



City of Racine Police Department
Policy and Procedure

Number: 1120

Table with 3 columns: Subject (Crime Stopper Program), Date Issued (12-8-89), Effective Date (02-25-11), Revision Number (3)

POLICY:

The Crime Stopper Tip Line Program is an important law enforcement tool. This Department shall use the program to the extent that it is available. A positive relationship shall be maintained between the Crime Prevention Officer, Crime Analysis, and the Crime Stoppers organization.

PROCEDURE:
CRIME
PREVENTION:

- When dealing with the Crime Stopper program the following guidelines apply:
1. Develop a "Crime of the Week" with the assistance of Investigations.
a. The featured crime may be from any Law Enforcement Agency's jurisdiction.
b. The featured crime must be any unsolved felony crime or warrant.
2. Provide the media, P.I.O. and Crime Analysis with a "news release" copy of the "Crime of the Week" prior to it being released to the public.
3. Relay the completed investigative information received on any "Crime of the Week" to the Crime Stopper Board of Directors, who will determine the amount of reward to be awarded to a caller, if any.
a. If a reward is to be given, relay this information to Crime Analysis so they can arrange for the caller to receive his or her reward.
b. Arrange the physical exchange of the reward through the Crime Stopper Board of Directors.

CRIME ANALYSIS:

- 1. Receive all Crime Stopper calls and complete the Crime Stopper work sheets.
2. Forward a copy of each work sheet to the appropriate personnel, including:
a. The investigating agency (i.e., Mt. Pleasant Police Department, Racine County Sheriff's Department, etc...).
b. Crime Prevention.
c. The Deputy Chief of Investigations.
d. Any other personnel that Crime Analysis, the Deputy Chief of Investigations, or the Crime Prevention Officer feel is necessary (S.I.U., Metro, etc...).

RECORD BUREAU
PERSONNEL:

- 1. Monitor and received all Crime Stopper calls during hours of the day that Crime Stopper personnel are not present.
2. Assume all other duties as listed in Crime Analysis section.

MEMBER:

- 1. Relay the completed investigation information via C.O.C. to:
a. Crime Prevention.
b. Deputy Chief of Investigations.
2. List the date and time that you received the Crime Stopper work sheet, marking it under "Disposition of Information" on the second page of the sheet.
3. Investigate all information that is provided on the Crime Stopper work sheet thoroughly and on a timely basis.
4. Upon completing the investigation of an assigned crime, complete the second page of the Crime Stopper work sheet, including:
a. The disposition of information.
b. Whether an arrest was made as a result of the information received.
c. Any pertinent arrest data.
5. After filling in all the necessary information, the original copy of the Crime Stopper work sheet should be forwarded to Crime Analysis.
6. Forward the disposition information to Crime Prevention by providing him or her with a copy of the Crime Stopper Work sheet.

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