



October 2024

**Crime Stopper  
Board Member  
& Coordinator  
Responsibilities**

- **Hans Lux Jr. –  
Law Enforcement - (Ret.)  
  
Green Bay Area Crime  
Stoppers - Program  
Coordinator  
Crime Stoppers USA -  
Regional Director**

# Role of Board of Directors

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

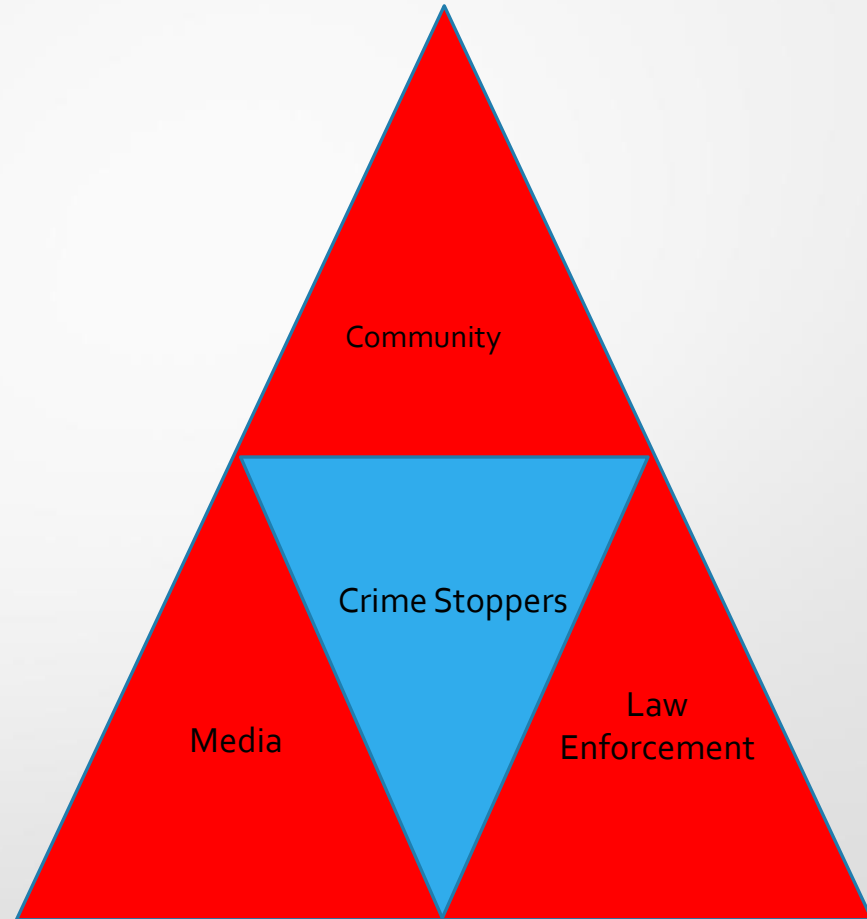
# Makeup of Board of Directors

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

# Crime Stoppers 3 Pillars

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October 2024



# The Triangle of Support

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

# Operating Standards for Local CS Organizations

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

# Why Active Law Enforcement Officers should not be voting board members

- Crime Stoppers was created to assist Law Enforcement with the efforts of citizens to provide information to assist the agencies solve crime
- Crime Stoppers is a charitable organization – not a governmental organization
- Law Enforcement Officers work as liaisons between Crime Stoppers and their LE agency
- Liaisons are assigned at the discretion of the LE agency head and subject to periodic reassignments



# Operating Standards for Local CS Organizations

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

# Operating Standards for Local Crime Stopper Organizations

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

# Operating Standards for Local CS Organizations

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



# Operating Standards for Local Crime Stopper Organizations

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

# How to distance your Crime Stoppers Program from the Government

- You want to have the ability to persuade a judge that your records belong to Crime Stoppers and not the agencies you represent or assist
- Crime Stoppers is operated as a non-profit charitable organization – not run by the Government
- The Board does **NOT** have directors or voting members who are active LE Officials, Government Officials, or paid Government employees.
- Crime Stoppers has purchased and maintained its own computers, software, and web-based systems for managing tips and its anonymous cash reward program

# How to distance your Crime Stoppers Program from the Government

- Crime Stoppers information systems should not be part of any governmental system or accessible by government system employees
- Governmental email communications should not be used by CS directors as that may be available as public information through Open Records Laws
- Conduct CS meetings at any place other than a government building
- Telephone lines used to receive CS tips should be owned and in the name of Crime Stoppers or private contracted businesses

# How to distance your Crime Stoppers Program from the Government

- Call tip takers should be paid staff, private call center, or volunteers working for Crime Stoppers
- Storage of CS records should be kept in CS storage cabinets & containers away from government buildings
- Office supplies & equipment should be purchased with CS funds and owned by the organization
- CS charitable funds **should not** be donated to LE agencies or governmental entities

# How to distance your Crime Stoppers Program from the Government

- A Memorandum of Understanding (MOU) should be executed between the CS organization and each LE agency to articulate the relationship and responsibilities of each entity



# Crime Stopper Program Coordinator

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

## Duties of the Coordinator

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

# Role of the Coordinator

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

# How It Works

## The Anonymous Tip Process:

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

# Handling Tips

- Review and coordinate anonymous tips received from the various sources.
- Protect tipsters' anonymity (#1 priority), scrubbing identifiable information, as necessary.
  - Never ask for a tipster's name or other identifying information
  - Calls received should never be handled on a recorded line
- Most Crime Stoppers programs now have a tip management software database program to manage and forward tip information to LE

# Protecting Tipsters

- **Scrubbing Identifiable Information is necessary!**
- Protect Tipsters from being identified through information they provide
- Sometimes they reveal too much about themselves, putting themselves in danger of being identified: i.e.

My ex-husband has ...

My next-door neighbor ... I live next to .....

My friend showed me where the drugs are kept ...

My tenant is cooking meth in my rental ....

I was with him when he committed other burglaries ....

# How to Protect Tipsters

- **Remove all identifiable information of the tipster**
- **Do Not** ask for nor accept the name, address, or phone number of your tipster
- Tipsters should be gender neutral
- Be general with information, yet specific enough on information leading to the suspect
- When editing information, be careful not to add your own commentary – it may change the nature of the tip
- Don't accept email or social media tips – too easily identifiable
- All tips should come through Crime Stopper means – call center, CS software (P3, Tipsoft, etc.), website linked to your CS software

# Handling Tips, Cont'd

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



# Handling Tips – Protecting information from Prosecutors

- Around the US, little has been done by prosecutors to protect the identity of tipsters
- Prosecutors allowing CS Tip Sheets to be given to criminal defense attorneys
- Prosecutors fail to understand Crime Stoppers is not a governmental agency, treating tips as public information

# Maintaining Accurate Statistics

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

# Maintaining Accurate Statistics, Cont'd

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

# Board Reports

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

# Monthly Crime Stoppers Board Meetings

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

# Coordinate Payment of Rewards

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

# Training

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

# Working With Media and Public

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



# Working With Media

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

# Public Speaking Events

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



# Questions??