

OPERATIONAL PROCEDURES

Disposition of Information

- a. Once information is received from a tipster and a code number is assigned and callback instructions (if any) are given, the coordinator receiving the information shall prepare a Crime Stoppers tip report. Although not every program uses one, there are tip management software programs available that assist in statistical reports and handling cases. The information is referred to an investigator as soon as possible or referred to a supervisor for assignment.
- b. The investigating officer assigned to the case shall attempt to clear the case in question, using the information available as a tool to solve the case and/or recover stolen property or seize narcotics. If during the investigation the investigator(s) feels that additional information is needed, the investigator notifies the Crime Stoppers coordinator to obtain additional information. The coordinator requests that the tipster call back as often as necessary to check case progress and provide any additional information and/or clarification. Keep in mind that the tipster's anonymity is always safeguarded.
- c. Once a tipster's information is developed to a point where arrest and criminal charges are imminent, the Crime Stoppers coordinator is notified, and a disposition report completed with the following information.
 1. The information given was/was not determined as accurate, or additional information is required;
 2. An arrest was/was not made, or is pending;
 3. Number, types of case(s) cleared and agency case numbers;
 4. Criminal charges were/were not accepted, and type of criminal charges filed, if any;
 5. Stolen property/narcotics was/was not recovered including monetary value;
 6. The tipster is/is not eligible for a reward; (If the tipster's information is not confirmed or corroborated, the investigator shall notify the Crime Stoppers coordinator in order to advise the tipster), and
 7. Defendant's name and biographical information.
- d. When deemed necessary and advisable, tipsters are encouraged to communicate directly with the investigator to enhance clarity. Investigators are advised that no attempt is made to obtain the caller's identity. Callers are advised that disclosure of their identity to the investigator is at their discretion and can jeopardize their anonymity. Information could be revealed in court that might lead to the tipster's identity.

Rewards

- a. Crime Stoppers deals primarily with unsolved offenses and fugitives wanted for felony offenses. Cash reward amounts are discretionary and set by the board of directors. Reward offers can be advertised as:
CRIME STOPPERS MAY PAY A CASH REWARD OF UP TO \$_____ FOR TIPS PROVIDED TO CRIME STOPPERS WHICH RESULT IN THE ARREST AND/OR FILING OF CRIMINAL CHARGES AGAINST THE INDIVIDUAL(S) RESPONSIBLE FOR COMMITTING THE CRIME(S).
- b. Under unique circumstances, as determined by the board, where the purpose of Crime Stoppers is best served, the program may handle and pay cash rewards for misdemeanor offenses.
- c. Under certain circumstances, as determined by the board, where the purpose of Crime Stoppers is best served, the program may pay rewards to tipsters working directly with investigators. A specific detailed written request by the investigator or agency head and with the coordinator's recommendation is suggested in such cases.
- d. Under certain circumstances, as determined by the board, where the purpose of Crime Stoppers is best served, the program may pay rewards to tipsters where neither an arrest is made nor felony criminal charges accepted. (e.g. tip leads to large amounts of drugs; tip leads to the discovery of bodies; extradition issues arise)
- e. Neither the coordinator nor board member shall enter into an agreement with any tipster regarding a specified amount paid for their information. The Crime Stoppers board shall have absolute authority to establish reward payments and disbursement.
- f. Maximum reward payments are determined exclusively by the board of directors for each Crime Stoppers program.

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- g. Typically, Crime Stoppers programs pay 1,000 dollars or up to 1,000 dollars. However, in isolated circumstances involving very serious crimes, higher amounts may be appropriate on a case-by-case basis.

Reward Eligibility

- a. Any person, except those defined below as ineligible, who directly contacts Crime Stoppers and gives information which leads to the arrest and/or criminal charges filed against an adult or juvenile, or the arrest of a fugitive wanted for a felony crime, is eligible for a reward.
- b. Under unique circumstances, where the purpose of Crime Stoppers is best served, and upon the coordinator's specific, detailed request, a reward may be approved by the board and paid to a tipster prior to arrest, filing criminal charges, or fugitive apprehension.
- c. Under unique circumstances, where the purpose of Crime Stoppers is best served, and upon the specific, detailed request of the law enforcement coordinator, a "reward pre-payment" may be approved by the board and paid to a tipster prior to the regular payment date.
- d. Under rare circumstances, where the purpose of Crime Stoppers is best served, and has been approved by the board, a reward may be paid to a tipster, who provides information directly to a law enforcement officer. Examples include situations where the tipster was unable to reach Crime Stoppers and the information is of such immediacy that contact was made directly with a law enforcement officer. The tipster must notify the officer that an attempt was made to reach Crime Stoppers.
- e. Under rare circumstances, where the purpose of Crime Stoppers may best be served, a reward may be approved by the board for a tipster where no felon's arrest is, or can be made:
 1. If the tipster is instrumental in property recovery,
 2. If the tipster is instrumental in illegal narcotics recovery, or
 3. If in the solution of a felony crime, the district attorney feels there is not sufficient evidence to file criminal charges, or criminal charges are dropped by a law enforcement officer's recommendation, the payment is made based upon the coordinator's specific detailed request.
- f. The following persons are not eligible for a reward:
 1. Commissioned law enforcement officer and/or members of her immediate family;
 2. The crime's perpetrator or co-perpetrator;
 3. The victim and/or his immediate family;
 4. The fugitive;
 5. Law enforcement informants funneled into the program;
 6. Board members, and
 7. Crime Stoppers staff.

If more than one person furnished information about the same crime or fugitive, the cash reward is divided as the board may determine, based primarily upon the tips relative importance.

Reward Amounts

- a. The amount of the offered cash rewards is discretionary and set by the board. There is no specified minimum reward.
- b. The board determines the amount paid in each case. The reward amount depends on the tipster's importance, nature of the crime, risk to the tipster, and the tipster's importance as a regular source, all as the coordinator details.
- c. The reward paid for information received on selected cases featured in the "Crime of the Week" is paid in the amount advertised.