers, Inc. to the extent that items of importance to First Coast Crime Stoppers, Inc. are adequately represented, and a continuing flow of information on outside Crime Stoppers activities is made available to all interested Board members.
16. At the direction of the Board purchases insurance, employee benefits (social security, health and retirement plans), maintenance materials, supplies and equipment, office equipment, and other property as required.
18. Conducts annual inventory of all non-expendable equipment and property.
19. Interprets and clarifies standards, policies and procedures for First Coast Crime Stoppers, Inc.'s operations to ensure consistent compliance with general accepted Crime Stopper's practices and state regulations.