

# Texas Crime Stoppers



## Standard Operating Procedures

June, 2007



**CREDITS**

Texas Crime Stoppers thanks the following partners for assisting with this manual.

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Texas Crime Stoppers Advisory Council  
Texas Crime Stoppers' Training and Technical Assistance Workgroup  
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Funds for this publication provided by Office of the Governor, Criminal Justice Division.  
Texas State University is a member of the Texas State University System.

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**SECTION 1**  
**INTRODUCTION**

## INTRODUCTION

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When a criminal case is not solved within a reasonable length of time, leads diminish, the trail gets cold, evidence is unobtainable, so the crime is increasingly difficult to solve. For these reasons, most law enforcement agency files contain many unsolved cases. When this occurs, a method is needed that re-awakens public interest in the case and calls on citizens to provide information to help solve the crime. People may witness all or part of a crime without an awareness of what they have seen. Consequently, they may unknowingly possess key information that could aid law enforcement in solving the crime. In some instances, citizens do not contact law enforcement agencies with information out of fear that if they reveal their identity they expose themselves or their families to retaliation. In most instances, these citizens do not come forward with information unless they are assured that they are provided complete anonymity by law enforcement. Finally, citizens may not come forward with needed information because they are uncertain as to whom they should contact in law enforcement and what procedures to follow to supplying information.

The Crime Stoppers program provides a method of overcoming these limitations by involving citizens in solving felony crimes. Through the Crime Stoppers program, citizens who have knowledge of a specific crime are encouraged, either for civic or monetary reasons, to come forward to law enforcement with this information. The program allows any citizen supplying information to remain completely anonymous, if they want. In this way, the citizen is assured that her identity is protected and that any information relayed is utilized. To effectively integrate citizens' knowledge, Crime Stoppers programs must receive law enforcement and media support. Crime Stoppers programs, operating internationally, have an impressive track record. Since the first program's inception in Albuquerque, New Mexico, September 1976, the programs have grown to more than 1,200 in communities around the world. **These programs operating through February 2006 are collectively responsible for clearing more than one million cases and recovering more than 7.8 billion dollars in stolen property and illegal narcotics.** There are three levels of Crime Stoppers programs: local non-profit programs, statewide organizations (as in Texas and New Mexico), and Crime Stoppers International, Incorporated (a non-profit corporation promoting Crime Stoppers programs throughout the world and assisting in coordinating and exchanging information among state and local programs). Crime Stoppers programs are beneficial in combating ever-present crime problems. It is an effective tool in which citizens join with law enforcement to solve crime. These programs serve as a vehicle for citizens to relay criminal information to law enforcement agencies and remain anonymous. However, to remain successful, it takes the dedication of everyone involved. There are over 500 local Crime Stoppers and campus Crime Stoppers programs operating throughout Texas. Many other communities are starting new programs. Countywide and regional Crime Stoppers programs are developing in areas where no single agency has sufficient manpower or finances to support the program.

Local Crime Stoppers programs are designed to achieve citizen interest and involvement in three ways:

1. Anonymity;
2. Establishing reward systems that pay for information leading to the arrest or charges filed on persons involved in felonies, and
3. Selecting an unsolved "Crime of the Week" featured by reenactment in nightly television news broadcasts, radio spots, and newspaper articles.

Local Crime Stoppers programs become non-profit corporations by applying for a charter under Texas law. This enables the program to obtain 501(c)(3) tax exemption from the Internal Revenue Service. Thus, allowing tax-deductible contributions to the program. A 15 to 25 member civilian board of directors, broadly representing the community, oversees general program operations and administers funds received through public contributions. The board may perform some or all of the following duties: set policy which creates and controls the program; raise funds to pay rewards and cover administrative costs; determine the amount and method of reward payments, and act as trustee of funds contributed by citizens, businesses, and service groups. Generally the treasurer, is designated to make reward payments to informants.

A law enforcement officer is designated as coordinator by the participating law enforcement agency. The coordinator is responsible for overseeing day-to-day program operations and serves as liaison between the law enforcement agency, the board of directors, and the news media. Other law enforcement officers may be assigned to assist the coordinator with daily program operations.

## **INTRODUCTION**

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Since most information received by the program is via telephone, most Crime Stoppers programs obtain a telephone number that is easy to remember, such as a number ending with -TIPS. Each caller is assigned a code number used in all subsequent transactions with the informant. Absolutely no pressure is placed on the informants to reveal their identities, as a key program element is anonymity. This information is then relayed, both by telephone and in writing to the investigating unit handling the case. If the information provided leads to an arrest and/or charges filed against an offender, the informant is then eligible for a reward. The board of directors determines the exact amount of the reward paid based on the law enforcement coordinator's recommendation, the type of case, the value of the information, the amount of property recovered, the number of cases solved as a result of the information, and other relevant criteria.

**SECTION 2**

**ESTABLISHING A CRIME STOPPERS PROGRAM**

## ESTABLISHING A CRIME STOPPERS PROGRAM

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Properly establishing your Crime Stoppers program is essential to success. If not, the program may receive negative publicity that jeopardizes not only its credibility but also other Crime Stoppers programs' credibility. The key to a successful Crime Stoppers program is good planning. As in any problem-solving situation, program planning includes all operational phases beginning with generalized planning and continuing through program implementation. A successful program must have the interest and cooperation of the community, media, and law enforcement agencies. Explaining how Crime Stoppers works increases interest and understanding. Explain its history, successes, philosophies, and benefits to all partners. Understanding this manual, attending training events and talking directly to people from different Crime Stoppers organizations is the best way to develop the knowledge to get necessary support. The following are important points to remember.

- Law enforcement agencies' successes (reported in the media), due to Crime Stoppers, increase community and media respect for law enforcement.
- By drawing out tipsters, the program helps solve cases that might otherwise go unsolved.
- Crime Stoppers saves law enforcement agencies time and money by enabling them to compile information on criminal activity. This helps foster cooperation between various law enforcement agencies, resulting in more efficiency, as well as saving investigation and overtime costs.
- Many cases are often cleared by one tip.
- Crime Stoppers assists the community and law enforcement with crime prevention.
- There is a large financial recovery (stolen property and drugs) for every dollar contributed to Crime Stoppers.
- Crime Stoppers is successful with worldwide support.

Initially, establish an interim board of directors to oversee program startup. The interim body consists of four to six people. This board creates operating procedures, determine permanent board size, and fills board positions.

### Board of Directors

The interim board, after finding support for the program, creates a permanent board of directors to run it. This board then becomes the legal entity representing Crime Stoppers. Fifteen to 25 civilian volunteers representing a broad community cross-section make up the board. Law enforcement officers may take an advisory role, as a non-voting board member, in order to maintain Crime Stoppers' integrity as a community program. Board members are important. Members are privy to confidential and sensitive information on crime and have access to funds. Since board members are directly responsible for program success, select each member carefully and conduct a background check. A corporate lawyer's services, an accountant, and an advertising or marketing professional are valuable assets. **Do not include elected officials and political candidates as board members.**

The board is responsible for a variety of tasks. These include:

- Setting policy within the framework of the legal documents which create and control the program including the day to day operations and the coordinator's office;
- Raising funds through community and corporate donations for paying rewards, administrative costs, promotion, marketing, and training;
- Determining the amount and method of reward payments and ensuring that these rewards are paid;
- Overseeing the administrative coordinator;
- Acting as trustee of funds which must be administered in a prudent and legal manner and are donated by citizens, businesses, and service groups;
- Developing new initiatives for curbing crime;
- Maintaining liaisons with the media, the coordinator, and law enforcement agencies, and
- Providing insurance and legal protection for the program against criminal and/or civil liability.

The board of directors shall register its program as a 501I(3) charitable organization within the United States. This is beneficial because:

- Liability of the board of directors is limited;
- Tax-exempt status from federal and local governments can be obtained;
- Donations made to Crime Stoppers are tax-deductible;

## ESTABLISHING A CRIME STOPPERS PROGRAM

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- Corporate books and records are free from open records laws that apply to government agencies, and
- It creates organizational continuity.

### Structuring the Board

The board establishes committees. Each committee handles separate tasks to facilitate program operation. Most programs have the following committees.

- **Executive** – The executive committee is comprised of the chair/president, vice-chair/president, secretary, treasurer, past chair/president, and at least one at-large member. The executive committee reviews the on-going board activities and sets the agenda for upcoming board meetings. It is not a decision-making committee, as this is the entire board's function.
- **Nominating** – This committee actively recruits potential board members on a regular basis. It should assess the organizational needs and aggressively seek out suitable candidates to meet these needs.
- **Fundraising** – All board members are expected to raise funds. This committee develops the financial plan and then provides the logistical support to ensure execution. The committee needs the entire board's support to succeed.
- **Publicity** – This committee is responsible for preparing displays, slide shows, flip charts, computer PowerPoint presentations, videos, bumper stickers, window placards, billboard signs, bill mailing enclosures, printed messages on grocery bags, and other advertising. The committee is also responsible for arranging feature news stories and public service announcements about the program. Publicize something new about the program every month, whether it involves solving a major case, an upcoming event, or a statistical milestone, like the program's 100<sup>th</sup> solved case. This is an important committee, responsible for creating program awareness.
- **Special Events** – This committee is responsible for awards and recognition banquets, special briefings, golf tournaments, fun runs, and other fundraising and awareness activities.
- **Other Committees** – The board may consider implementing other committees as needed such as bylaws and standing rules committees, a history and records committee, a scholastic Crime Stoppers committee, and others that are created as needs arise.

Board members usually serve three-year terms and are replaced by new members. Initially, members serve one-year, two-year, and three-year terms creating staggered terms, where one-third of the members are replaced each year. Most programs have a minimum attendance requirement for meetings, and members who fail this requirement may be removed according to the bylaws.

### Monthly Meetings

It is important for the board of directors to have regularly scheduled meetings, at least once monthly (more initially). All board members, and the coordinator, who present reports and keep the board up to date on issues of interest, are expected to attend all meetings.

Use the most current edition of "Robert's Rules of Order" as your guide for all meetings; however, a general schedule may go as follows:

- Call to order
- Roll call
- Introduce guests
- Approve minutes
- Treasurer's report
- Coordinator's report, statistical update, reward recommendations, other activities
- Committee reports-fundraising, publicity, nominating, special events, rewards
- Old business
- New business
- Announcements
- Adjourn

### Coordinator

## **ESTABLISHING A CRIME STOPPERS PROGRAM**

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Once you find support for your program and select a board of directors, designate a coordinator. A law enforcement officer should fill this position, but some programs use a civilian. The coordinator is responsible for overseeing day-to-day program operations and serves as liaison between the board of directors, news media, and law enforcement.

This person is responsible for taking telephone tips and analyzing the information. The coordinator must have an outgoing personality, impeccable reputation, excellent communication skills, and much self-motivation.

Responsibilities include but are not limited to, the following:

- Answering the Crime Stoppers telephone lines and taking tips;
- Screening calls, verifying the information, and forwarding the information to the appropriate agency to investigate;
- Following up with investigators to determine an investigation's status and determining if additional information is needed from the tipster;
- Maintaining tip files by keeping them updated, accurate, and secure;
- Maintaining statistics for the program, including the number of calls, number of cases solved, amount of stolen property recovered, and narcotics seized resulting from successful tips;
- Working with the local media to produce re-enactments, ensuring that the "Crime of the Week" and other projects are accurately publicized;
- Appearing with members of the Crime Stoppers board of directors at public speaking functions;
- Promoting the Crime Stoppers program with all law enforcement agencies with whom the board has dealings;
- Meeting monthly with the Crime Stoppers board;
- Presenting a comprehensive coordinator's report to the board on unusual activities, cases of interest, and solved cases to assist board members in determining reward amounts, and
- Explaining the pay out process to tipsters.

**Note: The coordinator must NEVER meet with a tipster directly or pay a reward.**

The coordinator also makes public presentations to small and large groups, explaining the program and its successes. This activity increases interest and program awareness and helps raise funds. This person also has lots of contact with the media, narrating re-enactments, and doing interviews for radio, television, and print. He should be familiar with all areas of his law enforcement agency, so he can explain the program and gain interest from officers, as well as follow up with any department to which a tip is passed.

A coordinator's position is a demanding one. It often requires working overtime, as well as being on call. The position is diverse and challenging due to ever-changing information from tipsters and the varied cases involving Crime Stoppers.

### **Executive Director/Administrative Staff**

Some programs opt to hire an executive director or administrative staff to assist the coordinator and assume administrative duties, raise funds, make media contact, recruit board members, and network with business communities.

### **Media**

The media's role in Crime Stoppers is to provide public awareness and education about the Crime Stoppers program. The media also publicizes the Crime Stoppers telephone numbers, its program objectives, methods of operation, and successes. It is also responsible for broadcasting law enforcement agency reports, re-enactments, crimes of the week, and other programs. It is the coordinator's responsibility to stay in contact with the media to see that these responsibilities are met. The media should schedule a regular time slot for Crime Stoppers features, so that people receive this information on a regular basis.

Offer the program to all media representatives to reach a broader audience and avoid complaints of favoritism. However, exclusivity contracts with specific media outlets dealing with specific program formats are considered

## **ESTABLISHING A CRIME STOPPERS PROGRAM**

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when the program benefits from this arrangement.

This allows the media the opportunity to decide its own involvement in the program. Since Crime Stoppers is a community-based program, the media is seen as promoting community involvement and safety, rather than promoting a law enforcement program. The media is asked to report on an unresolved crime, in an attempt to generate more information about the case and enhance public support for the program.

The advantages of media involvement with Crime Stoppers are:

- The public is interested in crime;
- A crime of the week helps build the audience or increases circulation;
- Helping projects a strong image of community involvement by the station in fighting crime;
- It provides increased involvement and improved relations with law enforcement agencies and officers;
- It provides an opportunity for follow up on unresolved offenses;
- It allows an opportunity to promote crime prevention and involve the public in battling crime and protecting themselves against crime;
- It helps maintain or improve ratings;
- The “Crime of the Week” replaces an item in the news and is produced at about the same cost;
- It provides media with positive community service material during license renewal hearings;
- Not only is the media playing an important role in reporting crime through Crime Stoppers features, but also when these offenses are solved, as a direct result of the media’s commitment, it can take credit for solving crimes, and
- It helps promote fund raising events.

The media’s role in the Crime Stoppers partnership can include the following:

- Running the crime of the week on the same day each week, at the same time, and in the same location;
- Once a successful format, location, time or logo is established, it should not be changed without Crime Stoppers board consent;
- The media can run stories of how Crime Stoppers works and its successes in other locations;
- The media is expected to promote crime of the week segments;
- Public service announcements are run to promote Crime Stoppers and explain how to get involved;
- Television stations are asked to commit to providing a producer, equipment, and necessary personnel for producing crime re-enactment’s each week, and
- Maintaining Crime Stoppers integrity by not divulging confidential information or jeopardizing Crime Stoppers through early release of details shown in weekly re-enactments.

### **Law Enforcement**

The primary role of law enforcement within Crime Stoppers is to quickly and efficiently investigate tips, provide feedback to the coordinator on case status, and request more information when necessary. A program may determine that there is a need for a law enforcement agency to create a memorandum of understanding or a letter of agreement between the agency and the Crime Stoppers program outlining the respective organizations responsibilities to each other. This allows for individual organizations to have a policy in place regarding the agreed upon expectations. This agreement is reviewed annually and appropriate changes made as required. The law enforcement agency has an obligation to promote the program both internally and externally. This creates greater program awareness within agencies and encourages investigators to utilize the program. Crime Stoppers provides the public with an alternative method to pass on crime solving information to law enforcement agencies, especially when people are reluctant to become involved in the criminal justice system. Law enforcement agencies’ support for Crime Stoppers provides the public the opportunity to do the right thing anonymously, if they want. Senior law enforcement managers also have an obligation to attend Crime Stoppers functions such as receptions, media events, annual board meetings, and conferences. This show of support and commitment adds prestige to Crime Stoppers and shows appreciation for the citizen volunteers managing this program.

### **Legal And Operational Documentation For Local Programs**

*Many forms mentioned in this section appear at the end of this section. For electronic copies visit*

# **ESTABLISHING A CRIME STOPPERS PROGRAM**

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**[www.crimestoppers.txstate.edu](http://www.crimestoppers.txstate.edu)**

## **Basic Documentation**

These are the three basic instruments that create a Crime Stoppers organization and make it a legal entity:

- **Articles of Incorporation**
- **State of Texas Charter**

These two basic documents create a non-profit organization. Only after the articles of incorporation are filed with the Texas Secretary of State and a state charter is issued does a Crime Stoppers program receive the recognition and protection of Texas law. A filing fee is required.

- **Bylaws**

The legal document by which all operations are governed must be completed before your operations begin, because it defines the total operation of your Crime Stoppers program.

## **Federal Tax Exempt Documentation (IRS Non-profit Section, Toll free (877)(829-5500)**

Apply for recognition as a 501C(3) organization by completing IRS package #1023 (Application for Recognition of Exemption) and IRS Publication #557 (Tax-Exempt Status for Your Organization). Both are available on the Internal Revenue Website at [www.irs.gov](http://www.irs.gov).

## **Texas Tax Exempt Documentation**

After federal tax exempt status is established, a program must make a written request to the Texas Comptroller of Public Accounts to receive state exempt status. Such status exempts the program from franchise tax, and state, and local sales tax for items and services purchased for program operation.

## **Operational Documents**

**Bylaws** – This is the basic document by which all your Crime Stoppers operations are managed. Include the following sections.

- Organization’s purpose
- Directors
- Meetings
- Officers
- Committees
- Nominations and elections
- Contributions and depositories
- Fiscal year
- Parliamentary authority
- Amendments

**Budget** – You must establish a budget to give board members a way to evaluate and control income and expenditures. Without a budget there is no way to know where you are (i.e.: your Crime Stoppers program is “out of financial control”). Budgets take many forms but usually contain at least two sections: rewards and other operational expenses. If you need help, ask any certified public accountant to help you develop a format to best suit your program.

**Minutes** – One signed copy of the minutes for each official board meeting are kept in a permanent book (loose-leaf notebook) as the official record of your Crime Stoppers program. Usually the board secretary or other officer as designated by the board keeps this book. (Suggestion: maintain a photocopy or electronic copy of this book and keep it in a separate, safe place.)

**Standing Rules and Operational Procedures** – These are the rules and procedures that cover areas not addressed in your bylaws, such as:

## **ESTABLISHING A CRIME STOPPERS PROGRAM**

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- Reward assessment and payment procedures;
- Personnel policies – As the program develops and employees are hired, consider job descriptions, duties, responsibilities, holidays, etc. A certified public accountant or attorney can assist writing these policies, and
- Accounting and cash management – The board treasurer and/or certified public accountant can assist in writing these policies.

**Cooperative Agreements With Law Enforcement Agencies** – If your program is working with more than one law enforcement agency, you may have written agreements with some of these agencies.

**Cooperative Agreements With Media** – Your program may or may not have such agreements; but if it does, they are mutually accepted and approved by your board.

**Operational Plan** – This should be written and regularly updated. Any organization must know its goals and objectives and how it plans to reach them. This is the purpose of an operational plan. It should include:

- Short-term and long-term goals that set the general direction for the organization. These goals are realistic and ambitious;
- Specific objectives – These are stated in such a way that when reviewed in six months to a year, it is easily seen what has or has not been accomplished. (Example: We will raise \$5,000.), and
- Strategies – These are the specific activities by which the board will accomplish broad goals and specific objectives. (Example: We will raise \$5,000 by having a “Bail Out” in October.)

**Inventory of Fixed Assets** – It is very important that the board monitor closely the accumulated physical assets. This inventory should include: description; date acquired; donated or purchased, and value.

**Schedule of Insurance Coverage** (If applicable)

### **State Certification By The Texas Crime Stoppers Advisory Council**

When Senate Bill 85 and Senate Bill 149, 71<sup>st</sup> Legislature Regular Session, were signed into law in 1989, the Texas Crime Stoppers Advisory Council was charged with certifying all local Texas Crime Stoppers programs that plan to receive and expend court generated fees.

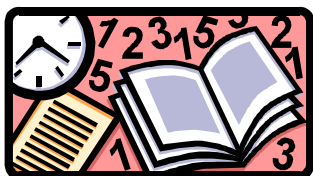
A local Crime Stoppers program **must not accept** any court-generated fees, under the provisions of Article 42.12, Sec. 11. subsec. (h), Code of Criminal Procedure and Article 37.072, Code of Criminal Procedure, until such local program becomes certified.

The Texas Crime Stoppers Advisory Council certifies a program, if it meets all the requirements as listed in the application for certification. Programs that receive court-generated funds should sign cooperative working agreements for equitable fee sharing, where there is more than one certified program in a county. A suggested method is fee distribution based upon percentage of felony arrests. Sample documents are provided in Section 4 of this manual.

### **Other Documentation**

- Appropriate city, county, or state permits/licenses
- Better Business Bureau (BBB) registration and/or approval
- Copyright or trademark registration of logo, if applicable
- Audit – an independent accounting firm may conduct the audit. This important document is needed for basic information to complete IRS Form 990. The audit is also vital for fundraising, maintaining the program’s credibility, and is a sound business practice.

## ESTABLISHING A CRIME STOPPERS PROGRAM



### Steps for Starting a Certified Crime Stoppers Organization in Texas

Steps	Form Used	Obtain From	Cost	Completed
Contact Texas Crime Stoppers and speak with other local Crime Stoppers organizations	----	866-220-4357 512-463-1784	----	
Establish a Board of Directors	----	----	----	
Determine a mission and value statement for the organization	----	----	----	
Meet with local law enforcement agencies and draw up a cooperating agreement.	Cooperating Agreement	----	----	
Create a name for the organization, and check with the Texas Secretary of State's Office to see if the chosen name is available to reserve. (optional)	501	Office of the Texas Secretary of State	\$40	
Develop and file the Articles of Incorporation with the Secretary of State	----	----	----	
Draft and approve the organizational bylaws and reward determination schedule	----	----	----	
Incorporate as a nonprofit organization	202	Office of the Texas Secretary of State	\$25	
Apply for a Federal ID Number (EIN)	SS-4	Internal Revenue Service (IRS)	\$0	
Develop a business plan for the organization and create a budget	----	----	----	
Obtain Directors & Officers Insurance and Liability Insurance	----	----	----	
Apply for federal tax exemption from the IRS (can take up to 6 months)	1023, 8718, and 557	Internal Revenue Service (IRS)	\$150 or \$500 (depends on anticipated gross receipts)	
Register for Crime Stoppers training	----	Texas Crime Stoppers Training	Varies	
Apply for certification	Application for Certification and Conditions of Certification Form	Texas Crime Stoppers Training	\$0	
Apply for the state of Texas sales, franchise, and property tax exemptions (each separately) with the Comptroller's office	AP-205	Texas Comptroller's Office	\$0	
Apply for a surety bond.	----	----	----	
Open an operational and a restricted bank account.	----	----	----	

Links to all forms and additional information are available at <http://www.crimestoppers.txstate.edu>

**ESTABLISHING A CRIME STOPPERS PROGRAM  
SAMPLE STATE CHARTER**

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# The State of Texas

**SECRETARY OF STATE** <sup>(512)</sup> 463-5770 / 463-5555

The undersigned, as Secretary of State of the State of Texas, **HEREBY CERTIFIES** that the attached is a true and correct copy of the following described instruments on file in this Office:

LAMAR COUNTY CRIMESTOPPERS, INC.

Articles of Incorporation

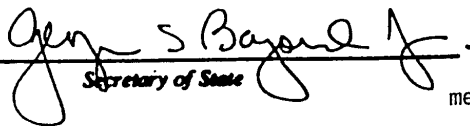
February 12, 1986

Charter # 78551251



*IN TESTIMONY WHEREOF, I have hereunto signed my name officially and caused to be impressed hereon the Seal of State at my office in the City of Austin, this*

29th day of August A. D. 19 90

  
Secretary of State me.j

**ESTABLISHING A CRIME STOPPERS PROGRAM  
SAMPLE STATE CHARTER**

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ARTICLES OF INCORPORATION  
OF  
STOP AND SPIT TEXAS CRIME STOPPERS, INC.

ARTICLE ONE

The name of the corporation is Stop and Spit Texas Crime Stoppers, Inc.

ARTICLE TWO

The corporation is a non-profit corporation.

ARTICLE THREE

The period of its duration is perpetual.

ARTICLE FOUR

The corporation is organized strictly and exclusively for public charity, religious, scientific, and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 5011(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law)

ARTICLE FIVE

The Corporation shall have no members, and the Corporation shall be governed exclusively by the Directors of the Corporation.

ARTICLE SIX

The street address of the initial registered office is 1705 East Dallas, Stop and Spit, Texas 75460, and the name of its initial registered agent at such address is Byrum Meld.

ARTICLE SEVEN

The number of directors constituting the initial Board of Directors of the corporation is nine and the names of addresses of the persons who are to serve as the initial directors are:

Leroy Lane	3020 May Lane, Stop and Spit, Tx.,
Bob Hughes	1020 Gibson, Stop and Spit, Tx.
Jack Jefferies	4107 Lamar Avenue, Stop and Spit, Tx.
Henry Williams	6110 Brandyn Place, Stop and Spit, Tx.
Jake Moore	705 E. Dallas, Stop and Spit, Tx.
Esmarelda Perkins	70 Clark Lane, Stop and Spit, Tx.
Clorijune Cloer	Route 621, Stop and Spit, Tx.
Rudine Smith	2550 Lamar, Stop and Spit, Tx.
Quilligale Monroe	2000 S. Collegiate, Stop and Spit, Tx.

ARTICLE EIGHT

The initial bylaws of the corporation shall be adopted by its Board of Directors and the power to alter, amend, or repeal the bylaws or to adopt new bylaws shall be vested in the Board of Directors.

ARTICLE NINE

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operating exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 5011(3) of the Internal Revenue Code of 1954, or the corresponding provisions of any future United States Internal Revenue law, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction upon suitable proceedings brought for the purpose exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.

ARTICLE TEN

The corporation may take and hold any donations, grants, devises, or bequests that may be made in the support of its purposes. All funds of the corporation, whether from donation or otherwise, in excess of the expenditures necessary for the proper administration of such funds, shall be used exclusively for carrying on and promoting the charitable, religious, educational and other non-profitable purposes for which the corporation is formed as herein set forth.

The corporation shall make distributions at such time and in such manner as not to subject it to tax under Section 4942 of the Internal Revenue Code of 1954; the corporation shall not engage in any act of self-dealing which would be subject to

**ESTABLISHING A CRIME STOPPERS PROGRAM  
SAMPLE STATE CHARTER**

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tax under Section 4941 of the Code; the corporation shall not retain any excess business holdings that would subject it to tax under Section 4943 of the Code; the corporation shall not make any investments that would subject it to tax under Section 4944 of the Code, and the corporation shall not make any taxable expenditures that would subject it to tax under Section 4045 of the Code.

**ARTICLE ELEVEN**

The corporation is a non-profit corporation organized solely for the purposes specified in Article Four, and not part of its property, whether income or principal, shall ever inure to the benefit of any director, officer, or employee of the corporation, or any individual having a personal or private interest in the activities of the corporation, nor shall any such director, officer, employee or individual receive or be lawfully entitled to receive any profit from the operations of the corporation except a reasonable allowance for salaries or other compensation for personal services actually rendered in carrying out one or ore of its stated purposes.

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code for the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 ( or the corresponding provision of any future United Internal Revenue Law).

**ARTICLE TWELVE**

Anything to the contrary herein notwithstanding, the corporation and the directors shall not engage, participate, or intervene in any activity or transaction which would cause the corporation to lose its status as an exempt organization under the provisions of the Internal Revenue Code or corresponding provision hereafter in effect; and the use, directly or indirectly, of any part of the corporation's assets in any such activity or transaction is hereby expressly prohibited. Furthermore, no loans shall be made by the Corporation to the directors or officers.

**ARTICLE THIRTEEN**

The name and street of each incorporator is:

Name	Address
Urshelee Smith	151714131211109876543210 Flanabobo, Stop and Spit, Tx.
Esmarelda Perkins	70 Clark Lane, Stop and Spit, Tx.
Jake Moore	Gibson, Stop and Spit, Tx.

Signed,

\_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF, we have hereunto set our hand this sixth day of February, 2004.

I, Debbie Lewis, a Notary Public, do hereby certify that on this 6<sup>th</sup> day of February, 1986, personally appeared before me Ron Billman, Charles Christian, Joe Iglehart who, being by me first duly sworn, declared that they signed the foregoing instrument in the capacity therein stated and that the statements therein contained are true.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 6<sup>th</sup> day of February 1986

Debbie Lewis  
\_\_\_\_\_

My commision expires 9-19-88.

**ESTABLISHING CRIME STOPPERS PROGRAM  
SAMPLE ARTICLES OF INCORPORATION**

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ARTICLES OF INCORPORATION OF \_\_\_\_\_, INC.

**ARTICLE ONE**

The name of the corporation is \_\_\_\_\_.

**ARTICLE TWO**

The corporation is a non-profit corporation.

**ARTICLE THREE**

The period of its duration is perpetual.

**ARTICLE FOUR**

The corporation is organized strictly and exclusively for public charity, religious, scientific, and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 5011(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

**ARTICLE FIVE**

The corporation shall have no members and the Corporation shall be governed exclusively by the Directors of the corporation.

**ARTICLE SIX**

The street address of the initial registered office is \_\_\_\_\_, and the name of its initial registered agent at such address is \_\_\_\_\_.

**ARTICLE SEVEN**

The number of directors constituting the initial Board of Directors of the corporation is \_\_\_\_\_ and the names and addresses of the persons who serve as the initial directors are:

**ARTICLE EIGHT**

The initial bylaws of the corporation shall be adopted by its Board of Directors and the power to alter, amend or repeal the bylaws or to adopt new bylaws shall be vested in the Board of Directors.

**ARTICLE NINE**

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such a manner, or to such organization or organizations organized and operating exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 5011(3) of the Internal Revenue Code, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction upon suitable proceedings brought for the purpose exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.

**ARTICLE TEN**

The corporation may take and hold any donations, grants, devises, or bequests that may be made in the support of its purpose. All funds of the corporation, whether from donations or otherwise, in excess of the expenditures necessary for the proper administration of such funds, shall be used exclusively for carrying on and promoting the charitable, religious, educational, and other non-profitable purposes for which the corporation is formed as herein set forth.

The corporation shall make distributions at such time and in such manner as not to subject it to tax under Section 4942 of the Internal Revenue Code of 1954; the corporation shall not engage in any act of self-dealing which would be subject to tax under Section 4941 of the Code; the corporation shall not retain any excess business holdings which would subject it to tax under Section 4943 of the Code; the corporation shall not make any investments which would subject it to tax under Section 4944 of the Code; and the corporation shall not make any taxable expenditures which would subject it to tax under Section 4045 of the Code.

**ESTABLISHING CRIME STOPPERS PROGRAM  
SAMPLE ARTICLES OF INCORPORATION**

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**ARTICLE ELEVEN**

The corporation is a non-profit corporation organized solely for the purposes specified in Article Four, and no part of its property whether income or principal, shall ever inure to the benefit of any director, officer, or employee of the corporation, or any individual having a personal or private interest in the activities of the corporation, nor shall any such director, officer, employee or individual receive or be lawfully entitled to receive any profit from the operations of the corporation except a reasonable allowance for salaries or other compensation for personal services actually rendered in carrying out one or more of its state purposes.

No substantial part of the activities of the corporation shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(C)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(C)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

**ARTICLE TWELVE**

Anything to the contrary herein notwithstanding, the corporation and the directors shall not engage, participate, or intervene in any activity or transaction that would cause the corporation to lost its status as an exempt organization under the provisions of the Internal Revenue Code of 1954 or corresponding provision hereafter in effect; and the use, directly or indirectly, of any part of the corporation's assets in any such activity or transaction is hereby expressly prohibited. Furthermore, no loans shall be made by the corporation to the directors or officers.

**ARTICLE THIRTEEN**

The name and street address of each incorporator is:

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Address**

IN WITNESS WHEREOF, I (WE) HAVE HEREUNTO SET MY (OUR) HAND THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

**Incorporator**

\_\_\_\_\_

**Incorporator**

THE STATE OF TEXAS \*

\*

COUNTY OF \_\_\_\_\_ \*

I, \_\_\_\_\_, a Notary Public, do hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_, personally appeared before me \_\_\_\_\_, who, being by me first duly sworn, declared that he/she/they signed the foregoing instrument in the capacity therein stated and that the statements therein contained are true.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas.

Printed Name of Notary:

My Commission Expires:

# **ESTABLISHING A CRIME STOPPERS PROGRAM SAMPLE BYLAWS**

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## **BYLAWS OF \_\_\_\_\_ CRIME STOPPERS, INC.**

### **ARTICLE I: NAME AND LOCATION**

The name of the corporation is \_\_\_\_\_, hereinafter referred to as "Crime Stoppers, Inc.". The principal office of Crime Stoppers, Inc. shall be located at \_\_\_\_\_, but meetings of the Directors may be held at such places within the State of Texas as may be designated by the Board of Directors.

### **ARTICLE II: MEMBERS**

The members of the Board of Directors of Crime Stoppers, Inc. shall constitute all of the members of this non-profit corporation.

### **ARTICLE III: BOARD OF DIRECTORS**

Section 1: Composition: In accordance with the Articles of Incorporation, the Board shall designate the number of members from \_\_\_\_\_ to \_\_\_\_\_ inclusive who shall comprise the Board, and no such member shall receive any compensation for serving on the Board.

Section 2: Term of Office: A term of office shall normally be for \_\_\_\_\_ years; however, no director may serve for more than two consecutive terms. A person may be re-elected after being off the Board one or more years. Terms shall begin at the close of the annual meeting and may be for \_\_\_\_\_ year(s) as determined by the Board, the objective being, insofar as practical, to have no more than one-third of the Directors replaced at any one time.

Section 3: Removal: Any Director may be removed, with or without cause, by two-thirds vote by ballot, at a regular or special meeting of the Board.

Section 4: Enumerated Powers: In managing the affairs of Crime Stoppers, Inc., the Board shall specifically have, but not be limited to, the power to:

4. Adopt standing rules;
5. Employ individuals;
6. Procure and maintain liability insurance to protect its members in the performance of their duties, and hazard insurance to protect Crime Stoppers, Inc. property;
7. Procure and maintain bonds for persons having custody of funds, and
8. Authorize disbursement of funds.

### **ARTICLE IV: MEETINGS OF DIRECTORS**

Section 1: Regular Meetings: The Board of Directors shall hold no less than twelve regular meetings, including the annual election meeting in \_\_\_\_\_ of each fiscal year. Normally, regular meetings will be held on a monthly basis on the \_\_\_\_\_ of each month at \_\_\_\_\_. The regular location for all meetings shall be designated by the Board. The date, time, and location of regular meetings may be changed by the Chairman of the Board by seven days advance notice.

Section 2: Special Meetings: Special meetings of the Board of Directors may be called by the Chairman with at least twenty-four hours notice, or by \_\_\_\_\_ Board Members with at least twenty-four hours notice. Such notice by the Chairman or at least \_\_\_\_\_ Board Members shall include a statement of the purpose of the meetings as well as the date, time and location of the special meeting.

Section 3: Quorum: A quorum shall be a majority of the Board of Directors, excluding vacancies.

### **ARTICLE V: OFFICERS AND DUTIES**

Section 1: Officers: The officers of Crime Stoppers, Inc. shall include but not be limited to a Chairman of the Board, a Vice Chairman, a Secretary, a Treasurer, and such other officers as the Board may elect from time to time to carry out the affairs of Crime Stoppers, Inc.

Section 2: Term: A term of office shall be for one year and shall begin at the close of the annual election meeting. No officer may serve two consecutive terms in the same office.

Section 3: Vacancies: A vacancy shall be filled by ballot vote of the Board from a slate presented by the nominating committee. The individual elected shall serve for the remainder of the term of the member he or she replaces.

Section 4: Duties and Powers: The officers shall perform the duties and exercise the powers prescribed by the Articles of Incorporation, these Bylaws, the parliamentary authority adopted herein and those assigned by the Board or which normally pertain to the office. These duties and powers shall include but not be limited to the following.

The Chair shall:

- Be the principal officer of Crime Stoppers, Incorporated;
- Preside at all meetings of the Board of Directors and the Executive Committee;
- Co-sign all checks, promissory notes and contracts;

Appoint standing committee chairmen and members, except for the nominating committee, and create special committees and chairmen and members thereof as the need arises, and

Be an ex-officio member of every committee except the nominating committee.

# **ESTABLISHING A CRIME STOPPERS PROGRAM**

## **SAMPLE BYLAWS**

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The Vice Chair shall:

Assume such duties as may be assigned by the Chair, the Board of Directors or the Executive Committee;  
In the absence of the Chair, preside at all Board of Directors and Executive Committee meetings, and  
In the absence of the Chair, create special committees and appoint chairmen and members thereof as the need arises, fill vacancies on standing committees except for the nominating committee.

The Secretary shall:

Record the proceedings of all meetings of the Board of Directors and Executive Committee;  
Provide each member of the Board with a copy of the Minutes of each Board of Directors meeting, and  
Assume such duties as may be assigned by the Chairman, the Board of Directors or the Executive Committee.

The Treasurer shall:

Be custodian of all funds;  
Make a financial report at each meeting of the Board of Directors;  
Co-sign all checks, promissory notes and contracts, and  
Disburse rewards to individuals, or to police officers on behalf of such individuals, as authorized by the Board of Directors, after reasonably satisfying himself as to the identity of the recipient.

### **ARTICLE VI: COMMITTEES**

Section 1: Standing Committees: There shall be standing committees to deal with the following subjects:

Fund Raising;  
History and Records;  
Publicity, and  
Standing Rules.

Additional committees may be created by majority vote of the Board of Directors. The Committee Chairs shall be members of the Board of Directors, but additional members need not be.

Section 2: Special Committees: Special Committees may be created by the Chairman of the Board of Directors.

The Chairs shall be members of the Board, but additional members need not be.

Section 3: Executive Committee: There shall be an executive Committee composed of the \_\_\_\_\_ officers and one additional Director, elected by ballot from nominations from the floor at the first regular Board meeting following the annual election meeting. The Executive Committee, in an emergency, shall have all of the powers of the Board between meetings, except the power to amend the Articles of Incorporation, these Bylaws, to dissolve Crime Stoppers, Inc., or remove a member of the Board. Meetings may be called by the Chairman or by any two members of the Committee and three members shall constitute a quorum.

Section 4: Nominating Committee: A nominating committee of three members of the Board shall be elected by ballot, immediately upon adoption of these Bylaws and thereafter at the first regular meeting following the annual meeting in \_\_\_\_\_, from nominations received from the floor. Each nomination shall be with the consent of the nominee. A plurality vote shall elect and the member receiving the highest number of votes shall serve as Chairman.

Section 5: Duties: The nominating committee shall continually screen and consider the qualifications of potential candidates for members of the Board and Officers of Crime Stoppers, Inc. They shall, from time to time throughout the year, submit to the members of the Board, for their comment, the names of persons recommended for membership. The committee shall carry out the responsibilities assigned to it under Article VII, Nominations and Elections. To assure proper screening and consideration of candidates for the Board, members of the Board should make recommendations to the nominating committee at least forty-five (45) days prior to the election.

### **ARTICLE VII: NOMINATIONS AND ELECTIONS**

Section 1: Nominations: The nominating committee, after obtaining the consent of each candidate, shall distribute to each Board member, at least thirty-five (35) days prior to the annual election meeting or any meeting at which an officer or Board member is to be elected, a notice setting forth the following:

A proposed single slate of candidates for any officer position to be filled, and  
At least one candidate for each of the Board positions to be filled, setting forth the terms of each, where appropriate.

Section 2: Additional Nominations for Officers: Additional nominations for any officer position to be filled, after obtaining the consent of the nominee, may be made by petition signed by two members of the Board and delivered to the Chair of the Nominating Committee at least seven days prior to the election.

No member may sign a petition for more than one candidate for the same office.

Section 3: Election: The ballot submitted to the Board by the Nominating Committee shall include all the nominees selected under Sections 1 and 2 hereof and a plurality vote shall elect. A Board member may deliver an absentee ballot to the Secretary prior to the time the vote is taken.

Section 4: Vacancies: If vacancies occur, they shall be filled in accordance with the provisions of the Article.

**ESTABLISHING A CRIME STOPPERS PROGRAM**  
**SAMPLE BYLAWS**

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Section 5: Notification: The Nominating Committee shall promptly notify candidates of the outcome of the election.

**ARTICLE VIII: CONTRIBUTIONS AND DEPOSITORIES**

Section 1: Contributions: Any contribution, bequests or gifts made to Crime Stoppers, Inc. shall be accepted or collected and deposited only in such manner as shall be designated by the Board of Directors.

Section 2: Depositories: The Board of Directors shall determine what depositories shall be used by Crime Stoppers, Inc. as long as such depositories are located within the State, are authorize to transact business by the State of Texas and are federally insured. All checks and orders for payment of money from said depositories shall bear the signature of the Chairman, or the Chairman’s nominee, and shall be countersigned by the Treasurer or the Treasurer’s nominee; such nominees having been approved in advance by the Board of Directors.

**ARTICLE IX: CONTRACTS AND DEBTS**

All contracts and evidences of debt may be executed only as directed by the Board of Directors. The Chair and the Treasurer shall execute, in the name of Crime Stoppers, Inc., all contracts or other instruments so authorized by the Board of Directors.

**ARTICLE X: FINANCIAL EXAMINATION**

An annual examination of the financial accounts of Crime Stoppers, Inc. shall be made by a certified public accountant appointed by the Chairman of the Board with the advice and consent of the Board. Crime Stoppers, Inc. shall operate on a fiscal year beginning the first day of \_\_\_\_ (month).

**ARTICLE XII: PARLIAMENTARY AUTHORITY**

Robert’s Rules of Order, newly revised, shall be the parliamentary authority for all matters of procedures not specifically covered by the Articles of Incorporation, these Bylaws or by special rules of procedure adopted by the Board of Directors.

**ARTICLE XIII: AMENDMENTS**

These Bylaws may be amended by a two-thirds vote of the Board of Directors at any regular meeting or special meeting, provided that the amendment has been submitted to the Board in writing at lease thirty (30) days prior there to. I hereby certify that the foregoing Bylaws were adopted by the Board of Directors of \_\_\_\_\_ Crime Stoppers, Inc., on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ Secretary

\_\_\_\_\_ Chairman

**ESTABLISHING A CRIME STOPPERS PROGRAM  
SAMPLE ARTICLES OF AMENDMENT**

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Pursuant to the provisions of Article 1396-4.03 of the Texas Non-Profit Corporation Act, the undersigned corporation adopts the following articles of amendment:

The name of the Corporation is \_\_\_\_\_.

The following amendment to the articles of incorporation was adopted on \_\_\_\_\_, 20\_\_.

Article is amended (or added) to read as follows:

**(Insert text of amended provision, as you would like it to read.)**

The Amendment was adopted in the following manner:

**(If there are members having voting rights use one of the following statements©)**

The amendment was adopted at a meeting of members held on \_\_\_\_\_, 20\_\_, at which a quorum was present, and the amendment received at least tow-thirds of the votes which members present or represented by proxy were entitled to cast.

OR

The amendment was adopted by consent in writing by all members entitled to vote with respect thereto.

OR

The amendment was adopted at a meeting of the Board of Directors held on \_\_\_\_\_, 20\_\_, and receive the vote of a majority of the Directors in office, there being no members having voting rights in respect thereof.

(Name of the Corporation)

By \_\_\_\_\_

An Authorized Official

**EXECUTION AND FILING**

The articles of amendment should be signed by an authorized official of the corporation. An original and a duplicate copy of the articles should be submitted to the Secretary of State. If the documents conform to law, the Secretary of State will file the documents, note the date of their filing, and return the copy along with a certificate of amendment.

## **ESTABLISHING A CRIME STOPPERS PROGRAM SAMPLE EXECUTIVE COMMITTEE MINUTES**

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### Attendance:

George Rangel, Lewis Bryant, Robby Whiticker, Red Jones, Don Meadows, Henry Barnes, Jim Palace, Bernard Saint  
Police Detail:

Lt. Tom Stevens, Sgt. David Cantu

### Staff:

Ray Oflight, Tony Jackson

Mr. Rangel called the meeting to order at 11:58 AM. The minutes of the previous meeting were reviewed. Mr. Meadows moved to approve the minutes as presented. Mr. Bryant seconded, and the motion carried.

Mr. Barnes presented the financial report, noting it was in draft form, and that a copy of the final form would be sent to all board members as soon as it is received in the office.

Mr. Palace said the finance committee would meet soon to review the budget and the updated financial statement, as well as look at the progress on grants currently in force, and the status of supplemental rewards.

With approval of the report having been moved from committee, Mr. Barnes seconded, and the motion carried.

Mr. Bryant gave the reward committee report, noting 25 anonymous informants to be paid, 26 felony suspects arrested and charged, 78 felony police cases cleared, and \$10,125 in recommended cash rewards.

Sgt. Cantu highlighted some of the cases cleared during July, including one in which a suspect in two murders in Mexico had fled to Hawaii. The tipster called to notify Crime Stoppers that the suspect was planning to visit his girlfriend and their infant daughter over the fourth of July weekend. Crime Stoppers officers contacted the FBI, who got the agent on the case to verify information about the case. The FBI set up on the girlfriend's house, and arrested the suspect on Sunday morning July 2<sup>nd</sup>.

Sgt. Cantu said another case involved the arrest of a man who had been serving time under his brother's name, and who was correctly identified by a Crime Stoppers tipster as being guilty in several other crimes. The man was bonding out of the Maricopa County jail when he was arrested and hit with the new charges.

Sgt. Cantu said several of the fugitives arrested in July were featured in the latest edition of the Maricopa County Wanted Ads. He said the Greensheet would handle future distribution of the publication. .

Mr. Whiticker moved to approve the reward committee report, and to pay the \$10,125 in recommended cash rewards. Mr. Saint seconded, and the motion carried.

Mr. Oflight presented the supplemental reward report. He said commitments for supplemental rewards now totaled \$187,150, with \$42,800 paid out. He said \$25,000 of the \$42,800 was paid recently in the arrest in Argentina of a suspect wanted here for murder.

Mr. Oflight said the first major distribution of reward fliers using a professional delivery service was done on the Felicia Rodriguez case, advertising a total of \$5,000 for the arrest of the male suspect in the case. He said the female suspect had turned herself in last December, and would go on trial August 14<sup>th</sup>. Mr. Oflight said the distribution company, United Mail Delivery, had personnel at the press conference, and did a good job getting the fliers out that afternoon. He said the next distribution would be on the Roger Reyes case, where the suspect came gunning for some people who had intervened while the suspect was assaulting his wife earlier in the day. The suspect opened fire on a group of people, and shot Reyes after he tripped and fell trying to escape. Reyes was simply visiting in the area, and not part of the group the suspect was looking for.

Mr. Saint presented the marketing committee report; noting the first major billboard is scheduled to be up on August 15<sup>th</sup>, on the Charge Freeway inbound just after the South Street exit. Other smaller billboards will be located throughout the area, with a good portion of them in the city's Northeast quadrant. He said the second major billboard would go up around September 15<sup>th</sup>, on I-415 North.

Mr. Saint said the Crime Stoppers insert for Anywhere Cellular was scheduled for the September billing. He said Hello Advertising would print the first batch of 520,000, and we would be seeking other corporate sponsorship for subsequent insert printings.

Mr. Barnes reported for the operations task force, announcing that the task force would meet immediately after the executive committee meeting to fill out committee assignments and establish committee chairs.

## **ESTABLISHING A CRIME STOPPERS PROGRAM SAMPLE EXECUTIVE COMMITTEE MINUTES**

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Mr. Jackson reported for the safe school program, having just come from training the Anywhere Municipal District's administrators and teachers. He said the law enforcement training sessions went well, and that he was working with schools to make their administrative and procedural rules for authorized phones for the students to use. Mr. Jackson said he would be working in the Anywhere Municipal District the week of August 14-17<sup>th</sup>, training students and school personnel.

Mr. Jackson said the many contacts he made during the law enforcement training were helping him access the rest of the administrative personnel in their respective districts. He said the brochures for administrative personnel and for students were being finalized and printed.

Mr. Jackson said board member Jim Palace had scheduled a meeting with the security heads of the Maricopa County Department of Education Safe Schools Committee. He said the meeting went well, and that everyone was looking forward to working together to make the safe schools program a vital part of campus organization in each district.

Mr. Meadows asked how students would be paid for their tips. Sgt. Cantu said we would use the normal pay procedures, and deal with exceptions on a case-by-case basis. He said he had received a call the day before from Koolkids High School regarding damage done to the school by someone misusing heavy equipment. He said Officer Friendly was printing fliers today for distribution at the school on Friday.

Mr. Barnes asked about metal signs for the schools. Mr. Jackson said the signs are being printed now. He said the maintenance departments in the schools would install the signs, and that many of the law enforcement contacts he had made want to help also. Mr. Palace said Jim Necricket, executive director of the Maricopa County Department of Education, was preparing a 300-point checklist for the schools in Maricopa County, so Mr. Palace would suggest that placement of the Crime Stoppers signs be one of the checkpoints.

Mr. Oflight reported that the press conference advertising the bank robbery prevention initiative established with the Northeast Automated Clearinghouse went well, with several banks represented at the conference. He said one of the two bank robbery suspects featured in the press conference came in on his own after seeing himself on television.

Mr. Oflight reported that Ms. Emerson would be meeting with representatives from the Anywhere Livestock Show and Rodeo regarding contributions from that organization.

Ms. Emerson reported on the progress of the upcoming gala on Thursday, September 14<sup>th</sup> at Tree Oaks Country Club. She said the table price increase has helped with projected revenues, and that we would be selling the table decorations, which should bring in an additional \$1,600 if purchased for the minimum \$25. She said expenses overall would be about the same as last year. Ms. Emerson said there were 13 new table sponsors, and gave credit to new Board Member Ron Adon, board members Bobby Bobbitt and Jack Bean, Administrative Director Ray Oflight, and herself and Administrative Assistant Cici Santana for those tables. Ms. Emerson said she had given particular thanks to the Concrete Foundation, who purchased a \$15,000 table.

Mr. Saint congratulated Ms. Emerson for excellent progress on the gala, and urged everyone to bring guests who would bid well on auction items.

Ms. Emerson echoed Mr. Saint's sentiments, noting that one particular live auction item was valued at a minimum of \$14,000. Mr. Palace asked if there were as many silent auctions as previous years. Ms. Emerson said there would be fewer, so the silent auction should be easier to handle.

Mr. Oflight called attention to a listing of the current initiatives Crime Stoppers has in place. He said this listing has been shortened to a briefer two-page document to use as a handout for speeches.

Mr. Oflight then noted a copy of a proposal by an individual wanting Crime Stoppers to be the beneficiary of a percentage of proceeds generated by his business venture. Sgt. Cantu commented on Crime Stoppers' long-standing refusal to participate in such offers. Mr. Rangel suggested thanking the individual for the offer but declining participation. Lt. Katt said he would take the offer to the Police Activities League, as it might be a program that could benefit them.

Mr. Oflight called attention to the report on court contributions through probation assessments. He said Ms. Emerson had met with 12 of the 37 judges, and would meet with the remaining 25 over the next two weeks. He said Ms. Emerson reported that many judges thought the assessment of a Crime Stoppers contribution was automatic in their court, when it was not.

## **ESTABLISHING A CRIME STOPPERS PROGRAM SAMPLE EXECUTIVE COMMITTEE MINUTES**

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Those judges had assured Ms. Emerson that the assessment would become common practice. Mr. Oflight said only one judge had said he felt no compulsion to use the court-ordered contributions, because he believes Crime Stoppers already has sufficient funding.

Mr. Rangel asked if individuals could give crime tips over the Internet. Sgt. Cantu said they could make an initial report on the Internet, and would be given a temporary phone number, but that they eventually need to call the regular tips line, and that due to the nature of the Internet, the individual's anonymity could not be guaranteed.

Mr. Rangel then called the committee's attention to the upcoming Crime Stoppers International conference in Victoria, Canada September 5<sup>th</sup> through the 9<sup>th</sup>. He said that he, Mr. Oflight, Mr. Jeans, and Sgt. Cantu would be attending. Mr. Rangel said Channel 13 would cover his expenses, and that Crime Stoppers would cover Mr. Oflight and Sgt. Cantu's expenses. He asked that the executive committee vote to cover Mr. Jones expenses for the conference. Mr. Jeans said the total expenses would be about \$1,100 or so. After a brief discussion, Mr. Barnes moved that Crime Stoppers cover Mr. Jeans's expenses. Mr. Bryant seconded, and the motion carried.

Mr. Rangel then addressed a proposal by Executive Director Emerson to Channel 13 for the purpose of producing a weekly television program with Crime Stoppers, focusing on cold cases. He said Ms. Emerson had approached him for Channel 13's approval. He said he would take it to Channel 13. Mr. Rangel said he believed the program could benefit Crime Stoppers if it were controlled and directed to stay on course.

Discussion centered on Channel 13's role as the prime television media supporter for Crime Stoppers. Mr. Rangel said he believed the current crime of the week feature to be a dead horse, with Channel 13 showing more interest in featuring fugitives and retail business robberies. He said those areas could be fine tuned to produce a regular feature that would be very good.

Mr. Jeans said he liked the Channel 11 proposal, but did not want to do anything to jeopardize the long-term relationship with Channel 13. Mr. Rangel said Channel 13 is open to programs on other channels as long as they help Crime Stoppers catch crooks and gain more publicity. He stressed the need for consistency in the other channels' efforts.

Sgt. Cantu commented that a fugitive feature could have a brief reenactment of the fugitive's original crime to highlight the importance of their capture. He stressed the need to bring the matter before the full board of directors for a vote.

Mr. Saint asked if we stand to lose Channel 13's support if we go with a program on another channel. After brief discussion, Mr. Rangel said he would talk with Ms. Emerson to confirm the Channel 11 proposal and then take the matter to Channel 13. He said he would report to the Board as quickly as possible once he met with Channel 13.

Mr. Jeans pointed out that the costs of producing and playing any such programs become what is known as an in-kind contribution to Crime Stoppers, and affect the organization's annual audit.

Mr. Edmonds reinforced the importance of Channel 13's contributions, but noted that any additional media programs would add to the in-kind portion of the audit.

Mr. Rangel asked Sgt. Cantu if there were any mechanism in place to track tips calls to see if the caller called because of billboards, bus signs, or other Crime Stoppers marketing strategies. Sgt. Cantu said the Crime Stoppers officers ask callers about their source of Crime Stoppers, and that ninety per cent of them call from television information, with the balance calling from information put out by detectives in the field.

Mr. Palace then moved to adjourn the meeting. Mr. Jeans seconded, and the motion carried. Mr. Rangel adjourned the meeting at 1:15 PM.

Respectfully submitted,

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Ray Oflight  
Assistant Director

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Henry Barnes  
Secretary



**ESTABLISHING A CRIME STOPPERS PROGRAM  
SAMPLE CONTRACT BETWEEN CRIME STOPPERS AND THE COUNTY COMMISSIONER'S COURT**

**CONTRACT**

This contract is made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, County, Texas, a political subdivision of the State of Texas, hereinafter referred to as "County", and \_\_\_\_\_, a non-profit corporation organized under the laws of the State of Texas, hereinafter referred to as "Crime Stoppers".

WHEREAS, the county is a duly organized political subdivision of the State of Texas engaged in the administration of county government and related services for the benefit of the citizens of \_\_\_\_\_ County; and

WHEREAS, Crime Stoppers has as its purpose the helping local law enforcement agencies detect and combat crime by increasing the flow of information to and between law enforcement agencies in order to improve the safety and quality of life for citizens of the community, and

WHEREAS, Chapter 2, Section 351.901, of the Texas Government Code, expressly authorizes the Commissioners Court of a county by contract to donate money to one or more Crime Stoppers organizations for expenditure by the organization, so long as the total amount of all donations made in a calendar year do not exceed twenty-five thousand (\$25,000.) dollars;

NOW, THEREFORE, the county hereby agrees to donate to Crime Stoppers the sum of \_\_\_\_\_ (\$ \_\_\_\_\_) dollars to be paid during the \_\_\_\_\_ calendar year, and in consideration of the mutual premises herein contained, the parties hereto agree and understand as follows:

**I.**

County does hereby make one single donation of \_\_\_\_\_ (\$ \_\_\_\_\_) dollars for the \_\_\_\_\_ calendar year.

Crime Stoppers understands and agrees that the above referenced donation is the only donation for the said calendar year, and that the entry and performance by the county under this contract shall in no manner constitute a precedent or bind said County to enter into any further or additional contract or agreement with Crime Stoppers for any purpose during the said calendar year or any subsequent calendar year.

Further, County shall reserve the right under Section 351.901, of the Texas Government Code, to make donations to another qualified Crime Stoppers program within the County's territorial and jurisdictional boundaries.

Crime Stoppers understands and agrees that Crime Stoppers, its employees, servants, agents, and representatives shall at no time represent themselves to be employees, servants, agents and/or representatives of the county based upon the existence of this contract. The County is merely a "Donor" and Crime Stoppers a "Donee".

**II.**

Crime Stoppers agrees to make available its financial records for audit and/or review by County at County's discretion. In addition, Crime Stoppers agrees to provide County the following date and/or reports:

1. All external or internal financial audits;
2. All external or internal evaluation reports;
3. Monthly performance and statistical reports;
4. Quarterly financial statements submitted in January, April, July, and September, to include expenses and income;
5. An explanation of any major changes in program operations;
6. Documentation in satisfactory form evidencing Crime Stoppers non-profit status from Texas corporate charter, tax exempt number, and copies of any and all reports made to the Internal Revenue Service for the most recent preceding year, and
7. Other appropriate information such as number of volunteer hours, major donations, and fundraising efforts.

**III.**

The parties to this contract do hereby certify that:

1. The Crime Stoppers program is necessary and essential for the solution and prevention of crime and is properly within the concerns of \_\_\_\_\_ County, and
2. The proposed agreement serves the interest of the efficient and economical administration of \_\_\_\_\_ County, and
3. The program to be operated is not otherwise available under present personnel or facilities provided to \_\_\_\_\_ County.

**IV.**

In the event that any portion of this contract shall be found to be contrary to law, it is the intent of the parties hereto that the remaining portions shall remain valid and in full force and effect to the extent possible.

**V.**

The covenants, conditions, and terms hereof are to be construed under the laws of the State of Texas and are performable by all parties hereto in \_\_\_\_\_ County, Texas.

**VI.**

County, at its sole discretion, may and will suspend and/or terminate this contract and require a full refund of any and all monies by Crime Stoppers not expended under the terms of this contract, in whole or part, for "cause".

"Cause" shall include but not necessarily be limited to:

1. Crime Stoppers' improper, misuse or inept use of funds; and/or

**ESTABLISHING A CRIME STOPPERS PROGRAM**  
**SAMPLE CONTRACT BETWEEN CRIME STOPPERS AND THE COUNTY COMMISSIONER'S COURT**

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- 2. Crime Stoppers' failure to comply with the terms and conditions of this contract, specifically including, but in no way limited to, Section II of this contract; and/or
- 3. Crime Stoppers' submission of data and/or reports that are incorrect or incomplete or false in any material respect; and/or
- 4. The performance of the terms and/or conditions of this contract is rendered impossible.

In the case of suspension, County shall advise Crime Stoppers as to these conditions precedent to resumption of payment of the donation and specify a date for compliance without exemption.

In the case of termination, Crime Stoppers will remit to County any and all unexpended portions of County's donation. Acceptance of said remittance shall not constitute a waiver of any claim County may otherwise have arising out of this contract.

**VII.**

The undersigned officers and agents of the parties hereto are the properly authorized officials and have the necessary authority to execute this contract on behalf of the respective parties hereto and each party hereby certifies to the other that any and all necessary resolutions extending said authority have been duly passed and are now in full force and effect.

Executed in duplicate originals this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**"COUNTY"**

\_\_\_\_\_ County, Texas \_\_\_\_\_, TX \_\_\_\_\_ Address City Zip

BY: THE HONORABLE \_\_\_\_\_, COUNTY JUDGE Name

ACTING ON BEHALF AND BY THE AUTHORITY OF THE \_\_\_\_\_ COUNTY COMMISSIONERS COURT.

**"CRIME STOPPERS"**

\_\_\_\_\_, Inc. Program Name

\_\_\_\_\_, Texas \_\_\_\_\_

BY: \_\_\_\_\_ Chairman Name

ACTING ON BEHALF AND BY THE AUTHORITY OF THE BOARD OF DIRECTORS OF

\_\_\_\_\_, INC.

**APPROVED AS TO FORM AND CONTENT:**

County Attorney

**SECTION 3**  
**OPERATIONAL PROCEDURES**

## OPERATIONAL PROCEDURES

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### SAMPLE OPERATIONAL PROCEDURES

These procedures set forth an understanding between a law enforcement agency and Crime Stoppers program concerning the agency's, Crime Stoppers program, and coordinator's responsibilities. The procedures are designed to guide the board in its deliberation on all matters pertaining to operations and provide sufficient flexibility in handling unique situations.

#### Crime Stoppers Telephones

Telephones are installed in the following locations within the \_\_\_\_\_ County Sheriff's Department, Police Department and/or \_\_\_\_\_ for the purpose of receiving Crime Stoppers information.

Telephone number \_\_\_\_\_ is used for Crime Stoppers business only and is kept free for incoming calls. The Crime Stoppers telephone shall not be unplugged for any reason without the consent of the board other than for repair.

The Crime Stoppers telephones shall be manned by Crime Stoppers personnel between the hours of \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m., Monday through Friday. The Crime Stoppers telephone shall be forwarded to \_\_\_\_\_ at 5:00 p.m. each day and shall be answered by the \_\_\_\_\_ during other than normal duty hours/days and during the absence of Crime Stoppers personnel.

#### Handling Incoming Calls

When a Crime Stoppers call is received, use the following procedure.

- a. Obtain as much detailed information from the informant as possible.
- b. Attempt to secure sufficient information from the caller as if one were attempting to qualify the information to secure a search warrant.
- c. Always bear in mind that ALL informants calling the Crime Stoppers telephone EXPECT to remain anonymous; therefore, no information, that tends to show or lead to the caller's identity, should be contained in the tip without the caller's express consent.
- d. If an informant asks or is requested by the coordinator to work directly with an investigator, the coordinator shall: **Advise informant that this can jeopardize her anonymity and information could be revealed in court that might lead to the discovery of her identity.**
- e. The informant is ONLY eligible for ONE reward and shall not be paid by both the law enforcement agency and Crime Stoppers. (Write department policy to preclude such activity.)
- f. A confidential informant working for a law enforcement agency shall not be automatically eligible for rewards by Crime Stoppers.
- g. After obtaining information from the informant, and if it is determined that the information appears to be pertinent, assign the informant a code number.
- h. After assigning the informant a code number, the informant shall be instructed to maintain her code number in all future contacts with Crime Stoppers.
- i. Informants who appear to have pertinent information should be instructed to re-call Crime Stoppers within \_\_\_\_\_ hours/days. This allows investigators sufficient time to verify and confirm the information received or to have the coordinator request additional information on the investigator's behalf. Officers may use discretion in determining call back dates as each case may vary.
- j. Collect calls: Normally, collect calls are accepted from informants who identify themselves by code number. Otherwise, collect calls are accepted at the board's discretion.
- k. Information received, pertinent to another law enforcement agency, shall be taken in the manner prescribed and disseminated to the agency concerned via the most appropriate method(s) depending upon the circumstances, urgency, and program policy.

#### Disposition of Information

## OPERATIONAL PROCEDURES

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- a. Once information is received from an informant 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 informant call back as often as necessary to check case progress and provide any additional information and/or clarification. Keep in mind that the informant's anonymity is always safeguarded.
- c. Once an informant'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 criminal charges filed, if any;
  5. Stolen property/narcotics was/was not recovered including monetary value;
  6. The informant is/is not eligible for a reward; (If the informant's information is not confirmed or corroborated, the investigator shall notify the Crime Stoppers coordinator in order to advise the informant), and
  7. Defendant's name and biographical information.
- d. When deemed necessary and advisable, informants 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 informant'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 directors. Reward offers can be advertised as:  
**CRIME STOPPERS WILL 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 informants 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 informants 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 informant 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.

## **OPERATIONAL PROCEDURES**

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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 an informant 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 an informant 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 an informant who provides information directly to a law enforcement officer. Examples include situations where the informant was unable to reach Crime Stoppers and the information is of such immediacy that contact was made directly with a law enforcement officer. The informant 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 an informant where no felon's arrest is, or can be made:
  - 1. If the informant is instrumental in property recovery,
  - 2. If the informant 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 information's 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 information's importance, nature of the crime, risk to the informant, and the informant'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.

## OPERATIONAL PROCEDURES

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### Payment Methods

- a. The board is responsible for approved reward payment method and timing. The treasurer or board designee shall make payment. **The law enforcement coordinator or other law enforcement officers assigned to the program should not handle cash rewards or make reward payments.**
- b. The procedures for identifying an informant generally include using the informant's code number as well as a code word that is assigned at the time payment is confirmed. After following procedures designed to ensure that the payee is the correct person, the informant is paid in cash to help preserve anonymity.
- c. Generally, payments are not mailed or wired to informants within the local Crime Stoppers program's service area.
- d. Suggested procedures for reward payments:
  1. Month's end serves as the deadline for all cases considered for reward payments.
  2. The board at its regularly scheduled monthly meeting considers the law enforcement coordinator's recommendations for approval or disapproval.
  3. Once the rewards are approved, a check for the total approved monthly reward amount is issued payable to the financial institution where the reward fund is maintained. The check is given to the treasurer or other board designee immediately after the meeting for payment processing.
  4. The check is cashed and the cash placed in plain envelopes for each informant.
  5. The envelope is marked with the informant's code number and code word. The code word is assigned after the reward is approved.
  6. The envelope for each informant is left with a specified supervisor at the bank.
  7. The drive-in teller at the bank is instructed on the specific procedures for making the reward payment.
  8. Reward payments are made on days specified by the board until the end of the month, at which time all unclaimed cash rewards are duly noted and re-deposited into the reward fund.
  9. The law enforcement coordinator and/or law enforcement agency staff instruct informants that rewards must be picked up by the end of the month.
  10. If a reward is unclaimed and is re-deposited in the bank account, the informant must re-contact the Crime Stoppers program and make arrangements for payment.
  11. All informants paid at the bank must approach the drive-in teller window in a motorized vehicle.
- e. Prepayment procedures:
  1. Prepayments are made when the informant's life is in danger.
  2. Prepayments are made when an informant is involved in multiple cases and encourages continued information.
  3. Prepayments are made when an informant has an emergency financial problem (behind in rent, car note due), is giving information on another case, and Crime Stoppers is best served.
  4. Prepayments are recommended by the law enforcement coordinator and approved by the board. The law enforcement coordinator notifies designated board members of all prepayment recommendations.
  5. Prepayments may require at least one full working day's notice.
- f. Procedures for payment by personal contact: (This procedure is not recommended unless extreme circumstances warrant).
  1. The board member or board designee makes the contact.
  2. In most instances, a law enforcement coordinator or other law enforcement officer assigned to the program should not handle cash rewards or make cash reward payments. However, for good cause, the board may designate the law enforcement coordinator or other law enforcement officer assigned to the program to make the payment.
  3. The coordinator coordinates the time and place for reward payment between the designated Crime Stoppers board member and the informant.
- g. Procedures for cash reward payments made to informants outside the service area:

## OPERATIONAL PROCEDURES

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1. If payment is made to an informant in an area where there is not a Western Union office, a cashier's check is purchased and mailed to the specified address in a registered, return-receipt requested, envelope.
2. If payment is made to an informant outside the service area, purchase a money order and deduct the cost from the reward. **Note:** Under either of the above methods, the informant may have to reveal her identity and in such cases the informant is fully advised. Consider in such cases to arrange payment to the informant through a Crime Stoppers program in closer proximity.

### **Publicizing/Selecting Crime of the Week and Wanted/Fugitive Programs**

In addition to the reward system cited above, a specific unsolved felony crime is chosen each week and a fixed reward is offered for information leading to the arrest of the offender(s). This unsolved crime is referred to as the "Crime of the Week". A dramatic reenactment of the crime is filmed by a participating television station, if available, with **written permission of the victim or others involved**, using pertinent facts and evidence. In most cases, local programs offer a 1,000 dollar reward for the crime of the week. In addition to the crime dramatization shown by television stations on a pre-selected night as part of the 6:00 p.m. and 10:00 p.m. news broadcasts, a 60-second radio summary is prepared by the coordinator for use on local radio stations wishing to air the "Crime of the Week" feature on the same pre-selected day as the television broadcast. Additionally, a "Crime of the Week" written press release is sent to local newspapers so that it too appears in conjunction with the news broadcasts and radio spots. It is preferable that the release appears in the publication in a desirable section that is easily seen in the same location each week. Include the Crime Stoppers logo and telephone number.

This media blitz of the "Crime of the Week" provides maximum saturation throughout the community. No one in the community should be able to go through this particular day of the week without seeing, hearing, or reading the Crime Stoppers story. Eligibility for the "Crime of the Week" reward requires that a citizen provide information leading to the arrest and/or charges filed for the particular crime aired within seven days after the "Crime of the Week" appears. The television reenactment, radio spots, and newspaper columns serve to keep the public's interest at high levels and also helps to locate the occasional "casual" witness who does not realize he/she actually witnessed a crime.

Commissioned law enforcement officers and members of his immediate family, employees of the participating law enforcement agency or members of their immediate family, the victim of the felony crime, the pre-indicted fugitive felon, board members, Crime Stoppers staff and funneled informants **are not** eligible for Crime Stoppers rewards. If two or more persons furnish information regarding the same crime or fugitive felon, the reward money is divided as determined by the board of directors. Have a detailed written agreement with all media outlining the Crime Stoppers program's responsibilities to the media and the media's role and responsibilities relating to Crime Stoppers. The agreement between the parties should include specifics regarding videotaping, production, and publicizing "Crime of the Week" and other Crime Stoppers' features. Crime Stoppers programs are discouraged from relying upon "gentlemen's agreements."

- a. Selection and crime type considerations for crime of the week:
  1. The "Crime of the Week" is to aid law enforcement and victims in solving major felony crimes where investigative leads have diminished or are nonexistent. Any major unsolved felony crime is eligible with the board's advice and consent.
  2. The "Crime of the Week" is selected by the coordinator based upon the investigating officer's recommendation. The coordinator considers the crime's severity, the community's best interest, and other criteria. (For example, crimes against persons may be given priority over property crimes.)
  3. Typically, a reward of 1,000 dollars or up to 1,000 dollars is offered for information called into Crime Stoppers leading to the arrest and/or charges filed against the individual(s) responsible for committing the crime(s). Local programs have control over setting the maximum amount.
  4. When considering publicizing or not publicizing a particular crime, the victim or property owner shall not be prejudiced as to social/capital status, race, sex, religion, or in any other manner.
  5. Re-enactments are based solely on the known facts as contained in official law enforcement documents

## OPERATIONAL PROCEDURES

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and witness statements. **Use caution and consider whether or not the crime's specifics should be publicized.**

b. Obtaining consent:

1. The coordinator and/or appropriate law enforcement representative shall get consent from the victim, the victim's family, business owner/manager or property owner or her designee, in a professional and positive manner for releasing case information to produce a "Crime of the Week." The coordinator ensures that a written, signed, and witnessed consent form(s) and board approval is received prior to publicizing the crime. In the event that a minor is involved, consent is obtained from both parents as well as the minor, if mature enough to have an understanding of the circumstances. If the parents are separated, divorced, or deceased, consent is obtained from the managing conservator that is the person(s) who has legal custody of the minor.

**Samples of the following forms are contained at the end of this section. For electronic versions visit our website at [www.crimestoppers.txstate.edu](http://www.crimestoppers.txstate.edu).**

Authorization to release criminal case information to a Crime Stoppers program;

Authorization to use private property in the Crime of the Week video, and

Actor's release agreement for Crime Stoppers.

2. If consent is not received, a crime may be publicized without the victim's or property owner's consent if publicizing the crime is in the best interest of the community and/or the community's welfare and safety may be jeopardized. The re-enactment is video taped at an alternate location and the exact crime scene disclosed without trespassing on private property. In no instance is a telescopic lens used to invade the interior of private property.
3. Sexually related crimes and juvenile suspects or defendants: In accordance with Chapter 57, Code of Criminal Procedure and Title 3, Section 51.14, Texas Family Code, the victim's name or identity in a sexually related crime or juvenile suspect or defendant in all crimes shall not be disclosed or divulged directly or indirectly to the media. Such as disclosing the individual's address or disclosing any other information that tends to lead to the victim's identity or juvenile suspect or defendant.

c. Wanted/Fugitive programs:

1. No reward offers are made or wanted individuals featured in connection with Crime Stoppers without **the board's express knowledge and consent.**
2. Institute a procedure to verify the accuracy, authenticity, and validity of all photographs, names and information, and/or warrants prior to publicizing.
3. All notices in the media will contain the following:

Reward offers are for information called into Crime Stoppers that lead to the wanted individual's arrest by law enforcement. The reward is only valid for (specify time period).

The general public should never attempt to capture, arrest, or detain the wanted individual.

State that as of (specific date) the wanted information was verified as valid. Prior to publication, the coordinator should again verify the accuracy and validity of all wanted information. Keep the lists up to date to limit liability.

Wanted individuals', apprehended by Crime Stoppers tips, names, and photos shall not be re-publicized as "arrested," "apprehended," or "case solved" by Crime Stoppers.

### Law Enforcement Agency-Roles And Responsibilities

- a. The law enforcement agency agrees to assign, \_\_\_\_\_ qualified law enforcement officer(s) on a full time basis as coordinator of \_\_\_\_\_ Crime Stoppers, Inc., and such additional, full-time or part-time personnel, as is necessary to carry out the coordinator's functions and responsibilities.
- b. The law enforcement agency also agrees to incorporate departmental policy to ensure the program's integrity.
- c. The coordinator is responsible for:

## **OPERATIONAL PROCEDURES**

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1. Adhering to the policies as set forth for operating Crime Stoppers;
2. Acting as an agent for the board of directors and liaison between the board, law enforcement agency, and media;
3. Processing raw intelligence/tips received on criminal activity on behalf of the board;
4. Giving full discretion and latitude to the coordinator in disseminating tips regarding criminal activity to the most appropriate law enforcement agency;
5. Tracking each Crime Stoppers tip to conclusion;
6. Maintaining logs, questionnaire/tip sheets, and dispositions on behalf of the board;
7. Reporting monthly to the board;
8. Coordinating and cooperating with other Crime Stoppers programs and law enforcement agencies in Texas and elsewhere on Crime Stoppers tips and related matters, and
9. Referring fund-raising requests to the board.

### **Records**

- a. All callers' communications to the Crime Stoppers hotline regarding reports of criminal activity are accepted by the coordinator and assigned to personnel on behalf of Crime Stoppers.
- b. All records relating to criminal activity reports or tips, including the logs are the property of Crime Stoppers. Chapter 414, Section 414.009, Texas Government Code will be strictly adhered to regarding the use of said records.
- c. The coordinator is responsible for collecting, filing, and securing \_\_\_\_\_ Crime Stoppers, Inc. records and subsequent reports and maintaining Crime Stoppers records separate from the documents and records of the law enforcement agency. The coordinator also maintains record custody and control on the board's behalf, until the board authorizes expungement. (We recommend that the board adopt an expungement policy in its bylaws.)
- d. The coordinator and assigned personnel shall not be compelled to produce Crime Stoppers records or testify in court regarding Crime Stoppers records as a result of subpoena as specified in Chapter 414, Sections 414.008 and 414.009, Texas Government Code.
- e. Upon receipt of a subpoena for Crime Stoppers records or required court appearance to testify about Crime Stoppers records, the coordinator shall immediately notify the chief/sheriff and the board chairman for the appropriate action.

### **Amendments**

- a. The board of directors may amend or suspend any of the foregoing by a two-thirds vote of the members at any regular meeting or special meeting, provided a quorum is present and all amendments are agreed upon by the law enforcement agency as evidenced by the signatures below.

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**CHIEF/SHERIFF**

\_\_\_\_\_  
**COORDINATOR**

\_\_\_\_\_  
**DATE SIGNED**

**OPERATIONAL PROCEDURES  
SAMPLE REWARD DETERMINATION SCHEDULE**

**TEXAS CRIME STOPPERS ADVISORY COUNCIL**

**I. POINT DETERMINATION BY TYPE OF CRIME SOLVED**

**CODE NUMBER:** \_\_\_\_\_

- 3.5 Capital Murder
- 3.0 Murder; Sale, Distribution, & Manufacture of Narcotics in Penalty Group I.
- 2.5 Aggravated Offenses of Robbery; Sexual Assault; Assault; Kidnapping; Indecency with a Child; Sale, Distribution & Manufacture of Narcotics in Penalty Group II.
- 2.0 Building & Residential Burglary; Arson; Sale, Distribution & Manufacture of Narcotics in Penalty Group III.
- 1.5 Felony Possession of narcotics in Penalty Groups I, II, & III; Felony Theft.
- 1.2 Felony Offenses Against Public Health; Safety & Morals, i.e. Weapons; Gambling; Prostitution & Felony Criminal Mischief.
- 1.0 Auto Theft; Fraud; Hit & Run with Injury; Fugitive Felony Apprehensions.

I. \_\_\_\_\_

**II. ADDITIONAL POINT FACTORS**

+

**A. PERSONAL RISK INFORMANTS**

IIA. \_\_\_\_\_

- 1.2 Factor = High Risk
- 0.8 Factor = Medium Risk
- 0.5 Factor = Moderate Risk
- 0.0 Factor = Low Risk/None

+

**B. NUMBER OF CRIMES SOLVED**

IIB. \_\_\_\_\_

- 0.8 Factor = Three or Four
- 0.6 Factor = Two
- 0.2 Factor = One

+

**C. PROPERTY RECOVERED/NARCOTICS SEIZED**

IIC. \_\_\_\_\_

- 1.3 Factor = Greater Than \$100,000.
- 0.8 Factor = Greater Than 20,000.
- 0.6 Factor = Greater Than 10,000.
- 0.3 Factor = Greater Than 2,500.
- 0.1 Factor = Greater Than 1,000.
- 0.0 Factor = Less Than 1,000.

+

**D. NUMBER OF PERSONS ARRESTED/INDICTED**

IID. \_\_\_\_\_

- 0.8 Factor = Three or More
- 0.6 Factor = Two
- 0.4 Factor = One

**III. CONVERSION OF POINT VALUE TO DOLLARS**

**Subtotal =**

III. \_\_\_\_\_

TOTAL CUMULATIVE POINTS	REWARD
1.0	75.00 -200.00
1.1 - 1.2	100.00 -250.00
1.3 - 1.4	125.00 -300.00
1.5 - 2.0	150.00 -350.00
2.1 - 2.5	200.00 -400.00
2.6 - 3.0	250.00 -450.00
3.1 - 3.5	300.00 -500.00
3.6 - 4.0	350.00 -550.00
4.1 - 4.5	400.00 -600.00
4.6 - 5.0	450.00 -650.00
5.1 - 5.5	500.00 -700.00
5.6 - 6.0	550.00 - 1,000.00

**IV. SPECIFIED CRIME FEATURES**

IV. \_\_\_\_\_

**A. REWARDS PAID AS ADVERTISED**

**TOTAL:** \_\_\_\_\_

**OPERATIONAL PROCEDURES**  
**SAMPLE CRIME OF THE WEEK RELEASE**

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**FOR RELEASE ON**  
**JULY 9, 20\_\_\_\_\_**

Crime Stoppers can use your help in solving the burglary of a building. Sometime between Saturday, June 30 and Monday, July 2, burglars broke into Wichita Valley Nursery located at 5314 Southwest Parkway. Once inside over \$1,700.00 in property was stolen. A partial list of items taken include a Stihl Magnum 44 gas powered chain saw, a Sears Craftsman electric chainsaw, and 5 bonsai trees.

Someone entered the facility by climbing over a seven-foot, chain-link fence. The suspects then removed screws from a latch on a storage building and entered.

If you have any information about this crime, or any other felony crime, call us twenty-four hours a day at 322-9888, or if you are calling long distance, call 1-800-322-9888. You never have to give your name, and if your information leads to the arrest and indictment of the criminal, you could earn up to 1,000.00 dollars.

Crime Stoppers. citizens, police, and the media working together to make our community a safer place to live. Together we can make a difference.

**OPERATIONAL PROCEDURES**  
**SAMPLE AUTHORIZATION TO RELEASE CRIMINAL CASE INFORMATION TO CRIME STOPPERS**

---

OFFENSE \_\_\_\_\_ DATE OF OFFENSE \_\_\_\_\_

CASE NUMBER \_\_\_\_\_

NAME OF VICTIM \_\_\_\_\_

I, \_\_\_\_\_, o victim, o witness, o business  
manager, o property owner, o parent, o guardian; residing at

\_\_\_\_\_, business location

\_\_\_\_\_ hereby authorize any and all law  
enforcement agencies to release information about the above referenced criminal case to the Crime  
Stoppers for release to the media as a "Crime of the Week". I release this information with the  
understanding that it will be used for the purpose of furthering the investigative effort.

DATE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

WITNESS \_\_\_\_\_

WITNESS \_\_\_\_\_

Original: Crime Stoppers File  
cc: Complainant Case File

**OPERATIONAL PROCEDURES  
SAMPLE ACTOR'S RELEASE AGREEMENT**

---

DATE \_\_\_\_\_

NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

As a volunteer actor in the production of the Crime Stoppers "Crime of the Week", I have prior to said date assumed and hereby do assume all risks of injury to my person arising out of or in any way incident to mention Crime of the Week production; that my role in the production of the Crime of the Week has been described and explained to me and I understand clearly what will be called upon to do, and with this knowledge I assume whatever risk such production may entail to or accrue to my person; and that I, the undersigned, for the above mentioned consideration have covenanted and hereby do covenant never to sue or bring legal or equitable action in any court whatsoever against Crime Stoppers or any person working for or with Crime Stoppers, any governmental unit, or any officer or employee of any governmental unit for any such injury.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .

SIGNATURE \_\_\_\_\_

WITNESS \_\_\_\_\_

WITNESS \_\_\_\_\_

**OPERATIONAL PROCEDURES  
AUTHORIZATION TO USE PRIVATE PROPERTY FOR VIDEO TAPING**

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PROPERTY \_\_\_\_\_

CRIME OF THE WEEK \_\_\_\_\_

I, \_\_\_\_\_, owner of the above described property, residing at \_\_\_\_\_, hereby authorize Crime Stoppers the use of the above described property in the filming of the Crime of the Week. I hereby release to Crime Stoppers, and participating news media full permission to use films, slides, sound tracks, photographic prints, or other reproductions from all negatives or masters involving the above described property.

DATED: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

WITNESS \_\_\_\_\_

WITNESS \_\_\_\_\_

Original: Crime Stoppers file

cc: Property owner

**OPERATIONAL PROCEDURES  
SAMPLE TIP INFORMATION SHEET**

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Person Taking Information: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Has Caller Called Before: \_\_\_\_\_ Code # Used Last Call: \_\_\_\_\_ Date Called: \_\_\_\_\_

Type Offense/Crime: \_\_\_\_\_

Date Offense/Crime Committed: \_\_\_\_\_ Location Committed: \_\_\_\_\_

*Suspect #1 Info:*

L / Name: \_\_\_\_\_ F / Name: \_\_\_\_\_ M or Street Name \_\_\_\_\_

Race / Sex: \_\_\_ / \_\_\_ Age: \_\_\_ DOB: \_\_\_\_\_ Ht: \_\_\_ Wt: \_\_\_ Hair Color: \_\_\_ Length: \_\_\_\_\_

Address: \_\_\_\_\_ City / State: \_\_\_\_\_

If Address Unknown, Description And Location of House: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employment: \_\_\_\_\_ Shift/Hours Worked: \_\_\_\_\_

Previous Arrest: \_\_\_\_\_ Gang Involvement: \_\_\_\_\_ Gang Name: \_\_\_\_\_

Carries Or Has Weapons, Guns/Knives, Etc: \_\_\_\_\_

Spouse/Parents Or Other Family Members Names \_\_\_\_\_

Suspect Vehicle Info:

Yr.: \_\_\_ Make: \_\_\_\_\_ Model: Color: \_\_\_ / \_\_\_ 2 Dr. \_\_\_ 4 Dr. \_\_\_ Lic. #/State: \_\_\_\_\_

*Suspect #2 Info:*

L / Name: \_\_\_\_\_ F / Name: \_\_\_\_\_ M or Street Name \_\_\_\_\_

Race / Sex: \_\_\_ / \_\_\_ Age: \_\_\_ DOB: \_\_\_\_\_ Ht: \_\_\_ Wt: \_\_\_ Hair Color: \_\_\_ Length: \_\_\_\_\_

Address: \_\_\_\_\_ City / State: \_\_\_\_\_

If Address Unknown, Description And Location of House: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employment: \_\_\_\_\_ Shift/Hours Worked: \_\_\_\_\_

Previous Arrest: \_\_\_\_\_ Gang Involvement: \_\_\_\_\_ Gang Name: \_\_\_\_\_

Carries Or Has Weapons, Guns/Knives, Etc: \_\_\_\_\_

Spouse/Parents Or Other Family Members Names \_\_\_\_\_

Suspect Vehicle Info:

Yr.: \_\_\_ Make: \_\_\_\_\_ Model: Color: \_\_\_ / \_\_\_ 2 Dr. \_\_\_ 4 Dr. \_\_\_ Lic. #/State: \_\_\_\_\_



## **OPERATIONAL PROCEDURES PROGRAM MERGER GUIDELINES**

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### ***Step One: State Government***

It is in your best interest to obtain legal services to aid in filing paperwork. Contact the Governor's Office and ICJS to advise them of your intent and when the merger is complete, so your information can be updated. The Texas Comptroller and Secretary of State must approve the merger for financial and tax purposes. You will receive documentation once it is approved. Their contact information is listed below:

#### **Comptroller of Public Accounts:**

Tax Help: tax.help@cpa.state.tx.us

Tax Assistance: Call toll free 1-800-252-1381 or 512/463-4600 in Austin

Mailing Address for Correspondence: PO Box 13528, Austin, TX 78711

#### **Secretary of State:**

512/463-5555 Public Information (Entity status, officer/director information, Registered Agent/Office information, etc.)

512/463-5581 Dissolutions, mergers, reinstatements, withdrawals, conversions, non-profit professional association, and limited partnership periodic report

### ***Step Two: Bank Accounts***

The defunct group(s) transfers all their funds into the new organization's or existing organization's bank accounts. Conduct an audit of the defunct group(s) financial statements.

### ***Step Three: Law Enforcement Agencies, Probation Department and Courts***

Notify the participating agencies, probation department, the courts, and the county auditor's office. If necessary, advise the county office that disburses the checks.

### ***Step Four: Telephone Numbers and Billing***

All the bills after a certain date should be paid by the merger organization. If necessary, the defunct phone number should have a message on it telling people to call the new number.

### ***Step Five: Employees and Property***

If employees are involved, determine who remains and who must go. This includes where the office will be and who will staff it. Inventory all property belonging to all programs involved and determine where the property will be stored. Make sure all records are transferred as well, including tip information, bank statements and other files.

### ***Step Six: Publicity and Advertising***

Let the media know you plan on merging, so they can provide your new information to the public at the appropriate time.

**OPERATIONAL PROCEDURES  
SAMPLE CASE FACT SHEET**

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CALLER# \_\_\_\_\_

CASE# \_\_\_\_\_

VICTIM: \_\_\_\_\_

SUSPECTS: \_\_\_\_\_

#ARRESTED: \_\_\_\_\_ \$RECOVERED/SEIZED: \_\_\_\_\_ #CLEARED: \_\_\_\_\_

INVESTIGATOR: \_\_\_\_\_

SUBMITTED TO BOARD: \_\_\_\_\_

DATE PAID: \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_

COMMENTS:

**SECTION 4**

**TEXAS CRIME STOPPERS ADVISORY COUNCIL AND  
GOVERNOR'S OFFICE**

# TEXAS CRIME STOPPERS ADVISORY COUNCIL AND GOVERNOR'S OFFICE

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## Texas Crime Stoppers Advisory Council

Senate Bill 85 and Senate Bill 149, 71st Legislature, Regular Session signed into law by Governor Clements in 1989, charged the Texas Crime Stoppers Advisory Council with certifying all local Texas Crime Stoppers programs that plan to receive and expend court generated fees, under the provisions of the these two bills. A local Crime Stoppers program **must not accept** any court-generated fees, under the provisions of Article 42.12, Sec. 11, subsec. (h), Code of Criminal Procedure and Article 37.072, Code of Criminal Procedure, until that local program becomes certified. The Texas Crime Stoppers Advisory Council certifies a program if the program meets all the requirements as listed in the application for certification. In June 1981, House Bill 1681, 67th Legislature, Regular Session, created the Texas Crime Stoppers Advisory Council, which operates within the Criminal Justice Division of the Governor's Office. Five members appointed for four-year terms by the Governor, with the advice and consent of the Senate comprise the council. At least three council members must have participated in local Crime Stoppers programs.

### **The Advisory Council is charged with the following responsibilities:**

- a. Advise and assist in the creation of local Crime Stoppers programs.
- b. Foster the detection of crime and encourage persons through the program or otherwise, to come forward with information about criminal activity.
- c. Encourage the news media to promote local Crime Stoppers programs and to inform the public of the functions of the Council.
- d. Assist local Crime Stoppers programs in channeling information reported to those programs concerning criminal activity to appropriate law enforcement agencies.
- e. Certification of local Crime Stoppers programs.

The Texas Crime Stoppers Advisory Council recognizes the vital role of local Crime Stoppers programs and their major impact, both individually and collectively, in solving felony crimes in Texas. Local Crime Stoppers programs are highly effective and successful because they rely on local initiative and local citizen participation. These programs continued existence and expansion throughout Texas cities and counties can effectively reduce crime. The activities of the Texas Crime Stoppers Advisory Council are limited to areas best served and coordinated by an organization with statewide impact. The "State Crime" features, when publicized by the Council, are limited to those classes of offenses, type of criminal activity, and fugitive felons that are most effectively impacted and solved through citizen participation on a statewide level. The council's reward program is established to obtain information regarding criminal activity and fugitive felons throughout the state. It is designed to target priority crimes and assist local Crime Stoppers programs and law enforcement agencies. Care is taken to preclude an informant from obtaining more than one reward from different programs for the same information, and to discourage "shopping" among programs in an effort to obtain a higher reward. A toll-free inward hotline (1-800-252-TIPS) is answered 24 hours. Many local Crime Stoppers programs incorporate the Texas 1-800 number on their telephone recorder after hours and on weekends and encourage informants to call this toll-free number to report felony crime information. This information is passed back to the local Crime Stoppers unit immediately or the next working day depending upon the tip's urgency. The information received is channeled by telephone and follow-up letter to local Crime Stoppers programs or the appropriate law enforcement agency for investigation. If information passed on results in an arrest and indictment, the Texas Crime Stoppers Advisory Council may pay the reward. The informant and information's confidentiality is strictly protected at all times. Though the council receives criminal information, the main emphasis is on local Crime Stoppers programs. The duties, responsibilities, and programs of the advisory council are specifically designed to complement and assist local Crime Stoppers programs' efforts within the state and do not duplicate those sponsored by local Crime Stoppers programs. The priority goal of the advisory council is to encourage the continued expansion and creation of additional local Crime Stoppers programs statewide and to assist these programs in the successful solution of felony crimes. With the passage of Senate Bills 85 and 149, 71st Legislature, Regular Session, the advisory council is now charged with certifying all Texas Crime Stoppers programs that wish to receive and expend court generated fees under the bills' provisions. Certification is not restricted or limited to the recently adopted legislation, but applies to each Crime Stoppers program as minimum

## **TEXAS CRIME STOPPERS ADVISORY COUNCIL AND GOVERNOR'S OFFICE**

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requirements to have a legally sound non-profit organization.

### **The Certification Process**

One of the most important functions of the Council is to certify local Crime Stoppers programs as eligible to receive funds from the courts to pay rewards. Why is certification of local programs necessary? The certification process verifies to judges that the money they are assessing felony probationers under Articles 37.073, 42.12 and 42.152, Code of Criminal Procedure, is actually going to a legitimate local Crime Stoppers organization. Without a certification process, there is potential for fraud. Any individual organization can declare itself a "Crime Stoppers program" and seek court funds that the Code of Criminal Procedure authorizes judges to collect from defendants who are placed on community supervision. Safeguards are also necessary to assure that local Crime Stoppers programs do not use the courts' money for political or other inappropriate activities.

The Code of Criminal Procedure authorizes judges to fine each felon placed on probation up to 50 dollars for the local Crime Stoppers program. In addition, judges can order felony probationers to reimburse local Crime Stoppers programs for the reward amount paid the informant who provided the tip that led to the felon's arrest and conviction.

Crime Stoppers organizations can use court fees and reward repayments only to pay rewards to informants who call in tips that lead to arrests and convictions. However, Chapter 414 authorizes certified programs to use up to 20 percent of the funds received from the courts each year for administrative costs.

What criteria does the Council consider when it is deciding whether to certify a local Crime Stoppers organization? Council members look at the organization's continuity, leadership, community support, and general conduct. To maintain objectivity, the Council developed rules for certification that are published in the Texas Administrative Code and revised periodically. Along with the form, applicants for initial certification must submit a copy of the letter from the Internal Revenue Service granting the program 501(c)(3) tax-exempt status. The applicant must also provide a membership list for the board of directors and coordinator with names, positions held, terms of office, telephone and fax numbers, mailing addresses, and email addresses. Two training certificates are required, showing that training occurred within the 12-month period preceding the application—one certificate for a board member and one certificate for a coordinator. The Council provides training at basic schools, annual conferences, and on-line courses. Finally, the board chair must sign and date the "Conditions of Certification" form.

### **Initial Certification**

There are two types of certification: initial certification and continuing-certification. Programs applying for certification for the first time are required to complete an application form, located at the end of this chapter.

This form requires the applicant to provide information about the program, its board of directors and law enforcement coordinator, participating law enforcement agencies, and training data. The board chair, chief of police or sheriff, and the coordinator sign it.

What happens next? The chair sends the application form and documents to the director of the Council at the Governor's Criminal Justice Division. Once the documents are processed and the application is complete, the director presents the information for consideration by the Council at its next regularly scheduled meeting.

If the Council approves certification, the director sends a "Certificate of Certification" to the program, along with a letter stating that the program is eligible to receive funds from the courts. The certificate is valid for two years from its issue date. It is then up to the program's board of directors to seek probation fees and reward repayments from the local courts.

### **Continuing Certification**

Programs applying for certification renewal at the end of the two-year period submit all the documents listed for the initial certification process, along with some other materials to demonstrate that the program is functioning in accordance with Crime Stoppers guidelines and complying with the rules set forth in the Texas Administrative Code.

The program must provide its annual financial statements for the two years preceding certification renewal. These financial statements describe the income the program received each year and how it spent program funds.

## **TEXAS CRIME STOPPERS ADVISORY COUNCIL AND GOVERNOR'S OFFICE**

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While an audit report is not required, many larger programs with significant income do obtain an audit. Crime Stoppers rules require only that an accountant who is not a member of the program's board review the financial documents. The accountant must provide a statement that the financial records appear in order.

Most crime stopper programs keep their financial records using computer-based programs. At the end of the program's fiscal year, these computer-based accounting programs generate a summary statement of all income, bank account balances, and all expenditures. These financial statements are similar to the annual "Profit and Loss Statements" that businesses prepare.

Each applicant for certification renewal must also provide a letter from the Community Supervision and Corrections Department (CSCD) stating how much money was paid in fees and reward payments to the Crime Stoppers program over the past two years.

If a program does not receive court fees from the CSCD but instead receives these funds from the clerk of the court, the program must still provide a letter from the appropriate agency stating the amount of funds paid.

What if your program did not receive any court funds? Simply submit a letter on your program's letterhead stating that no court funds were received during the preceding two-year period.

Each certified program must submit an annual Probation Fee and Repayment Report (PFRR) to the Council's director by January 31. This form describes in detail the amount of funds received from the courts during the preceding calendar year and how those funds were expended. If your program did not receive any court funds, submit the PFRR with zeroes in the appropriate spaces on the form. More information about the PFRR appears later in this section.

Once all the required documents are assembled, the program chair signs and dates the "Conditions of Continuing Certification Form" and mails the package to the Council's director in the Governor's Criminal Justice Division for review. If the Council approves the program for continuing certification, the certification is valid for two years.

### **Program Review**

The Governor's Criminal Justice Division may review a program once it becomes certified. These periodic reviews, authorized by Chapter 414 of the Government Code, are necessary to ensure that the organization's finances and programs further the crime prevention purposes of the organization in compliance with the laws and rules governing Crime Stoppers programs. CJD has the authority to ask the organization to submit relevant information to support the review. If the program does not comply with the review, the director of the Council may recommend that the Council de-certify the organization.

### **The De-Certification Process**

Chapter 414 of the Texas Government Code authorizes the Texas Crime Stoppers Advisory Council to de-certify a Crime Stoppers organization if the Council determines that the organization no longer meets the certification requirements. De-certification may be recommended for a program that violates state or federal law.

Once the Council votes to de-certify a local Crime Stoppers program, the organization is not eligible to receive reward repayments under Articles 37.073 and 42.152 of the Texas Code of Criminal Procedure or payments from a defendant under Article 42.12 of the Code of Criminal Procedure.

Before taking action to de-certify a program, the Council sends the organization a written notice 45 days in advance of the next Council meeting. The local program is invited to submit a written response explaining why it believes it should not be de-certified. Programs that are de-certified are notified in writing of the Council's decision. No later than 60 days after the de-certification action, the program must send all unexpended court funds to the state comptroller.

## TEXAS CRIME STOPPERS ADVISORY COUNCIL AND GOVERNOR'S OFFICE

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### Managing Funds Obtained from the Courts

Once a local Crime Stoppers program is certified by the Council, it is eligible to apply to the local court system for payments from a defendant under Article 42.12 of the Texas Code of Criminal Procedure and repayments of rewards under Articles 37.073 and 42.152 of the Code of Criminal Procedure. These funds must be used to pay rewards, with the exception of 20 percent annually that can be used for administrative purposes.

Chapter 414 of the Government Code specifies that Crime Stoppers programs accepting funds from the courts must set up a separate bank account for these funds. This account is commonly called the "Restricted Funds Account" to distinguish it from the program's general, or operational, account. All court fees must be deposited into this account. If a program takes 20 percent of the fees for administrative purposes, write a check withdrawing the funds from the restricted account transferring them to the operational account.

What about any interest that the restricted account earns? Can the program use this money for administrative purposes or transfer it to the operational account? No. Chapter 414 specifies that all interest earned on the money in the restricted account may only be used to pay rewards.

If two or more programs share court funds, when is the 20 percent for administrative funds transferred to the administrative account? In most cases, one program receives the funds and disburses the agreed amount to the other programs. The program (program 1) that disburses the court funds transfers 20 percent of the funds that it receives and keeps to its administrative account. It does not keep 20 percent of the total court funds received before disbursement. The receiving program (program 2) may move 20 percent of the court funds they receive to their administrative account. Both programs should report the amount they receive on the Probation Fee and Repayment Report. For example, if Rattlesnake County Crime Stoppers receives \$5,000 in court funds and forwards 40 percent, or \$2,000 to another program, Rattlesnake County can transfer 20 percent of the remaining \$3,000 into its administrative account.

Crime Stoppers programs that have been in existence for several years may accumulate large balances in the restricted funds bank account. Can the money be used for other purposes besides paying rewards? Yes. Chapter 414 of the Government Code establishes what has become known as the "3 x 3 Rule."

This rule states: "If the amount of (court) funds received by a Crime Stoppers organization exceeds three times the amount of funds that the organization uses to pay rewards during a fiscal year based on the average amount of funds used to pay rewards during each of the preceding three fiscal years, the organization may deposit the excess amount of funds in a separate interest-bearing account to be used for law enforcement purposes relating to Crime Stoppers or juvenile justice." This includes intervention, apprehension and adjudication.

How does this work in practice? If Giant Crime Stoppers, Inc., receives 20,000 dollars in court fees each year, but only pays an average of 5,000 dollars in rewards and takes out 20 percent for administrative purposes, over a period of several years the restricted account's balance will grow substantially. The program paid out 5,000 dollars for rewards and transferred 4,000 dollars to its operational account for administration, leaving a balance of 11,000 dollars in the account each year. Ten years later, the balance in the restricted funds account has grown to 110,000 dollars. Should this money remain in the restricted funds account earning interest or can it be used to help the Crime Stoppers program grow?

The "3 x 3 Rule" is a way to help your program grow by using the excess restricted funds for activities other than rewards. The **primary** use for this excess money should be Crime Stoppers law enforcement activities. However, the rule does provide for non-Crime Stoppers uses for the funds, specifically "**law enforcement** purposes relating to juvenile justice in the areas of intervention, apprehension, and adjudication." Although the restrictions are broad, it is imperative that the board use discretion when allocating the money. Contact the Council's director at the Office of the Governor prior to expending these funds.

What if Giant Crime Stoppers wants to hire a retired police officer to work as a part-time coordinator to help administer the program? Can the program use the excess funds in the restricted account to pay the coordinator's salary? Yes. The program needs to keep a 15,000-dollar minimum in the restricted funds account, which is three times the average amount of funds that the organization used to pay rewards during each of the preceding three fiscal years. Hiring a part-time law enforcement coordinator meets the requirement of the statute—the money is used by the organization for law enforcement purposes relating to Crime Stoppers.

If the program withdraws the money from the restricted funds account to pay the coordinator's salary, it must set up a third bank account for these funds. These funds should not be deposited in the program's operational

## TEXAS CRIME STOPPERS ADVISORY COUNCIL AND GOVERNOR'S OFFICE

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account. Why not? A separate bank account is needed for the excess funds that are removed from the restricted funds account in order to provide documented proof of how the funds were spent. In the event of an audit, the Crime Stoppers program must be able to show that the excess funds were used for a law enforcement or juvenile justice purpose relating to Crime Stoppers. It may be difficult to track these funds if they are deposited in the organization's operational account.

Certified programs that accept court funds must keep very accurate and detailed records showing how the funds are used. These records are subject to examination or audit by the Governor's Criminal Justice Division at any time. To make certain that programs are using the court funds properly, the Legislature included a provision in Chapter 414 of the Government Code mandating that each certified program file a detailed report with the Council's director by January 31 each year.

This report, called the Probation Fee and Repayment Report (PFRR), is sent to all certified programs in December and is also available on the Texas Crime Stoppers website on the "Library" page.

One of the problems that programs may experience in completing the PFRR is having a beginning balance on January 1 that differs from the ending balance on the report submitted for the previous year. These balances must be the same. If not, please review your financial records to locate the problem.

A frequently asked question concerns what funds to report. What if your Community Supervision and Corrections Department (CSCD) sends your program a check in January for funds it collected in December? Where do you report that amount? It goes on the form for the calendar year in which the funds were received by the Crime Stoppers program and deposited in the bank. Programs should report only those funds that were actually received from the courts or CSCD during the calendar year.

Some Crime Stoppers programs do not receive funds from the courts. Must they still file an annual Probation Fee and Repayment Report? Yes. Chapter 414 of the Government Code mandates that all certified programs must file the report by January 31 of each year. If your program did not receive any funds from the courts, fill out the report with zeroes. The chair and financial officer must sign and date the report before sending it to the Council director.

The final line on the PFRR asks each program to report rewards that were paid with donated funds or other money in the operational account. Local citizens or businesses may give money to the Crime Stoppers program with the restriction that the money be used only to pay rewards. If your program receives donations to make reward payments, do not deposit these funds in your restricted funds account—this account is only for money that you receive from the courts. Deposit the money in your operational account with notations in your accounting records that you received 500 dollars, for example, to use only to pay rewards. If you pay rewards with this donated money during the calendar year, then report the total amount paid on the last line of the PFRR reporting form.

**Remember:** You must send the annual Probation Fee and Repayment Report to the Council director by January 31 of each year or risk losing your certification.

### Cooperative Funds Sharing Agreements

Certain Texas counties have multiple Crime Stoppers organizations which reside within the same county jurisdiction. In some of those counties, multiple Crime Stoppers organizations are also certified to receive "court funds" from the governmental agency charged with collecting and disbursing the funds. In those cases, the

## **TEXAS CRIME STOPPERS ADVISORY COUNCIL AND GOVERNOR'S OFFICE**

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Crime Stoppers agencies may enter into a cooperative funds sharing agreement that governs the receipt and disbursement of the court funds among the different certified Crime Stoppers organizations. These operational procedures are a standardized guide provided for your use and guidance in entering and performing under these agreements.

### **Purpose of the Cooperative Funds Sharing Agreement**

The Texas Crime Stoppers Advisory Council (hereafter "council") is charged with encouraging, advising, and assisting in the creation of Crime Stoppers organizations. The council believes, and has resolved, that it is in the best interest of crime prevention and crime reduction that Crime Stoppers agencies work cooperatively. When multiple certified Crime Stoppers agencies reside within the same county or district court jurisdiction, questions may arise as to the disbursement of court funds.

The council intends that the multiple certified Crime Stoppers agencies should cooperate in determining how the court funds should be disbursed within that same jurisdiction. Cooperative funds sharing agreements are contracts that set out the terms by which court funds may be shared among the certified Crime Stoppers organizations within the same jurisdiction. Certified Crime Stoppers organizations may agree to enter into cooperative funds sharing agreements.

The council encourages Crime Stoppers organizations to enter into cooperative funds sharing agreements where appropriate. The council believes that it is in the best interest of the parties and crime prevention to enter into such agreements according to these operational procedures.

### **Cooperative Funds Sharing Agreements**

Typically, court funds are collected by the county probation department and disbursed to the largest certified Crime Stoppers organization residing within that jurisdiction. Where multiple Crime Stoppers organizations become certified and eligible to receive court funds, the probation department may continue to disburse funds to the largest organization. In this case, it is the responsibility of certified Crime Stoppers organizations who receive the court funds to share the disbursed funds in an equitable, fair, and cooperative manner with other certified Crime Stoppers organizations in their jurisdictions.

A Crime Stoppers organization that is certified by the council may participate in an enforceable, contractual agreement regarding the disbursement of court funds with any other certified Crime Stoppers organizations within the county in which it resides.

An agreement may contain terms contractually obligating the parties to share court funds according to the percentages determined at the discretion of the parties. When determining the percentages by which court funds will be shared between two certified Crime Stoppers organizations, the parties may consider the following factors:

- a. Number of defendants arrested as a result of Crime Stoppers tips received by the organization;
- b. Number of cases solved or cleared by the Crime Stoppers tips received by the organization;
- c. Amount of Rewards paid annually by the Crime Stoppers organization;
- d. Statistical information as collected by the FBI Uniform Crime Reports;
- e. Degree and statutory classification of crimes experienced by the Crime Stoppers jurisdiction;
- f. Degree and statutory classification of crimes cleared or defendants arrested by the Crime Stoppers organization;
- g. Crimes solved and other statistical information.

A cooperative funds sharing agreement is a contract. It is a legally binding document regarding the use of court funds, which are government monies. It is recommended that any Crime Stoppers organization that is considering entering into a cooperative funds sharing agreement obtain legal advice. Obtaining legal advice from a licensed attorney is recommended before entering into any legally binding contract with any other agency.

### **Reporting**

The Crime Stoppers organization shall submit to the director of the Texas Crime Stoppers Advisory Council, or the council's designee, any cooperative funds sharing agreement to which it is a party with any other certified Crime Stoppers organization. The cooperative funds sharing agreement shall be submitted no later than 30 days

## **TEXAS CRIME STOPPERS ADVISORY COUNCIL AND GOVERNOR'S OFFICE**

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after the effective date of the agreement, together with a report of the cooperative funds sharing agreement on a form proscribed by the council.

To be certified, or to remain certified, a Crime Stoppers organization must report whether it is participating in a cooperative funds sharing agreement and provide a copy of the contract to the council. Failure to provide a copy of any executed cooperative funds sharing agreement to the council subjects a Crime Stoppers organization to de-certification.

### **Enforcement and the Grievance Process**

The grievance process defined by the Texas Administrative Code is available to any certified Crime Stoppers organization. The Administrative Code provides that "any complaint against a crime stoppers organization or allegation that a crime stoppers organization fails to meet the certification requirements described in §3.9000(b) of this chapter must be submitted in writing to the director of the Crime Stoppers Advisory Council."

Certified Crime Stoppers organizations that wish to be parties to a cooperative funds sharing agreement but are unable to execute a contract with the appropriate certified Crime Stoppers organization may file a complaint. The complaint must be filed in writing to the council and must identify the non-participating Crime Stoppers organization that is the subject of the complaint. The complaint must include the following:

- a. identification of all parties;
- b. names of persons representing each party in discussions regarding cooperative funds sharing agreements;
- c. copies of all correspondence between the parties regarding cooperative funds sharing agreements;
- d. copies of any and all documentation related to the proposed cooperative funds sharing agreements;
- e. statistical information of the organization submitting the complaint, including cases solved and arrests made as a result of Crime Stoppers tips, for the previous three years or since certification, whichever is longer;
- f. detailed factual information regarding the proposed terms of the cooperative funds sharing agreement;
- g. detailed factual information regarding the failure of the parties to execute an agreement.

The council will send a complete copy of the complaint to the organization that is the subject of the complaint upon receipt of the complaint. The council will not share the complaint or supporting information with any other Crime Stoppers organization or other agency, except as otherwise required by law.

The council, in its discretion, may require that certified Crime Stoppers organizations that are not parties to a cooperative funds sharing agreement provide a reasonable explanation for the failure to share court funds with another certified Crime Stoppers organization. Upon written request of council's chair, a non-participating certified Crime Stoppers organization shall respond to the chair's request for an explanation. When requested, the response of the non-participating certified Crime Stoppers organization is due, in writing, not more than 30 days following the written request of the council or receipt of the complaint, whichever is later.

The council's chair may require explanation under this chapter from each and every non-participating certified Crime Stoppers organization within the same jurisdiction of any complaining party. Where one organization has complained that court funds are being withheld, each and every certified Crime Stoppers organization within that jurisdiction may be contacted by the chair, and request for their explanation will be made.

Any certified Crime Stoppers organization that is the subject of a complaint by any other Crime Stoppers organization may request a formal hearing by the council of the complaint and their response. A formal hearing will take place in accordance with the schedule of the council and at a mutually convenient time and place.

Failure to provide a reasonable explanation for the failure to enter into a contractual relationship regarding the sharing of court funds may subject a certified Crime Stoppers organization to de-certification.

### **Quarterly Statistical Reports**

The Council requires all certified programs to file Quarterly Statistical Reports. This report is available on the Texas Crime Stoppers Website. There are different reporting forms for community programs and campus Crime Stoppers.

The report for community programs seeks data on the number of arrests and cases cleared for homicide, sexual assault, assault, robbery, theft, burglary of vehicle, burglary of habitation, burglary of building, forgery, arson, narcotics, and fugitive cases. Programs also are asked to report on the number of suspects arrested, offenses

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cleared, calls received on the hotline, code numbers assigned, rewards paid or declined, amount of rewards paid, dollar amount of stolen property recovered, value of narcotics seized, amount of forfeitures or restitutions, and number of prosecutions or convictions.

The quarterly report form for campus Crime Stoppers is similar but includes such school-based offenses and administrative infractions as possession of tobacco, disorderly conduct, truancy, and vandalism. It asks for the number of weapons seized on campus and number of students receiving administrative discipline.

The reports must be filed with Texas A&M University's Public Policy Research Institute (PPRI). Visit the PPRI web site at <http://cjde.tamu.edu> and register to file your reports.

### **Statistical Data And Reporting Guidelines**

Keeping statistical data on your program's operation is essential. This enables your program to make available documented program success to the community helping generate public interest in the program. The Texas Crime Stoppers Advisory Council's goal is to develop hard-fast criteria and uniformity regarding collecting and reporting statistical data. Each coordinator should develop, maintain, and distribute the pertinent statistical data simply because it is the only way the board, media, law enforcement, and public are able to see strengths, weaknesses, and ultimate program success. Without the statistical analysis, there is no positive proof of the Crime Stoppers virtues.

### **Reporting Guidelines**

All Crime Stoppers programs should maintain monthly, yearly, and cumulative statistical data from the date of inception. This statistical data should contain the following information:

- a. Number of calls received;
- b. A breakdown of the number and types of cases solved (i.e. homicide, burglary, robbery; felony, misdemeanor);
- c. A breakdown on the number and type of arrests (felony, misdemeanor);
- d. Number and amount of rewards paid/declined;
- e. Dollar value of stolen property recovered;
- f. Dollar value of narcotics seized, and
- g. Dollar amount of court ordered restitution to victim(s) and dollar value of forfeited property and assets.

### **Procedure For Determining The Value Of Stolen Property**

- a. Amounts as listed by victim on the official report;
- b. Amounts as listed by investigating officer's final report;
- c. Fair market value or replacement cost;
- d. Dollar value of court ordered restitution to victim(s). For example, a tip is received which results in clearing a credit card abuse case. The defendant is subsequently convicted, and the court orders the defendant to pay restitution to the victim. Once the restitution is paid, the value is shown on the program's statistics. Some coordinators were showing these values in the stolen property recovered category. Although, in the aforementioned scenario it is not altogether wrong to claim the restitution as recovered property, and
- e. Dollar values of property damage, (such as arson and criminal mischief cases solved by a Crime Stoppers tip, should not be claimed as a recovery; however, if a defendant is convicted and restitution is ordered by the court, upon payment of the restitution, a program may claim the restitution as a recovery in the forfeitures/restitution category.)

**Note:** The forfeiture/restitution category is not intended for keeping track of court ordered probation fees or reward repayment to your program as authorized by Article 42.12, Sec. 11, Subsec. (h), Code of Criminal Procedure and Article 37.072, Code of Criminal Procedure.

### **Procedure For Determining The Value Of Seized Narcotics**

- a. Street or retail value;
- b. Values as determined and listed by seizing officer and/or;
- c. Narcotics valuation schedules, and

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- d. Dollar value of forfeited property and assets.

For example, Crime Stoppers receives a tip on narcotics trafficking. As a result, a search warrant is executed and in addition to the arrests, cleared case, and narcotics recovered, a vehicle and cash are seized.

Once the court has forfeited the vehicle and cash to the seizing agency, the values may be shown on your statistics. Some coordinators were listing these values in the narcotics seized category that gives a false impression.

### **Procedure For Determining Cleared Cases**

This is the most difficult area to define. After careful consideration and much discussion among many Crime Stoppers coordinators, we determined that there is no clear-cut definition for a cleared case that is applicable across the board. Each incident must be carefully examined and a determination made as to the type and number of cases actually solved from the tip. The priority is to provide an accurate picture of the impact that Crime Stoppers has on crime. We, therefore, call upon common sense and a conservative viewpoint when determining cases cleared. Make a distinction between cases cleared and crimes solved. A good example is: An individual enters a bank and robs it at gunpoint; on his way out, he hits a teller in the head with his gun. After leaving the bank, he steals an automobile, later abandoning the first vehicle to steal another. From face value one could say that there were four crimes committed: aggravated robbery, aggravated assault, and two auto thefts.

The Texas Penal Code defines this scenario as a criminal episode which is "The commission of two or more offenses, regardless of whether the harm is directed toward or inflicted upon more than one person, under the following circumstances:

- a. The offenses are committed pursuant to the same transaction that are connected or constitute a common scheme or plan, or
- b. The offenses are the repeated commission of the same or similar offenses." Most jurisdictions, would only file aggravated robbery charges. If a tip is received which solves the above scenario, the program would take credit for one arrest and one case solved, and not take credit for the number of crimes solved. If in fact each of the above crimes are filed, and the defendant is indicted on all four charges, but he is only prosecuted on the aggravated robbery and all others are dismissed, the program can take credit for the one arrest and four cases solved. Cases added or subtracted, or a plea bargain agreement should not affect program statistics. Remember, that an arrest may clear many cases, and arresting several people may only clear one case.

The rule of thumb is to claim only those cases in which Crime Stoppers involvement is provable beyond doubt. This is easily accomplished from the investigating officer's written deposition that includes:

- a. Defendant's name and pertinent biographical data;
- b. Case numbers of cases solved and warrant numbers;
- c. Type of charges filed;
- d. Recovery amounts, and
- e. Complete case report(s), including investigator's supplements (which should contain all above information).

### **Cases are cleared either by arrest or exception.**

A case is cleared or solved when at least one person is:

- a. Arrested;
- c. Charged with an offense;
- d. The case is turned over to court for prosecution whether following arrest, court summons, or police notice, or
- e. A clearance by arrest is claimed when the offender is a juvenile and is cited to appear in juvenile court or before juvenile authorities.

## **TEXAS CRIME STOPPERS ADVISORY COUNCIL AND GOVERNOR'S OFFICE**

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In certain situations, law enforcement is unable to follow the above criteria to clear an offense known to them. Many times, all leads are exhausted and everything possible has been done to clear a case. If the following questions are all answered affirmative, the offense may then be claimed solved.

- a. Has the investigation definitely established the identity of the offender?
- b. Is there enough information to support an arrest, charges filed, and forwarding to court for prosecution?
- c. Is the offender's exact location known so that he/she can be taken into custody?
- d. Is there some reason beyond law enforcement control that precludes arresting, charging, and prosecuting the offender?

### **An offense is claimed as cleared when it falls into one of the following categories:**

- a. The offender's suicide (the person responsible is dead);
- b. Deathbed confession (the offender dies after making a confession);
- c. Offender killed by accident, police or citizen;
- d. Confession by offender already in custody or serving a sentence (this is actually a variation of a true clearance by arrest, however the offender would not be rearrested but in most situations would be prosecuted on the new charge);
- e. Offender is prosecuted in another jurisdiction for a different offense, prosecuted in another jurisdiction by the U.S. Federal Government for an offense which may be the same (An attempt is made to return him for prosecution, but the other jurisdiction will not release him), or is prosecuted and convicted in another jurisdiction and charges are dropped by the other jurisdiction;
- f. Extradition is denied;
- g. The victim refuses to prosecute;
- h. The charges are dropped in plea bargain agreements and for some reason outside law enforcement control, the offender is prosecuted for a less serious charge than originally arrested and charged, or
- i. Handling a juvenile arrest by either oral or written notice to parents, and no referral is made to juvenile court.

Recovering stolen property alone does not constitute a cleared case. An example is when a program receives a tip on a stolen vehicle and the vehicle is recovered, but the offender is not identified, and no charges are filed. A program should claim and reflect the recovered property's dollar value but should not claim a solved case.

### **Misdemeanor Cases And Arrests**

Many Crime Stoppers programs monitor the misdemeanor arrests and cases cleared. The decision to become involved in these cases is left entirely up to the board. If a program decides to monitor misdemeanor cases, it should consult its bylaws and make necessary amendments to include rewards for misdemeanor cases. Including misdemeanor cases would accurately reflect the Crime Stoppers program's impact in its own jurisdiction; however, we recommend that the misdemeanor cases and arrests reflect separately from felony arrests and cleared cases.

### **Miscellaneous**

There has always been discussion in two areas about claiming cases. The first area is with respect to fugitives. A typical scenario relates to a program that receives a tip on an individual who is wanted on five felony warrants (the Crime Stoppers program had nothing to do with the solution of the five cases). The tip proves correct and the person is arrested. How many cases does the program get credit for? Some seasoned coordinators say the program should take credit for five cases and others say only one. In actuality, the cases have already been solved; therefore, a program should not take credit for solving them. The coordinators who would credit five cases, claim that five warrants were cleared and claiming the five warrants, not cases, accurately reflects the program's impact. We noted that if, while in custody, the fugitive confesses to additional crimes where it was unknown he was the offender, credit your program with solving these cases. The second area for discussion relates to tips that result in issuing and executing narcotics search warrants where more than one defendant is arrested. For example, as a result of a tip, a narcotics search warrant is executed and fifteen defendants are arrested. The program should credit the fifteen arrests, but only claim one case cleared. Remember the arrest of many individuals may clear only one case. The same theory may be applied to the scenario where five individuals are involved in a warehouse burglary. All five may be charged and prosecuted, but only one case is solved. Many coordinators ask, if they receive a tip that solves a case in another jurisdiction and the local Crime

## **TEXAS CRIME STOPPERS ADVISORY COUNCIL AND GOVERNOR'S OFFICE**

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Stoppers program in that jurisdiction is asked to repay the reward, who counts the statistical data? The program that receives the tip is ultimately responsible for paying the reward; therefore, the receiving program, no matter the reward's source, includes the statistical data on its reports.

This document is meant to serve as a guide. It is well recognized that each Crime Stoppers program is run locally and the board of directors ultimately decides the program's policies. Once again, claim only those arrests, cleared cases, and recoveries where Crime Stoppers involvement is proven beyond doubt.

### **Recommended Reward Reimbursement Procedure**

Scenario: When Crime Stoppers B has paid an informant a reward tip that led to the apprehension of a felon wanted by the area served by Crime Stoppers A.

If the reward is reimbursed, the reimbursing program (Crime Stoppers A) would record the case cleared in their statistics, and the program requesting the reimbursement (Crime Stoppers B) would give up the case cleared and not record it in their statistics. The program making the reimbursement also would have the option to reimburse the reward at the reward amount they would normally pay for the case involved, regardless of the actual reward amount paid by the program requesting the reimbursement. The original program (Crime Stoppers B), however, would retain the right to refuse the reimbursement from Crime Stoppers A if they believe the amount to be out of line with normal pay standards employed by the majority of Texas Crime Stoppers programs. The program requesting reimbursement (Crime Stoppers B) must supply the case information to the other program in order for proper consideration to be given.

**TEXAS CRIME STOPPERS ADVISORY COUNCIL AND GOVERNOR'S OFFICE  
CERTIFICATION APPLICATION**

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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 percent usage for administration purposes. State law also requires that a local Crime Stoppers program become certified by the Texas 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: \_\_\_\_\_

**PARTICIPATING AGENCY INFORMATION:**

**TEXAS CRIME STOPPERS ADVISORY COUNCIL AND GOVERNOR'S OFFICE  
CERTIFICATION APPLICATION**

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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 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**

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



**TEXAS CRIME STOPPERS ADVISORY COUNCIL AND GOVERNOR'S OFFICE  
PROBATION FEE AND REPAYMENT REPORT**

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**INSTRUCTIONS:**

To complete this report, you will need 2005 bank statements for your restricted account and the 2004 PFRR form. For assistance, call 866-220-4357.

TEXAS GOVERNMENT CODE § 414.010. PAYMENTS FROM DEFENDANTS ON COMMUNITY SUPERVISION; REWARD REPAYMENTS. (a) Except as provided by Subsection (d), a crime stoppers organization certified by the council to receive money in the form of payments from defendants placed on community supervision under Article 42.12, Code of Criminal Procedure, or money in the form of repayments of rewards under Articles 37.073 and 42.152, Code of Criminal Procedure, may use not more than 20 percent of the money annually received to pay costs incurred in administering the organization and shall use the remainder of the money, including any interest earned on the money, only to reward persons who report information concerning criminal activity. Not later than January 31 of each year, a crime stoppers organization that receives or expends money under this section shall file a detailed report with the council.

(b) A crime stoppers organization shall establish a separate reward account for money received under this section.

(d) If the amount of funds received by a crime stoppers organization under this section exceeds three times the amount of funds that the organization uses to pay rewards during a fiscal year based on the average amount of funds used to pay rewards during each of the preceding three fiscal years, the organization may deposit the excess amount of funds in a separate interest-bearing account to be used by the organization for law enforcement purposes relating to crime stoppers or juvenile justice, including intervention, apprehension, and adjudication. An organization that deposits excess funds in an account as provided by this subsection may use any interest earned on the funds to pay costs incurred in administering the organization.

**Restricted account** - a reward account for money received from defendants on community supervision/probation and repayment fees. Separate from administrative/operations or donated fund accounts.

**Line 1** - Enter the beginning balance on January 1, 2005. This should match the ending balance on the 2004 report. If they do not, please review your bookkeeping to locate the problem. If there is a discrepancy between the beginning balance on January 1, 2005 and the ending balance on the 2004 report, put an asterisk next to Line 1 along with an attached explanation explaining the discrepancy. For example:

1. Beginning Balance, Probation Fees Restricted Account      \$\_\_\_\_\_\*\*See Attached Explanation

**Line 2** - Enter the total amount of probation and repayment fees received from the Community Supervisions and Corrections Department (CSCD) from January 1 to December 31, 2005. If the CSCD sends a check in January for the December fees, report those funds on next year's form. Only report the funds that you **actually received and deposited** from the courts or CSCD during the 2005 calendar year. If two or more programs share court funds, record the total fees received from courts before disbursement on 2(A). Record the total amount disbursed to other certified Crime Stoppers programs on 2(B). Line 2 is the total amount of probation and repayment of fees your program retained after disbursing all fees to other Crime Stoppers programs, or 2(A) - 2(B). For example:

2. TOTAL PROBATION AND REPAYMENT FEES RECEIVED in 2005  
    \$7500     -     \$2500     =     \$5000      
A. TOTAL FEES RECEIVED IN 2005      B. TOTAL AMOUNT DISBURSED

**Line 3** - Enter the amount of interest earned on the restricted account in 2005.

**Line 4** - Enter the total of lines 1, 2, and 3.

**Line 5** - Enter the amount allocated to the administrative/operations account from the restricted account in 2005. This is not to exceed 20% of line 2.

**Line 6** - Enter the amount of restricted probation and repayment fees allocated to campus programs for rewards in 2005.

**Line 7** - Enter the amount of excess funds from the restricted account allocated to juvenile justice and law enforcement projects. Read Chapter 414 of the Government Code above or contact the Office of the Governor for further explanation. Funds are considered excess if they exceed the total of the previous three years worth of rewards paid. For example, your program paid \$1,700 in 2002, \$1,900 in 2003, and \$2,225 in 2004, totaling \$5,825. If the program has \$7,500 in the restricted account, then the difference, \$1,675, is considered excess funds. **If you have an excess funds account, you must complete Attachment A to the PFRR.**

**Line 8** - The amount of rewards paid from the restricted account in 2005. Do **not** include rewards paid from donations or fundraising.

**Line 9** - The amount of bank fees paid on the restricted account in 2005.

**Line 10** - Enter the total of lines 5, 6, 7, 8, and 9.

**Line 11** - Subtract line 10 (the total expended) from line 4. The ending balance should match your account balance on December 31, 2005. If it does not, please review.

**Line 12** - Enter the dollar amount of rewards paid from non-restricted, donated, or fundraising funds. Do not include rewards paid from line 8 on this line.

Instructions are attached. Due January 31, 2006.

**TEXAS CRIME STOPPERS ADVISORY COUNCIL AND GOVERNOR'S OFFICE  
PROBATION FEE AND REPAYMENT REPORT**

**TEXAS CRIME STOPPERS ADVISORY COUNCIL  
RESTRICTED ACCOUNT: PROBATION FEE AND REPAYMENT REPORT  
ATTACHMENT A: EXCESS FUNDS ACCOUNT**

**PROGRAM NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY/ZIP:** \_\_\_\_\_

**Only complete this form if you have an excess funds account.**

GOVERNMENT CODE § 414.010. PAYMENTS FROM DEFENDANTS ON COMMUNITY SUPERVISION; REWARD REPAYMENTS.  
(d) If the amount of funds received by a crime stoppers organization under this section exceeds three times the amount of funds that the organization uses to pay rewards during a fiscal year based on the average amount of funds used to pay rewards during each of the preceding three fiscal years, the organization may deposit the excess amount of funds in a separate interest-bearing account to be used by the organization for law enforcement purposes relating to crime stoppers or juvenile justice, including intervention, apprehension, and adjudication. An organization that deposits excess funds in an account as provided by this subsection may use any interest earned on the funds to pay costs incurred in administering the organization.

**1. BEGINNING BALANCE, EXCESS FUNDS ACCOUNT** \$ \_\_\_\_\_  
(Enter the beginning balance as of January 1, 2005.)

**2. FUNDS TRANSFERRED TO EXCESS FUNDS ACCOUNT IN 2005** \$ \_\_\_\_\_  
(Enter the amount of excess funds from the restricted account allocated for law enforcement purposes relating to Crime Stoppers or juvenile justice projects in accordance with Chapter 414.010(d) (see above). This amount is the same amount as line 7 of the PFRR.)

**3. INTEREST RECEIVED ON ACCOUNT in 2005** \$ \_\_\_\_\_  
(Enter the amount of interest earned on the excess funds account in 2005.)

**4. SUBTOTAL** (Add lines 1, 2, & 3) \$ \_\_\_\_\_

**5. AMOUNT EXPENDED IN 2005**  
(itemize the projects/items for which the excess funds were used in 2005, attach a separate page if you need more space)

a. \$ \_\_\_\_\_

b. \$ \_\_\_\_\_

c. \$ \_\_\_\_\_

d. \$ \_\_\_\_\_

e. \$ \_\_\_\_\_

f. total from attached page \$ \_\_\_\_\_

**6. BANK FEES PAID IN 2005** \$ \_\_\_\_\_  
(Enter the amount of bank fees paid on the excess funds account in 2005)

**7. TOTAL EXPENDED** (Add lines 5a through 5f and 6.) \$ \_\_\_\_\_

**8. ENDING BALANCE, EXCESS FUNDS ACCOUNT** \$ \_\_\_\_\_  
(Subtract line 7 from line 4. The ending balance should match your account balance on December 31, 2005. If it does not, please review.)

\_\_\_\_\_  
Name & Signature of Signature of Chair

\_\_\_\_\_  
Name & Signature of Financial Officer

Send completed form to:  
**Texas Crime Stoppers  
Office of the Governor  
PO Box 12428  
Austin, Texas 78711**

**TEXAS CRIME STOPPERS ADVISORY COUNCIL AND GOVERNOR'S OFFICE  
ADULT QUARTERLY STATISTICAL REPORT**

**TEXAS CRIMESTOPPERS ADVISORY COUNCIL  
ADULT QUARTERLY STATISTICAL REPORT**

Program \_\_\_\_\_ Date: \_\_\_\_\_  
 Coordinator \_\_\_\_\_ Counties Served \_\_\_\_\_  
 Address \_\_\_\_\_ City/ST/Zip \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Program Inception Date \_\_\_\_\_ Population Served \_\_\_\_\_

Submit reports online (or by mail):  
<http://cjid3.tamu.edu>

Crime Stoppers / CJD Grantee Evaluation • Public Policy Research Institute • 314 H.C.  
 Daitie Bell Bldg. • Texas A&M University • College Station, TX 77843-4476  
 Phone: (979) 845-8800 • Fax: (979) 458-4179 • Email: [cjd@ppri.tamu.edu](mailto:cjd@ppri.tamu.edu)

	Circle one: 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> Quarter		Yearly *During 4 <sup>th</sup> quarter only.		Since Inception *During 4 <sup>th</sup> quarter only.	
	Number of Arrests	Number of Cases Cleared	Number of Arrests	Number of Cases Cleared	Number of Arrests	Number of Cases Cleared
Homicide						
Sexual Assault						
Assault						
Robbery						
Theft						
Burglary of Vehicle						
Burglary of Habitation						
Burglary of Building						
Forgery						
Arson						
Narcotics						
Fugitive						
Other						

	Circle one: 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> Quarter				Yearly *During 4 <sup>th</sup> quarter only.	Since Inception *During 4 <sup>th</sup> quarter only.
	Q1	Q2	Q3	Q4		
Suspects Arrested						
Offenses Cleared						
Number of Calls Received						
Code Numbers Assigned						
Number of Rewards Paid or Declined						
Amount of Rewards Paid						
Stolen Property Recovered						
Narcotics Seized						
Forfeitures or Restitutions						
Prosecutions or Convictions						

All reports must be submitted quarterly: Q1 = January 1 thru March 31; **Due April 15<sup>th</sup>** Q2 = April 1 thru June 30; **Due July 15<sup>th</sup>** Q3 = July 1 thru September 30; **Due October 15<sup>th</sup>** Q4 = October 1 thru December 31; **Due January 15<sup>th</sup>**

**TEXAS CRIME STOPPERS ADVISORY COUNCIL AND GOVERNOR'S OFFICE  
SAMPLE MOU FOR SHARING IN MULTI-JURISDICTIONAL REGION-CASES CLEARED**

---

Fellow Crime Stoppers:

Thank you for your time and attention in our efforts to set forth an agreement to share court-ordered funds from state district courts and county criminal courts in \_\_\_\_\_ County.

We agree to share funds based on the percentage of \_\_\_\_\_ County felony cases cleared through tips to our respective crime stoppers programs.

Program Name	Cases Cleared in Year _____
_____	_____
_____	_____
_____	_____

The shared percentage is as follows:

Program Name	Percentage of Funds
_____	_____
_____	_____
_____	_____
Total	100%

To aid local government's accounting records, the program serving the largest population, which is \_\_\_\_\_, shall receive the checks and disburse the monies to the other program(s) within thirty days of receipt. With your concurrence, this agreement will stand until we meet again for agreement review. The review shall occur in the first month of the year.

By affixing your signature below, you agree that the above understanding will be followed until such time that the entities agree to an alternative memorandum. You also affirm that your respective board is aware of and approves of the memorandum.

Signatures:

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

\*Programs can change wording to reflect felony and misdemeanor cases\*

CC: Director, Texas Crime Stoppers, Office of the Governor  
Director, Texas Crime Stoppers Training

**TEXAS CRIME STOPPERS ADVISORY COUNCIL AND GOVERNOR'S OFFICE  
SAMPLE MOU FOR SHARING IN MULTI-JURISDICTIONAL REGION-POPULATION SERVED**

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Fellow Crime Stoppers:

Thank you for your time and attention in our efforts to set forth an agreement to share court-ordered funds from state district courts and county criminal courts in \_\_\_\_\_ County.

We agree to share funds based on the population served.

Program Name	Population Served
_____	_____
_____	_____
_____	_____

The shared percentage is as follows:

Program Name	Percentage of Funds
_____	_____
_____	_____
_____	_____
Total	100%

To aid local government's accounting records, the program serving the largest population, which is \_\_\_\_\_, shall receive the checks and disburse the monies to the other program(s) in a timely manner. With your concurrence, this agreement will stand until we meet again for agreement review. The review shall occur in the first month of the year

By affixing your signature below, you agree that the above understanding will be followed until such time that the entities agree to an alternative memorandum. You also affirm that your respective board is aware of and approves of the memorandum.

Signatures:

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

<Programs can change wording to reflect felony and misdemeanor cases>

CC: Director, Texas Crime Stoppers, Office of the Governor  
Director, Texas Crime Stoppers Training

**CHAPTER 414. CRIME STOPPERS ADVISORY COUNCIL**

**Sec. 414.001. DEFINITIONS.** In this chapter:

- (1) "Council" means the Crime Stoppers Advisory Council.
- (2) "Crime stoppers organization" means:

(A) a private, nonprofit organization that is operated on a local or statewide level, that accepts and expends donations for rewards to persons who report to the organization information about criminal activity and that forwards the information to the appropriate law enforcement agency; or

(B) a public organization that is operated on a local or statewide level, that pays rewards to persons who report to the organization information about criminal activity, and that forwards the information to the appropriate law enforcement agency.

**Sec. 414.002. ORGANIZATION OF COUNCIL.**

(a) The Crime Stoppers Advisory Council is within the criminal justice division of the governor's office.

(b) The council consists of five members appointed by the governor with the advice and consent of the senate.

At least three members must be persons who have participated in a crime stoppers organization in any of the following capacities:

- (1) as a law enforcement coordinator;
- (2) as a member of the board of directors;
- (3) as a media representative; or
- (4) as an administrative officer.

(c) The term of office of a member is four years.

(d) At its first meeting after the beginning of each fiscal year the council shall elect from among its members a chairman and other officers that the council considers necessary.

**Sec. 414.003. PER DIEM AND EXPENSES.** A member of the council is entitled to:

- (1) a per diem as determined by appropriation; and
- (2) reimbursement for actual and necessary expenses incurred in performing duties as a member.

**Sec. 414.004. DIRECTOR.** The council and the executive director of the criminal justice division of the governor's office shall designate a person to serve as director. The director must be approved by the governor. The council shall define the director's authority and responsibilities.

**Sec. 414.005. DUTIES.** The council shall:

- (1) encourage, advise, and assist in the creation of crime stoppers organizations;
- (2) foster the detection of crime and encourage persons to report information about criminal acts;
- (3) encourage news and other media to broadcast reenactments and to inform the public of the functions of crime stoppers organizations' operations and programs;
- (4) promote the process of crime stoppers organizations to forward information about criminal acts to the appropriate law enforcement agencies; and
- (5) help law enforcement agencies detect and combat crime by increasing the flow of information to and between law enforcement agencies.

**Sec. 414.006. RULES.** The council may adopt rules to carry out its functions under this chapter. The rules adopted by the council shall not conflict with rules relating to grants adopted by the criminal justice division of the governor's office.

**Sec. 414.007. CONFIDENTIALITY OF COUNCIL RECORDS.** Council records relating to reports of criminal acts are confidential.

**Sec. 414.008. PRIVILEGED INFORMATION.**

(a) Except as otherwise provided by this section, evidence of a communication between a person submitting a report of a criminal act to the council or a crime stoppers organization and the person who accepted the report on behalf of the council or organization is not admissible in a court or an administrative proceeding.

(b) Records of the council or a crime stoppers organization concerning a report of criminal activity may not be compelled to be produced before a court or other tribunal except on a motion:

- (1) filed in a criminal trial court by a defendant who alleges that the records or report contains evidence that is exculpatory to the defendant in the trial of that offense; or

**TEXAS CRIME STOPPERS ADVISORY COUNCIL AND GOVERNOR'S OFFICE**  
**TEXAS GOVERNMENT CODE**

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(2) filed in a civil case by a plaintiff who alleges that denial of access to the records concerning the report of criminal activity abrogates any part of a cognizable common law cause of action, if the plaintiff alleging abrogation:

(A) was charged with or convicted of a criminal offense based at least partially on the report and the charges were dismissed, the plaintiff was acquitted, or the conviction was overturned, as applicable; and

(B) in the motion establishes a prima facie case that the plaintiff's abrogated claim is based on injuries from the criminal charge or conviction caused by the wrongful acts of another performed in connection with the report.

(c) On motion of a movant under Subsection (b), the court may subpoena the records or report. The court shall conduct an in camera inspection of materials produced under subpoena to determine whether the materials contain:

(1) evidence that is exculpatory to the defendant; or

(2) information necessary to a plaintiff as described by Subsection (b)(2).

(d) If the court determines that the materials produced contain evidence that is exculpatory to the defendant or information necessary to a plaintiff as described by Subsection (b)(2), the court shall present the evidence to the movant in a form that does not disclose the identity of the person who was the source of the evidence, unless the state or federal constitution requires the disclosure of that person's identity. The court shall execute an affidavit accompanying the disclosed materials swearing that, in the opinion of the court, the materials disclosed represent the evidence the movant is entitled to receive under this section.

(e) The court shall return to the council or crime stoppers organization the materials that are produced under this section but not disclosed to the movant. The council or crime stoppers organization shall store the materials at least until the first anniversary of the following appropriate date:

(1) the date of expiration of the time for all direct appeals in a criminal case; or

(2) the date a plaintiff's right to appeal in a civil case is exhausted.

**Validity**

Application of this section held to violate State Constitution. See *In re Hinterlong*, 109 S.W.3d 611.

**Sec. 414.009. MISUSE OF INFORMATION.** (a) A person who is a member or employee of the council or who accepts a report of criminal activity on behalf of a crime stoppers organization commits an offense if the person intentionally or knowingly divulges to a person not employed by a law enforcement agency the content of a report of a criminal act or the identity of the person who made the report without the consent of the person who made the report.

(b) An offense under this section is a Class A misdemeanor, except that an offense under this section is a third degree felony if the offense is committed with intent to obtain monetary gain or other benefit.

(c) A person convicted of an offense under this section is not eligible for state employment during the five-year period following the date that the conviction becomes final.

**Sec. 414.010. PAYMENTS FROM DEFENDANTS ON COMMUNITY SUPERVISION; REWARD REPAYMENTS.** (a) Except as provided by Subsection (d), a crime stoppers organization certified by the council to receive money in the form of payments from defendants placed on community supervision under Article 42.12, Code of Criminal Procedure, or money in the form of repayments of rewards under Articles 37.073 and 42.152, Code of Criminal Procedure, may use not more than 20 percent of the money annually received to pay costs incurred in administering the organization and shall use the remainder of the money, including any interest earned on the money, only to reward persons who report information concerning criminal activity. Not later than January 31 of each year, a crime stoppers organization that receives or expends money under this section shall file a detailed report with the council.

(b) A crime stoppers organization shall establish a separate reward account for money received under this section.

(c) Not later than the 60th day after the date of dissolution or decertification of a crime stoppers organization, a dissolved or decertified organization shall forward all unexpended money received under this section to the comptroller. The comptroller shall deposit the money in the crime stoppers assistance account in the general revenue fund.

(d) If the amount of funds received by a crime stoppers organization under this section exceeds three times the amount of funds that the organization uses to pay rewards during a fiscal year based on the average amount of funds used to pay rewards during each of the preceding three fiscal years, the organization may deposit the excess amount of funds in a separate interest-bearing account to be used by the organization for law enforcement purposes relating to crime stoppers or juvenile justice, including intervention, apprehension, and adjudication. An organization that deposits excess funds in an account as provided by this subsection may use any interest earned on the funds to pay costs incurred in administering the organization.

**Sec. 414.011. CERTIFICATION OF ORGANIZATIONS TO RECEIVE PAYMENTS AND REWARD REPAYMENTS.** (a) The council shall, on application by a crime stoppers organization, determine whether the organization is qualified to receive repayments of rewards under Articles 37.073 and 42.152, Code of Criminal Procedure,

**TEXAS CRIME STOPPERS ADVISORY COUNCIL AND GOVERNOR'S OFFICE  
TEXAS GOVERNMENT CODE**

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or payments from a defendant under Article 42.12, Code of Criminal Procedure. The council shall certify a crime stoppers organization to receive those repayments or payments if, considering the organization, continuity, leadership, community support, and general conduct of the crime stoppers organization, the council determines that the repayments or payments will be spent to further the crime prevention purposes of the organization.

(b) Each crime stoppers organization certified by the council to receive repayments under Articles 37.073 and 42.152, Code of Criminal Procedure, or payments from a defendant under Article 42.12, Code of Criminal Procedure, is subject to a review or audit, including financial and programmatic reviews or audits, of finances or programs at the direction of the criminal justice division of the governor's office or its designee. A copy of the review or audit report shall be submitted to the criminal justice division.

(c) The criminal justice division of the governor's office or its designee shall draft rules for adoption by the council relating to a review or audit requested pursuant to Subsection (b).

(d) A certification issued by the council is valid for a period of two years. During this two-year period, the council shall decertify a crime stoppers organization if it determines that the organization no longer meets the certification requirements.

(e) The council shall approve a crime stoppers organization for purposes of Subsection (a) of this section even if a judge has not requested a determination for that organization and shall maintain a current list of organizations approved for that purpose.

**Sec. 414.012. TOLL-FREE TELEPHONE SERVICE.** The council shall establish and operate a toll-free telephone service and make the service accessible to persons residing in areas of the state not served by a crime stoppers organization for reporting to the council information about criminal acts. The toll-free service must be available between the hours of 5 p.m. and 8 a.m. Monday through Thursday and from 5 p.m. Friday until 8 a.m. Monday. The council shall forward the information received to appropriate law enforcement agencies or crime stoppers organization.

**Sec. 414.013. IMMUNITY FROM CIVIL LIABILITY.** (a) A person who communicates to the council or a crime stoppers organization a report of criminal activity that leads to the arrest of, the filing of charges against, or the conviction of a person for a criminal offense is immune from civil liability for damages resulting from the communication unless the communication was intentionally, willfully, or wantonly negligent or done with conscious indifference or reckless disregard for the safety of others.

(b) A person who in the course and scope of the person's duties or functions receives, forwards, or acts on a report of criminal activity communicated to the council or a crime stoppers organization is immune from civil liability for damages resulting from an act or omission in the performance of the person's duties or functions unless the act or omission was intentional, willfully or wantonly negligent, or done with conscious indifference or reckless disregard for the safety of others

**TEXAS ADMINISTRATIVE CODE**

**TITLE 1 ADMINISTRATION, PART 1 OFFICE OF THE GOVERNOR, CHAPTER 3 CRIMINAL JUSTICE DIVISION,  
SUBCHAPTER H CRIME STOPPERS PROGRAM CERTIFICATION, DIVISION 1 CRIME STOPPERS PROGRAM  
CERTIFICATION**

**RULE §3.9000**

**Certification**

(a) The Crime Stoppers Advisory Council shall, on application by a crime stoppers organization as defined by §414.001(2) of the Texas Government Code, determine whether the organization meets the requirements to be certified to receive repayments of rewards under Articles 37.073 and 42.152 of the Texas Code of Criminal Procedure, or payments from a defendant under Article 42.12 of the Texas Code of Criminal Procedure.

(b) The Crime Stoppers Advisory Council shall, in its discretion, certify a crime stoppers organization to receive those repayments or payments if, considering the organization, continuity, leadership, community support, and general conduct of the organization, the Council determines that the repayments or payments will be spent to further the crime prevention purposes of the organization.

(c) Certification is valid for two years from the date of issuance. If a crime stoppers organization's certification expires, the organization is not eligible to receive repayments of rewards under Articles 37.073 and 42.152 of the Texas Code of Criminal Procedure, or payments from a defendant under Article 42.12 of the Texas Code of Criminal Procedure, until the organization obtains certification. The two-year certification period may be extended under the following circumstances:

(1) If an organization's application to renew its certification is received by the director of the Crime Stoppers Advisory Council before the two-year certification period expires, the organization's certification shall continue in effect until the Council makes a decision regarding the renewal of its certification.

(2) The chairman of the Crime Stoppers Advisory Council may extend the two-year certification period for a period of time not to exceed 90 days if:

(A) one of the following extenuating circumstances occurs before the two-year certification period expires:

(i) natural or man-made disaster;

(ii) serious illness, incapacity, or death of the chairman, treasurer, or secretary of the organization's board of directors;

(iii) serious illness, incapacity, or death of one of the organization's law enforcement/civilian coordinators; or

(iv) death of a member of the immediate family of one of the officials listed in clauses (ii) and (iii) of this

subparagraph;

(B) one of the extenuating circumstances listed in subparagraph (A) of this paragraph has a detrimental effect on the organization's ability to submit an application for certification before the two-year certification period expires; and

(C) the director of the Crime Stoppers Advisory Council receives the organization's written request to extend the certification period no later than 20 calendar days after one of the extenuating circumstances listed in subparagraph (A) of this paragraph occurs.

(d) A private, nonprofit crime stoppers organization must submit the following information to the director of the Crime Stoppers Advisory Council in order to obtain certification:

(1) Documentation from the Internal Revenue Service granting the organization tax-exempt status;

(2) Proof that the following persons completed a training course provided by CJD and the Crime Stoppers Advisory Council, or their designee, within the year prior to submission of its application for certification:

(A) one member of the organization's board of directors, and

(B) one of the organization's law enforcement/civilian coordinators;

(3) A completed and signed Conditions of Certification Form;

(4) The names, addresses and telephone numbers of the members of the organization's board of directors, and the position held by each member;

(5) The names, addresses and telephone numbers of the organization's law enforcement/civilian coordinators; and

(6) If the organization is currently certified by the Crime Stoppers Advisory Council or the organization's most recent certification expired within three years prior to submission of its application for certification, the organization must submit the following additional information:

(A) financial statements covering the two-year certification period on a form prescribed by the Crime Stoppers Advisory Council;

(B) documentation from the relevant community supervision and corrections departments stating the amount of probation fees disbursed to the organization during the two-year certification period;

(C) any Annual Probation Fee and Repayment Reports that have not been submitted to the director of the Crime

**TEXAS CRIME STOPPERS ADVISORY COUNCIL AND GOVERNOR'S OFFICE**  
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Stoppers Advisory Council as required by §3.9010 of this chapter; and

(D) any Quarterly Statistical Reports that have not been submitted to the director of the Crime Stoppers Advisory Council as required by §3.9013 of this chapter.

(e) A public crime stoppers organization must submit the following information to the director of the Crime Stoppers Advisory Council in order to obtain certification:

(1) Proof that one of the organization's law enforcement/civilian coordinators completed a training course provided by CJD and the Crime Stoppers Advisory Council, or their designee, within the year prior to submission of its application for certification;

(2) A completed and signed Conditions of Certification Form;

(3) The names, addresses and telephone numbers of the members of the organization's governing board, and the position held by each member;

(4) The names, addresses and telephone numbers of the organization's law enforcement/civilian coordinators; and

(5) If the organization is currently certified by the Crime Stoppers Advisory Council or the organization's most recent certification expired within three years prior to submission of its application for certification, the organization must submit the following additional information:

(A) financial statements covering the two-year certification period on a form prescribed by the Crime Stoppers Advisory Council;

(B) documentation from the relevant community supervision and corrections departments stating the amount of probation fees disbursed to the organization during the two-year certification period;

(C) any Annual Probation Fee and Repayment Reports that have not been submitted to the director of the Crime Stoppers Advisory Council as required by §3.9010 of this chapter; and

(D) any Quarterly Statistical Reports that have not been submitted to the director of the Crime Stoppers Advisory Council as required by §3.9013 of this chapter.

(f) Decisions regarding the certification of crime stoppers organizations shall be made by the Crime Stoppers Advisory Council.

**RULE §3.9005**  
**Decertification**

(a) During the two-year certification period, the Crime Stoppers Advisory Council shall, in its discretion, decertify a crime stoppers organization if it determines that the organization no longer meets the certification requirements described in §3.9000(b) of this chapter, which may include a violation of state law, federal law, or Subchapter H of this chapter.

(b) If a crime stoppers organization is decertified by the Crime Stoppers Advisory Council, the organization is not eligible to receive repayments of rewards under Articles 37.073 and 42.152 of the Texas Code of Criminal Procedure, or payments from a defendant under Article 42.12 of the Texas Code of Criminal Procedure.

(c) The Crime Stoppers Advisory Council shall send written notification to the crime stoppers organization no later than 45 calendar days prior to the meeting at which the Council will consider the decertification of the organization. The written notification shall include the following:

(1) Any noncompliance with the certification requirements described in §3.9000(b) of this chapter; and

(2) The date, time, and location of the meeting at which the Council will consider the decertification of the organization.

(d) The crime stoppers organization shall submit a written response, which shall include an explanation and specific reasons why the organization believes that it should not be decertified. The written response must be received by the director of the Crime Stoppers Advisory Council at least 10 calendar days prior to the meeting at which the Council will consider the decertification of the organization.

(e) The Crime Stoppers Advisory Council shall render a decision regarding the decertification of the crime stoppers organization and shall notify the organization in writing of its decision.

(f) If a crime stoppers organization is decertified, the director of the Crime Stoppers Advisory Council shall notify the state comptroller, and the relevant county auditors and community supervision and corrections departments in the organization's region, that the organization is decertified and is not eligible to receive repayments of rewards under Articles 37.073 and 42.152 of the Texas Code of Criminal Procedure, or payments from a defendant under Article 42.12 of the Texas Code of Criminal Procedure.

(g) Not later than the 60th day after the date of decertification of the organization, the decertified organization shall forward all unexpended money received under this section to the state comptroller.

**RULE §3.9010**

**Annual Probation Fee and Repayment Report**

A crime stoppers organization that is certified by the Crime Stoppers Advisory Council shall submit to the director of the Crime Stoppers Advisory Council an Annual Probation Fee and Repayment Report no later than January 31 of each calendar year.

**RULE §3.9013**

**Quarterly Statistical Reports**

A crime stoppers organization that is certified by the Crime Stoppers Advisory Council shall submit to the director of the Crime Stoppers Advisory Council, or the Council's designee, a Quarterly Statistical Report on a form prescribed by the Council no later than January 31, April 30, July 31, and October 31 of each calendar year.

**RULE §3.9015**

**Review**

By accepting certification, a crime stoppers organization agrees to the following conditions of review:

(1) CJD will review the activities of a crime stoppers organization that is certified by the Crime Stoppers Advisory Council as necessary to ensure that the organization's finances and programs further the crime prevention purposes of the organization in compliance with the laws and rules governing crime stoppers organizations.

(2) CJD may perform a desk review or an on-site review at the organization's location. In addition, CJD may request that the organization submit relevant information to CJD to support any review.

(3) After a review, the organization shall be notified in writing of any noncompliance identified by CJD in the form of a preliminary report.

(4) The organization shall respond to the preliminary report within a time frame specified by CJD.

(5) The organization's response shall become part of the final report, which shall be submitted to the organization and the director of the Crime Stoppers Advisory Council.

(6) Any noncompliance, including an organization's failure to provide adequate documentation upon request, may serve as grounds for decertification of the organization by the Crime Stoppers Advisory Council.

**PART 1. CODE OF CRIMINAL PROCEDURE**

**CHAPTER 42. JUDGMENT AND SENTENCE**

**Art. 42 Basic Conditions of Community Supervision Sec. 11.**

(21) Make one payment in an amount not to exceed \$50 to a crime stoppers organization as defined by Section 414.001, Government Code, and as certified by the Crime Stoppers Advisory Council;

**Art. 42.152. Repayment of Reward**

(a) If a judge orders a defendant to repay a reward or part of a reward under Article 37.073 of this code, the court shall assess this cost against the defendant in the same manner as other costs of prosecution are assessed against a defendant. The court may order the defendant to:

- (1) pay the entire amount required when sentence is pronounced;
  - (2) pay the entire amount required at a later date specified by the court; or
  - (3) pay specified portions of the required amount at designated intervals.
- (b) After receiving a payment from a person ordered to make the payment under this article, the clerk of the court or fee officer shall:
- (1) make a record of the payment;
  - (2) deduct a one-time \$7 processing fee from the reward repayment;
  - (3) forward the payment to the designated crime stoppers organization; and
  - (4) make a record of the forwarding of the payment.

**CHAPTER 102 COSTS PAID BY DEFENDANTS**

**Art. 102.013. Court Costs; Crime Stoppers Assistance Account**

(a) The legislature shall appropriate funds from the crime stoppers assistance account to the Criminal Justice Division of the Governor's Office. The Criminal Justice Division may use 10 percent of the funds for the operation of the toll-free telephone service under Section 414.012, Government Code, and shall distribute the remainder of the funds only to crime stoppers organizations. The Criminal Justice Division may adopt a budget and rules to implement the distribution of these funds.

(b) All funds distributed by the Criminal Justice Division under Subsection (a) of this article are subject to audit by the state auditor. All funds collected or distributed are subject to audit by the Governor's Division of Planning Coordination.

(c) In this article, "crime stoppers organization" has the meaning assigned by Section 414.001, Government Code.

**SECTION 5**  
**FUNDRAISING**

## FUNDRAISING

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During the period in which the applications for non-profit status are processed by various governmental agencies, initiate fundraising activities. In addition to an operation budget, sufficient reward funds are needed. Though an exact amount is not quotable, the reward fund should contain a minimum of five to ten thousand dollars. Operational funds are also necessary. Depending on the program's size, funds are necessary to pay for the following items unless provided for by the participating local police/sheriff's departments: office space, office supplies, and office equipment (including desks, chairs, typewriters, file cabinets, phone answering device, and telephone service).

**Note:** These items may be donated as a tax-deductible contribution. In addition, operational funds may be required for the following items: public advertising fund (billboards/bumper stickers), vehicle expenses/travel and training expenses, and media production funds (props, clothing, etc.). These items may also be donated.

**Note:** Remember to contact Texas Crime Stoppers about Crime Stoppers Assistance Funds that are available through grants. In addition, probation fees to certified programs supplement reward funds.

**Note:** Texas Government Code Chapter 414 also allows for county commissioners' courts to donate up to 25,000 dollars per year to certified Crime Stoppers programs. One of the Crime Stoppers International pioneers, Coleman Tily, said, "In the one or two cases, out of many hundred, where the attempt to start a Crime Stoppers program has failed, it has been the lack of leadership not the lack of funds, that has caused the failure." This experience should instill confidence in potential activities to raise funds. **The best fundraising tool for Crime Stoppers is publicizing its success.**

Crime Stoppers programs that are organized as nonprofit corporations in the manner recommended in this manual, can receive a 501(c)(3) classification from the Internal Revenue Service. This classification permits donors to treat gifts to the Crime Stoppers program as charitable contributions for federal income tax purposes. Arrangements with local law enforcement agencies and media should precede any efforts at fundraising. Once support is assured, it is time to plan.

There are undoubtedly some experts in the community who will volunteer to guide this activity. Get them on the committee. They do not have to be board members, although a first-rate person to raise funds is generally a good choice. In time, it becomes apparent that Crime Stoppers is very easy to sell. Raising funds is one of the highest board priorities and requires all board members' full dedication and support. A wealth of information concerning how to raise funds is found at the public library. Ideas with examples of special events, direct mail solicitation and grant proposal writing books and pamphlets are there. In addition, do not forget to contact established Crime Stoppers programs for help and utilize Internet resources as well. News of your program spreads fast.

In Buffalo, Minnesota, word of mouth publicity was so effective that funds were donated before the program even had a board of directors. In other communities, calls to Crime Stoppers at the law enforcement agency have resulted in crime solutions before the program formally began.

### Caution

Before undertaking any activity to raise funds, determine what local laws are applicable and whether a permit is required. Be careful about becoming involved, unwittingly, in an illegal lottery. Legal requirements are usually stricter where the United States mail is involved. One law enforcement organization planning to raffle a pickup truck publicized plans that, if carried out, would violate the law. Fortunately, changes came in time but not before some embarrassing publicity.

Always keep in mind community mores. In some Texas areas it may not be advisable to have a project that involves gambling, alcohol, or nightclub associations. Do not set your initial dollar goals too high. The money needed to start a program differs from community to community, depending largely on population.

Take care in associating with any organization that wants Crime Stoppers to help sell a product, service, or tickets. Avoid telephone solicitation campaigns; generally, they are not effective. They can build substantial resentment in the business community, and major funds go into promoters' pockets. These promoters use something like "Just let us use your name and we will take care of all the details, and you will get lots of money without any effort at all." If raising funds seems too easy, beware! Remember this rule: if it sounds too good to be true, it generally is!

Although a contributed amount is important, do not shun the small ones. What a great story it is to report that

## FUNDRAISING

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the retired couple of very modest means has budgeted two dollars a month for Crime Stoppers. The broader your contributor base is the broader your program recognition and credibility.

### Four Basic Principles

Here are four basic fundraising principles that can help any Crime Stoppers program succeed.

**1) Fundraising is a Continuous Process** It is not enough to just “get a donation.” Every fundraising activity is based on developing continuous support. Balance fundraising activities between those that are designed to bring in new donors (i.e. special events, direct mail, etc.), and those that seek to promote ongoing support. (i.e. membership programs, pledge programs and personal solicitations).

**2) People Give to People** In general the most effective way to ask for money is to arrange for personal contact with the potential donor. This usually means having volunteers personally ask for gifts from someone they know. Fundraising for the professional is not so much asking for gifts as it is arranging for volunteers to ask for gifts.

**3) People Give Because They Want Something** While this sounds very selfish on the surface it really is not. Donors may want a safer community, cleaner water, more opportunity for minorities, or some other form of social change, but the fact remains that they want something for their money. Donors may also give because they want respect from the person asking, because there is special public recognition, or because there is some premium (real or perceived) gained by giving. It is the task of the effective fundraiser to figure out what donors want that your group can provide and then to make sure the prospective donor is convinced that your organization is best able to give them what they want.

**4) Funding Sources Must be Diversified** If more than 50 percent support is coming from one general source, your organization is vulnerable and it is time to determine ways to develop other funding sources. There are many organizations, which are no longer operating because they were predominately funded by one source (government, United Way, special events, etc.) and something happened to that source. It is wise to remain vigilant and keep a good funding balance to maintain the organization’s economic viability.

### Mission Statement

The first step in any effective fund raising campaign is to know your subject. Therefore, read this manual and learn all you can about Crime Stoppers. Identify board members in communities near, or similar to, yours and talk with them.

Next, develop a mission statement. Has anyone ever asked you, “**What is Crime Stoppers, and what does it do?**” If they have, you might have struggled through an explanation. Depending upon your explanation’s clarity, the listener may have come to understand the program and may have made a donation to Crime Stoppers. What you have just done is give your listeners a verbal “Mission Statement” for Crime Stoppers. However, the case statement that you just gave may be different from that given by other board members or the coordinator.

A mission statement is the stated goal and purpose of the organization. Any Crime Stoppers organization that is seeking funding from any source should take time to write a mission statement that specifically and concisely answers the question: “What does Crime Stoppers do, and why should I give money?” A mission statement is brief. Make your statement two sentences long and give the reader your organizations’ overview. For example: Crime Stoppers is a community program, operated by citizens, which involves the public, media, and area law enforcement agencies in the fight against crime; it offers cash rewards and anonymity to persons who furnish information leading to the arrest or charges filed on felony crime offenders. Prepare persons conducting fundraising to answer the following questions.

- How is the information received?
- What happens with the information?
- How is information kept confidential?
- How are rewards paid?
- How much are rewards?
- How is Crime Stoppers operated?
- How is the media involved?
- How long has Crime Stoppers been operating?

## FUNDRAISING

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- With what law enforcement agencies does Crime Stoppers work?
- Does Crime Stoppers work, and can you prove it?
- How can citizens and corporations help?
- Are donations tax deductible?
- As a donor, how am I assured that my donation is used properly?

It is up to you to answer these questions in writing that accurately reflects **your** Crime Stoppers program. Take time to write out the description and you are far better prepared for the question, “What is Crime Stoppers and what does it do?”

### Soliciting Corporations

Many corporations, usually larger ones, have a formal procedure for making charitable contributions. Learn about these procedures and start from here. When approaching a corporation, remember that it receives many requests for worthy causes. Convince the corporate representatives that Crime Stoppers is most worthy. If the corporation does not allow personal visits, do not take that to mean that a contribution is not forthcoming. Indeed, submit a written proposal, following the company’s guidelines, and follow that submission with a phone call. Stay in touch with the corporate officer in charge of contributions. If someone on the Crime Stoppers board has an “in” with the corporation, take advantage of it. If you receive a negative reply to your request, do not take it as a permanent “no”. The potential contributors budget may already be committed. Assume that the potential donor now knows about Crime Stoppers and re-contact her within six months—or sooner if appropriate. Place all potential donors on your mailing list. (Many Crime Stoppers programs have a regular newsletter sent to sponsors, law enforcement agencies, and media.)

### Eliminating The Negatives

Fund raising is basically selling a product. In any sales effort, there are certain objections that must be overcome before the product is sold. In many instances the objections are real and a donation is not forthcoming. Don’t be discouraged. For every “no” there is someone around the corner waiting to say “yes.” Some of the rejections you might hear and possible responses are: “This has been a bad year for us, and we really can’t make any donations right now.” First of all, don’t disagree with the person. Perhaps it is a bad year. Point out that times are bad all over and that growing crime costs are affecting everyone. Try to educate the prospect in the benefits derived from solving more crimes, convicting more criminals, and your program’s crime deterrent effects.

“Our committee does not meet until next month, so I will call you back then.” Many large businesses have funding committees, which distribute their annual contribution budget. Ask if their procedures permit you to have a few minutes to present Crime Stoppers to the committee. If this is granted, you are halfway there. If not, try to give the chair enough information about Crime Stoppers so that he can brief the entire committee on the donation benefits. Unfortunately, many large corporations have a policy that prohibits personal visits due to request volume. In most instances, however, you are able to talk by telephone with a committee member.

Finally, if you know someone who works for the particular company that has been targeted, consider having that person put in a word for Crime Stoppers. Often, this is key to receiving funds.

“I don’t care to donate to another law enforcement program.” This one is easy to handle. Crime Stoppers is not just another law enforcement program. It is a community program, which involves and benefits citizens, media, and law enforcement. Each segment does its job. Citizens oversee the program and contribute, raise, invest, and pay out rewards. The media handles publicity and promotion, and law enforcement handles its responsibilities.

“I don’t like cops!” This statement probably stems from an unfortunate experience with an individual officer. It is appropriate to explain law enforcement overall responsibilities and point out that they are understaffed and underpaid. Stress the demands that we citizens place upon them. Point out that Crime Stoppers assists in solving cases and making streets safer.

“I don’t have time to talk to you.” Many times, the hardest part is “getting in the door”. Ask the person, “Do you know a crime victim?” In other words, put the ball in her court. Make her realize she cannot afford to avoid this conversation. If you cannot arrange a conversation, try a letter. Do not take the first “no” as a final answer!

## FUNDRAISING

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“We shouldn’t pay people for doing their civic duty.” Yes, this is ideal but, if yours was an ideal society, there would be no crime. Also, we estimate that more than half the people entitled to rewards do not want them. They are primarily interested in justice and appreciate the anonymity offered.

These are just a few of the resistance statements that might be raised as you solicit money. Often, the first objection is not that person’s real one. The key is to discover what the real objection is, overcome it, and get a donation.

### **Methods and Sources (Please visit the website for more ideas)**

**Personal Contact**—This is definitely the most effective way. Use your connections whenever possible to get in the door. Acknowledge the visit with a letter. This is where board members come in. Every board member should donate to your Crime Stoppers program and should represent your organization in funds requesting.

**Telephone Call**—This is the next best method in most instances. Be knowledgeable, courteous, and concise. Do not fear asking for a fixed amount. Again, follow up the conversation with a letter. “Cold calls” to people who are unknown to you are seldom productive and can create animosity.

**Direct Mail**—Some Crime Stoppers programs have great success with direct mail solicitation, but there are pitfalls. Use caution when buying name lists. Find someone who has experience in this area. Tailor the campaign to suit your community. Direct mailings by a city or utility with water or other bills, or banks with a monthly statement, are effective in raising money and creating program awareness. You might try asking each board member to write ten letters to his friends asking them to support Crime Stoppers.

**Foundations**—These are a good source of funds, although you may not have one in your community. The public library can help identify foundations that are likely sponsors. Try to find someone who is experienced in preparing a grant proposal.

**Organizations**—Churches, service and veterans groups, realtors, insurance agents, and chambers of commerce are all likely sources. The local chamber can furnish the names of these groups. Arrange for a board member to speak to them. Not only will these organizations contribute, their members often develop into individual supporters. Service groups looking for ways to serve communities are usually supportive. In Texas, a local exchange club held a spaghetti dinner for 2,500 people to benefit Fort Bend County Crime Stoppers and then presented a check for 10,000 dollars.

**Media Telethons**—Collect prizes from area merchants and citizens and sell them as part of a radio auction. Las Vegas and New Mexico programs have done this for years.

**Executive Director**—There is the possibility that a board may choose to hire someone to handle fundraising and relieve the board of that responsibility. Use caution, however, and consider the increased funds necessary to pay for this service.

**Special Events**—Obtain funding and publicity by hosting a special event. The board has to work hard to ensure success. Here are specific special event examples.

In 1983, a Minnesota Crime Stoppers program hosted a “Put Crime on Ice” fishing contest. Using a sponsor to underwrite advertising expenses, the contest was well publicized throughout Minnesota and 1,500 posters with tear-off entry blanks were placed throughout the state.

The Tucson, Arizona, 88-Crime program conducted a direct mail to 5,000 citizens on a political party mailing list. The letter, mailed with a self-addressed, stamped envelope netted 14,000 dollars within two months.

In Tacoma, Washington, a local radio personality had himself arrested while on air and vowed not to be released until at least 5,000 dollars was pledged to Crime Stoppers. The disc jockey did live interviews with inmates, jail officials, and Crime Stoppers representatives while serving his time and received 6,000 dollars in pledges in less than 48-hours. He also generated a lot of good publicity.

The annual bike race in Orlando, Florida, is eagerly awaited by cycling enthusiasts. The race benefits the eight-county Central Florida Crime Line program.

Bank “cans” were placed throughout Rockford, Illinois for two-weeks, resulting in 1,200 dollars donated. Board members were responsible for can placement and pickup.

## FUNDRAISING

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Albuquerque Crime Stoppers mailed letters to over 2,000 individuals and businesses that had previously contributed. Included with the letter were an informational brochure, a donor-contribution card, and a self-addressed envelope. With a 25 percent response, the mailing produced more than 10,000 dollars. Direct mail solicitations by others may have produced more money, but the 25 percent return is probably unprecedented.

A large real estate company in a community of 350,000 contributed a fixed amount for each house listed and for each house sold. Each salesperson agreed to contribute a portion of the commissions. The company publicizes that it is doing this, with the copy approved by the Crime Stoppers board. This company is the second largest contributor to the program with a total of 15,000 dollars. This is not only helpful to Crime Stoppers, but also good business.

The concept of combining good business practice with a community cause is known as “Cause Related Marketing” and, if used carefully, can become a significant source of income for Crime Stoppers. KOAT-TV in Albuquerque contributed the proceeds from the “Ice Follies” it sponsored, and solicits contributions through editorials and public service announcements. Successful fund raising events may also include golf tournaments, celebrity softball tournaments, telethons, mystery dinners, and other creative ideas that bring in funds.

### **In Kind Contributions**

Many individuals and corporations are often able to make substantial contributions in the form of goods and services. Undertake an active campaign to try and fill some program needs in this manner. Donations have included the following: computers or computer time, pagers, telephone service, answering service, internet service, utility services, other equipment, bumper stickers, flyers, stationery, other printed material, caps, T-shirts, mugs, pens, other promotion items, billboard space, posters, stickers for telephones and merchants stores, clerical and administrative volunteers, use of auditoriums, golf courses, tennis courts, and other facilities for special events, refreshments and foods, promotions on supermarket shopping bags, phone directory covers, and odds and ends that are sold at flea markets. The list is endless.

### **Records Maintenance**

Keep complete and accurate donation records whether cash or in kind. Records are required to maintain your program’s 501(c)(3) IRS classification and act as the basis for future solicitations. Many programs start out by using a simple spreadsheet database. If you service a large community, the list becomes substantial, and it is a great help to have all information on computer. You are then able to produce data in a variety of ways and print mailing labels. Most areas have individuals and businesses willing to donate this service. Annually, you have to file an IRS Form 990 with the United States Government to maintain tax-exempt status. Do not forget to file this form promptly and accurately. The IRS is firm in following up on organizations that do not properly account for donated funds as required. Have an audit prepared by an independent certified public accountant on a yearly basis.

### **Government Funding**

Government is not mentioned as a source of funds for Crime Stoppers. The omission is deliberate. Crime Stoppers is a people’s program, and it must remain so. Much attraction for Crime Stoppers comes from the fact that it is a cost-effective method of catching felons and solving crimes. Too often, money from government brings unwanted interference, hampering rules, red tape, reams of paperwork, and other controls. In some communities, local laws provide that if government money is used for a purpose such as this, political oversight is required. One county has amended its ordinance relating to seized property to permit using the funds to pay Crime Stoppers. It is a source worth considering. In Texas, the state legislature authorizes judges to order payments to Crime Stoppers reward funds from probationers as a condition of probation. These monies can be considerable and can indeed completely fund some programs.

Reward repayments can be paid back to the program at the request of the judge. The state legislature also authorizes county commissioner’s courts to donate up to 25,000 dollars per year to local **certified** Crime Stoppers programs.

### Membership for Fundraising

Individual donors are an income source that Crime Stoppers cannot afford to ignore. Professionals who raise funds have long recognized that one of the strongest motivations for an individual to give is the need to belong. People give to “their” organization long before they donate to “someone else’s”. Belonging to an organization and feeling that the organization’s goals are their own goals is an important concept. The feeling that one’s gifts help to advance the organization is indeed a powerful motivator. One need only look at the television evangelists’ prayer partners or the fraternal lodge’s membership to further understand the need to belong and its potential for raising funds. The advantages of opening Crime Stoppers to “membership” are listed below.

**Membership is annual**—Dues and membership fees continue to come in on an annual basis. Most members renew with only a reminder, and dues become an ongoing source of recurring income.

**The cost is minimal**—Compared with most special events, the cost of recruiting “members” is much lower and is spread out over the entire year. There is very little in the way of “front money” needed for memberships.

**Citizen involvement is broadened**—A basic Crime Stoppers’ goal is to involve citizens in law enforcement and crime prevention. Membership that includes hundreds furthers this goal more so than an organization whose sole citizen involvement is through a board of directors. While membership can become a valuable and reliable source of income, there are obligations that go along with it.

- 1) You may have to rewrite your bylaws to indicate donors are “members” and are eligible to attend and vote at annual meetings. You may want to require membership as a pre-requisite for a position on the board of directors.
- 2) Maintain accurate membership level records and payment dates. Send renewal notices and acknowledgements in a timely manner.
- 3) Mail a newsletter to all members on a regular basis. This newsletter should contain news items about the organization, its successes, special events, and board news. Fears that a Crime Stoppers organization might fall into the wrong hands are unfounded. Experience shows that there are usually just a few members at large who show up at the annual membership meeting. Thus, it is your own board of directors who control the board membership and the organization’s direction.

Scale membership to meet the donation ability of different income levels. Remember, we are not trying to be exclusive here; we are trying to involve as many people as possible. Here is an example of membership levels.

Individual Friend	less than \$100
Gold Circle Member	\$100 or more
Corporate Friend	less than \$100
Corporate Sponsor	\$100 or more
Life Member	\$1,000 or more

All members receive a special window sticker for their car, which identifies the car owner as a Crime Stoppers member. Members also receive a membership identification card to carry on their person. Crime Stoppers organizations willing to open membership find this source of support and funding brings many benefits in the way of community recognition, in kind support, and corporate donations. A funding source that repeats itself every year, offers great satisfaction to board members responsible for raising funds.

### Remember to Say Thank You!

It is not only appropriate to say thank you for contributions, but also essential. It may take the form of a letter from the police chief and Crime Stoppers chair. In instances where the donation or contribution in kind is significant, the thank you might be an award with attendant publicity. Plaques and certificates are appropriate for this. Once you are armed with the necessary tools, raising funds can be an enjoyable experience. Make it an ongoing task. **Do not wait until your fund is depleted before starting again.** Be creative! It is surprising how the simplest idea can produce money.

## FUNDRAISING

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### **Program Kick-Off**

After initial funding is secured, set a projected kick-off date. Get a lot of media coverage. This educates the public on your program's benefits and how it operates. Though these steps are not all inclusive, they serve as a guide in developing a local program. During the developmental stage, the coordinator and a board representative should allow time to visit another local Crime Stoppers program. This exposes the coordinator and board to a working program's day-to-day operations and provides necessary insight.

**SECTION 6**

**CAMPUS CRIME STOPPERS**

# CAMPUS CRIME STOPPERS

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## Introduction

Dramatic increases in crime and violence on our state's university and public school campuses prompted forming campus Crime Stoppers programs in an effort to empower the campus community to provide an alternative means to solve and reduce crime. In reviewing school policy and speaking with respective administrators, security personnel, and school resource officers, we discovered, in numerous instances, that there was no formal method for students to report a crime to school administrators. Nor was there a certainty that an effort would be made to solve the reported crime, recover stolen property, or to apprehend the person(s) responsible for committing campus offenses. Many parents, students, and school administrators are frustrated that crime or the threat of violence on campuses is diminishing the learning environment and are asking, "Can anything be done about this?" Often the response from the school is to check in the lost and found or to file a report with a law enforcement agency.

## Forming The Board/Committee

Texas law, specifically Chapter 414, Texas Government Code, also known as the "Crime Stoppers Law" defines a local Crime Stoppers program, establishes the Texas Crime Stoppers Advisory Council, and affords certain records protection. A program not setup to operate 100 percent consistent with the legal definition is not a legitimate Crime Stoppers program. Based on this analysis, we have identified only two ways a campus program is established and operated in Texas:

- a. As an umbrella program (with bylaws) of an existing community Crime Stoppers program, preferably one that is certified by the Texas Crime Stoppers Advisory Council, or
- b. As an independent 501(c)(3) non-profit corporation consistent with the above referenced law and certified by the Texas Crime Stoppers Advisory Council.

To establish a 501(c)(3) non-profit corporation, please consult Section 2, *Texas Crime Stoppers Operational Resource Manual* for procedures and required documents.

When establishing an umbrella program, a community Crime Stoppers board should consult its bylaws for any special action or requirements previously adopted for establishing a new committee. Students should comprise and operate the board of the umbrella program. We recommend placing the student chair on the community's Crime Stoppers board as a voting member. The umbrella program operates on a particular campus much like the local Crime Stoppers program but focuses on campus-related offenses.

Before establishing a campus program, interested parties should discuss with and involve the established local Crime Stoppers program, school authorities, and law enforcement officials. Thoroughly discuss the two recommended procedures for setup and decide the best method for you.

Give each student a packet explaining the proposed campus Crime Stoppers program and a board of directors' member application form. Board members should be trustworthy and credible within the school and with the students, and must comply with the standards and guidelines that apply to extracurricular activities. The board should represent the entire student body.

The sponsor may be an adult school district representative that provides day-to-day direction with the campus board of directors and is responsible for the campus offense reports.

The coordinator may be a representative of law enforcement such as a school resource officer who receives and disseminates tip information. In some instances, the coordinator and sponsor are the same. The sponsor/coordinator is chosen by vote of the student body, appointed by administrators, selected by the campus board, or appointed by a law enforcement agency.

## Offense Report And Reward Schedule

One campus component urges all campus crime victims (including students, teachers, administrators, or staff) to report offenses to a school district representative using an offense report. If applicable, the victim is urged to also file an official report (including the incident report form) with a law enforcement agency. Only the designated coordinator maintains these reports. The incident report: (1) describes the offense, the stolen or

vandalized property dollar amount; (2) gives the campus board offenses to publicize and solve, and (3) gives the victim of campus-based offenses the sense that something can and is being done to solve offenses occurring

## CAMPUS CRIME STOPPERS

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on campus.

The person responsible for maintaining cleared offense reports reviews each report, copies the reports excluding the victim's name, and presents the cleared reports to the board. The board then evaluates each cleared offense to determine a reward. The board has the authority, depending upon the circumstances, to raise or lower cash reward amounts.

### Publicizing Offenses

After the board has categorized the offenses, they then publicize the offenses utilizing available resources such as school newspapers, flyers, bulletin boards, or any other creative administration-approved manner. Publicizing the crime is key in solving the offense. Generally, the more a crime is publicized the greater the solution chances.

### Reporting Tips

The main factor to consider when trying determining a workable solution for a student to relay information about a crime is the student's **complete anonymity/confidentiality**.

There are two recommended ways a student can report her knowledge of a particular crime. The student has the option to use any recommended procedure at her discretion.

- a. The student can call any Crime Stoppers program.
- b. The student deposits information in a tip collection box.

Once again, protecting the student's anonymity is paramount. Establishing a campus hotline or referring students to the local Crime Stoppers program is the best way to maintain anonymity.

As the sponsor/coordinator receives information, a code number is issued to the student. This number ensures anonymity, helps track information through investigation, and is used collecting rewards. Not all persons utilizing Crime Stoppers want a monetary reward, however in the event that one does, the code number is used for collection.

### Investigating Offenses

Every school has a student handbook detailing offenses and consequences for violating rules. It is our wish that most cases are handled by the school administration. However, in circumstances where the information is more than the administration should handle, a law enforcement agency is contacted immediately. In all cases, the school administrator or sponsor/coordinator receives all information pertaining to offenses committed on campus. Also, they may be the only offense investigator and will call law enforcement at their discretion and according to state law. As mentioned above, the administrator or sponsor/coordinator may handle the investigation including detecting suspects, recovering stolen property, and assessing disciplinary action for the violations listed in the student handbook. Another option an administrator may consider when disciplining students committing campus-based offenses is referral to an established teen court.

### Reward Payments

Rewards are created solely to obtain needed information to solve an offense. The point is that not all tipsters want the reward. Many callers are thankful that they can relay the information and not get involved to the point that they have to reveal their identity. Many creative options are available to pay rewards. The most important factor to consider is choosing a method that ensures the tipster's anonymity/confidentiality. The sponsor/coordinator chooses the most effective means.

### Records

All Crime Stoppers records are maintained separate from school records.

### Funding

All fundraising activities shall comply with school standards and guidelines. The community program may subsidize umbrella programs. Each campus program may, if established as an independent non-profit program,

## **CAMPUS CRIME STOPPERS**

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maintain control over its own funds. Campus programs may establish a bank account. Restrictions still apply to court and probation fees.

### **Publicizing Program Successes**

Advertise program success to students and parents. Utilize school and community resources to accomplish this, ensuring continued participation and support.

### **Conclusion**

A successful and productive program requires full dedication and support from the community. Making the program a successful and productive role model for other schools takes hard work and dedication. It is our hope that the community accepts this program as enthusiastically as we Crime Stoppers have presented it.

**CAMPUS CRIME STOPPERS**  
**SAMPLE CAMPUS ARTICLES OF INCORPORATION**

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\_\_\_\_\_ Crime Stoppers, Inc.

ARTICLE ONE

The name of the corporation is \_\_\_\_\_ Crime Stoppers.

ARTICLE TWO

The corporation is a non-profit corporation.

ARTICLE THREE

The period of its duration is perpetual.

ARTICLE FOUR

The corporation is organized strictly and exclusively for public charity, religious, scientific, and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

ARTICLE FIVE

The corporation shall have no members and the corporation shall be governed exclusively by the directors of the corporation

ARTICLE SIX

The street address of the initial registered office is \_\_\_\_\_, and the name of its initial registered agent at such address is \_\_\_\_\_.

ARTICLE SEVEN

The number of directors constituting the initial board of directors of the corporation is four and the names and addresses of the persons who serve as the initial directors are:

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ARTICLE EIGHT

The initial bylaws of the corporation shall be adopted by its board of directors and the power to alter, amend, or repeal the bylaws or to adopt new bylaws shall be vested in the board of directors.

ARTICLE NINE

Upon the dissolution of the corporation, the board of directors shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such a manner, or to such organization, or organizations organized and operating exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under section 501 (c)(3) of the Internal Revenue Code, as the board of directors shall determine. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction upon suitable proceedings brought for the purpose exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.

**CAMPUS CRIME STOPPERS**  
**SAMPLE CAMPUS ARTICLES OF INCORPORATION**

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ARTICLE TEN

The corporation may take and hold any donations, grants, devises, or oil bequests that may be made in the support of its purpose. All funds of the corporation, whether from donations or otherwise, in excess of the expenditures necessary for the proper administration of such funds, shall be used exclusively for carrying on and promoting the charitable, religious, educational, and other non-profitable purposes for which the corporation is formed as herein set forth. The corporation shall make distributions at such time and in such manner as not to subject it to tax under Section 4942 of the Internal Revenue Code of 1954; the corporation shall not engage in any act of self-dealing which would be subject to tax under Section 4941 of the code; the corporation shall not retain any excess business holdings that would subject it to tax under section 4943 of the code; the corporation shall not make any investments that would subject it to tax. Under Section 4944 of the code; and the corporation shall not make any taxable expenditures that would subject it to tax under Section 4045 of the code.

ARTICLE ELEVEN

The corporation is a non-profit corporation organized solely for to purposes specified in article four, and no part of its property whether income or principal, shall ever inure to the benefit of any director, officer, or employee of the corporation, or any individual having a personal or private interest in the activities of the corporation, nor shall any such director, officer, employee or individual receive or be lawfully entitled to receive any profit from the operations of the corporation except a reasonable allowance for salaries or other compensation for personal services actually rendered in carrying out one or more of its state purposes. No substantial part of the activities of the corporation shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any of the provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any United States Internal Revenue law) or (b) by a corporation, contributions to which are deductible under section 70 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

ARTICLE TWELVE

Anything to the contrary herein notwithstanding, the corporation and the directors shall not engage, participate, or intervene in any activity or transaction that would cause the corporation to lose its status as an exempt organization under the provisions of the Internal Revenue Code of 1954 or corresponding provision hereafter in effect; and the use, directly indirectly, of any part of the corporation's assets in any such activity or transaction is hereby expressly prohibited. Furthermore, no loans shall be made by the corporation to the directors or officers.

ARTICLE THIRTEEN

The name and street address of each incorporator is:

Name:

Address:

\_\_\_\_\_

In witness whereof, I (we) have hereunto set my (our) hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Incorporator

Incorporator

THE STATE OF TEXAS

County of \_\_\_\_\_

I, \_\_\_\_\_, a notary public, do hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

personally appeared before me, \_\_\_\_\_, who, being by me first duly sworn, Declared that

he/she signed the foregoing instrument in the capacity therein stated and that the statements therein contained Are true.

Given under my hand and seal of office this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_ Notary Public, State of Texas. My commission expires:

**CAMPUS CRIME STOPPERS  
SAMPLE CAMPUS CRIME STOPPERS CONSTITUTION AND BYLAWS**

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**CONSTITUTION AND BYLAWS OF \_\_\_\_\_ CRIME STOPPERS**

**ARTICLE I. NAME AND LOCATION**

The name of the organization is \_\_\_\_\_ Campus Crime Stoppers located at the district office at \_\_\_\_\_, herein after referred to as \_\_\_\_\_ Crime Stoppers.

\_\_\_\_\_ Crime Stoppers will deal with criminal issues that occur at any \_\_\_\_\_ I.S.D. campus or school district-sponsored events.

Section 1: Composition: The charter of \_\_\_\_\_ Crime Stoppers will umbrella \_\_\_\_\_.

**ARTICLE II. MEMBERSHIP**

\_\_\_\_\_ Crime Stoppers shall have members join at any scheduled monthly meeting of their respective campus Crime Stoppers board.

Section I: Qualifications:

- a. Members will adhere to all school board policies.
- f. Members will adhere to Section II-Probation and Section III-Removal.

Section II: Probation:

- a. A member that does not meet passing requirements of an academic course shall be considered as an "inactive member" due to "scholastic deficiencies".
- b. An "inactive member" is under a period of three weeks of scholastic probation, in which all regular membership privileges have been temporarily revoked.
- c. An "inactive member has a three week period to be removed from "scholastic deficiency" status.

Section III: Removal:

- a. In the event an "Inactive Member" does not meet passing requirements, after a probationary period of three weeks.
- b. "Scholastically Removed" status refers to a student not in good standing as an "Active Member"; said student will be removed from the membership list.

Section IV: Appeal: The "inactive member" shall have the right to appeal to the campus Crime Stoppers advisory board, campus sponsor, Crime Stoppers coordinator, and principal. Final decision shall be made by the administration with all due consideration for the board's concern.

Section V: Reinstatement: An "inactive member" is removed from probationary status, and reinstated as an "active member" with full privileges thereof, provided she has met passing requirements on all courses, after the three week probationary period.

**ARTICLE III. BOARD OF ADVISORS**

Section 1: Composition: The number of advisors comprising the advisory board shall be not less than five nor more than ten and will be composed of students, campus administrator, and the campus Crime Stoppers sponsor. The number of advisors comprising the board may be changed from time to time by amendments of these by-laws. The student members shall be representatives of the demographic population of the campus.

Section II: Term of Office: A term of office shall begin in May and shall normally be for one school year. An advisor may be re-appointed by the campus Crime Stoppers sponsor for another one year term, the objective being insofar as practical, to have some continuity from year to year. The advisory board shall be appointed by the campus Crime Stoppers sponsor during the Spring.

Section III: Removal: Any advisor may be removed by the administration with just cause. An "inactive advisory status" will be given.

Section IV: Appeal - The "inactive advisor" shall have the right to appeal to the campus Crime Stoppers sponsor, Crime Stoppers coordinator, and principal in that exact order.

Section V: Reinstatement: An "inactive advisor" is reinstated subject to review by the campus Crime Stoppers sponsor, Crime Stoppers coordinator, and principal.

Section VI: Enumerated Powers: In managing the affairs of Crime Stoppers, the board shall specifically have, but not be limited to the power to:

# **CAMPUS CRIME STOPPERS**

## **SAMPLE CAMPUS CRIME STOPPERS CONSTITUTION AND BYLAWS**

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- A. Adopt standing rules;
- B. Suggest disbursement and amount of rewards to be given;
- C. Provide for adequate publicity;
- D. Have a fund raising campaign with the approval of the administration, and
- E. Provide special awareness and intervention programs on drugs, gangs and violence.

### **ARTICLE IV. CAMPUS CRIMESTOPPERS SPONSOR**

Section I: -Appointment: The campus Crime Stoppers sponsor shall be selected by the Crime Stoppers coordinator and staff along with a campus site-based management personnel team.

Section II: Term of office: A term of office shall begin in September and shall normally be for ten months. A sponsor may be re-appointed for another term, provided all applications to that position have been disbursed by campus principal. All re-appointments must follow appointment process. (See: Article IV, Sec. I)

Section III: Removal: Any campus Crime Stoppers sponsor may be removed by the principal and or Crime Stoppers coordinator along with the site-based management personnel committee with just cause. If the campus Crime Stoppers sponsor is thought to be ineffective by members of the advisory board, then the board shall have the right to appeal to the principal and Crime Stoppers coordinator. The final decision shall be made by the administration with all due consideration to the Crime Stoppers coordinator and for the advisory board's concern.

Section IV: Appeal: The campus Crime Stoppers sponsor shall have the right to appeal to the principal, Crime Stoppers coordinator, and site-based management personnel committee.

Section V: Reinstatement: The campus Crime Stoppers sponsor will have an "inactive sponsor status" removed, provided he has been cleared of all deficiencies.

### **ARTICLE V. MEETING OF ADVISORS**

Section I: Regular Meetings: The advisory board shall hold no less than two regular meeting per month. The regular location for all meetings shall be determined by the advisory board. The date, time, and location of the regular meetings can be changed by the president or administrator by 24-hours advanced notice.

Section II: Special Meetings: Special meetings of the advisory board may be called by the administrator or by the President of the board. Notice of special meetings shall be given to all board members with five days of advance notice.

Section III: Quorum: A quorum shall be a majority of the number of members of the advisory board presently serving.

Section IV: Attendance: Members of the advisory board shall be required to attend scheduled meetings. An advisor who misses two meetings in a single year will continue in a probationary status. An advisor shall be replaced after missing three meetings, whether or not absences are consecutive in nature.

### **ARTICLE VI. OFFICERS AND DUTIES**

Section I: Officers: The officers of Crime Stoppers, who shall be a president, a vice-president, a secretary, an advisor, a treasurer, and a sergeant- at-arms. They shall be appointed by the campus Crime Stoppers sponsor in April and trained in May.

Section II: Term: A term of office shall be for one-year and shall begin in May and continue until the following May.

Section III: Vacancies: A vacancy shall be filled by the campus Crime Stoppers sponsor in consultation with and with the approval of the board.

Section IV: Duties and Powers: The officers shall perform the duties and exercise the powers prescribed by the constitution and by-laws, the parliamentary authority adopted herein and those assigned by the board or which normally pertain to the office. These duties and powers shall include but not be limited to the following,

- A. The campus Crime Stoppers sponsor shall serve in an advisory and informational capacity.
- B. The President shall:
  - (1) Be the principal officer of Crime Stoppers.
  - (2) Preside at all meetings of the advisory board and the executive committee.
  - (3) Appoint standing committee chairpersons and members and create special committees and appoint a chair and members thereof as the need arises.
  - (4) Maintain official liaison with Adult Crime Stoppers, Crime Stoppers coordinator and other agencies outside the school.
- C. The Vice-President shall
  - (1) Assume duties of the president in his absence.
  - (2) Be the official liaison to the school newspaper and provide adequate publicity in said media.
  - (3) Be in charge of the publicity committee,

# **CAMPUS CRIME STOPPERS**

## **SAMPLE CAMPUS CRIME STOPPERS CONSTITUTION AND BYLAWS**

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D. The Secretary shall:

- (1) Record the proceedings of all meetings of the board of directors.
- (2) Provide a copy of all recorded proceedings of all meetings of the board of directors for the administrator and Crime Stoppers coordinator.
- (3) Assume such duties as may be assigned by the president, board of directors, or executive committee.

E. The Treasurer shall:

- (1) Make financial reports at each meeting of the board of directors.
- (2) Keep financial records
- (3) Provide a copy of financial records for campus administrator, Crime Stoppers coordinator, and business manager.
- (4) Be responsible for organizing and directing fund raising activities.

F. The Sergeant-at-Arms shall:

- (1) Be the arbitrator of procedure at all meetings.
- (2) Advise on the basis of historical experience.

### **ARTICLE VII. COMMITTEES**

Section I: Standing Committees

Section II: Special Committees

Section III: Executive Committee: There shall be an executive committee composed of the five officers and the campus Crime Stoppers sponsor.

### **ARTICLE VIII. NOMINATIONS AND APPOINTMENTS**

Section I: Nominations: The campus Crime Stoppers sponsor shall ask for nominations from faculty members, other administrators and students.

Section II: The administrator and campus Crime Stoppers sponsor shall determine the advisory board and officers.

Section III: If vacancies occur, they shall be filled in accordance with the provisions of Section I and II of this article.

Section IV: New board members shall be notified appropriately.

### **ARTICLE IX. HANDLING OF INFORMATION**

The student members of the executive committee shall not be given information as to the identity of the victim, perpetrator, or informant. Said information shall be kept in strictest confidence by the campus administrator and Crime Stoppers coordinator.

### **ARTICLE X. CONTRIBUTIONS**

Contributions made to \_\_\_\_\_ Crime Stoppers shall be in accordance with district policy and shall be deposited with the campus budget department. A notice of contribution will be sent to the Crime Stoppers office and the business office respectively.

### **ARTICLE XI. PARLIAMENTARY AUTHORITY**

The Board shall decide on appropriate measures for all matters of procedures not specifically covered by these by-laws or by special rules of procedure adopted by the advisory board at the beginning of the year. Final approval of parliamentary authority shall rest with the Crime Stoppers coordinator.

## **CAMPUS CRIME STOPPERS**

### **SAMPLE CAMPUS CRIME STOPPERS OPERATIONAL PROCEDURES**

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1. Campus Crime Stoppers is an organized group of student volunteers representing a cross-section of the campus. The campus Crime Stoppers board/committee reviews crimes that have occurred within the school's jurisdiction and attempts to solve them by offering cash rewards as an incentive for information that solves the crime. Campus Crime Stoppers will also offer a method for anonymity as described in these procedures. At no time will a student board member investigate a crime or attempt to apprehend someone who is committing a crime.
2. The forms and instructions for the procedure of reporting offenses by students/facility are distributed by campus Crime Stoppers. They are also available from the sponsor/coordinator and the associate principals.
3. The school offense report will include but is not limited to the following: items stolen or damaged, value, date of crime, time of crime, location of crime, possible suspects, and notification to the police or not. The campus offense report may be returned to any administrator or to the sponsor/coordinator.
4. The sponsor/coordinator reads through the reports and make copies for the campus Crime Stoppers program to review if there are no leads in the case. If the information received is a felony crime then the school resource officer will forward the information to the campus Crime Stoppers coordinator in accordance with their procedures. If the felony case is solved on the information received, the campus Crime Stoppers program will make any reward payment.
5. The campus Crime Stoppers program reviews the reports and evaluates each crime according to its seriousness. Rewards are offered for information that leads to the offense being solved. Offenses are categorized into three general areas with rewards of up to certain denominations determined according to the classification of the offense. Offenses are classified as follows.
  - a. Minor - up to \$10.00
  - b. Petty - up to \$50.00
  - c. Major - up to \$125.00
6. The victim of a crime has the right to report the crime to the school, the police, or both. Any crime reported only to the school is under jurisdiction of that school, only. The school district's policies and procedures for investigation and subsequent discipline of the perpetrator will be followed. Offenses reported to the school only should have occurred at the school only.

Crimes reported to the police will fall under police jurisdiction and will follow the policies and procedures of the police department. Cases that occur off campus but are reported to one of our police officers will not be considered by the campus Crime Stoppers program unless there exists a substantial possibility that a student or students from the school were involved in the case as suspects. Information received by the campus Crime Stoppers program pertaining to a felony crime will immediately be forwarded to the community Crime Stoppers program.
7. Students with information who would like to report information and remain anonymous may do so by calling the campus Crime Stoppers program at (TIP LINE).
8. Students who desire to remain anonymous are given a code number by the campus Crime Stoppers program. There will be no questions asked about the identity of the person who calls the campus Crime Stoppers program. The person with information should always use the code number for identification purposes when contacting the campus Crime Stoppers program to make arrangements for the payment of rewards.
9. Students with information who do not mind that their identity is known should contact any administrator or the school resource officer.
10. After the crime is reported and jurisdiction is determined and case investigated without being solved, the sponsor/coordinator presents the case to the campus Crime Stoppers board. The board reviews the offenses and publicizes the offenses and the rewards in the daily announcements, on a special bulletin board, and periodically over the school public address system. Major offenses will be publicized more often than petty or minor offenses. Sponsors must approve all announcements. The crime is posted and marked solved or unsolved in the advertisement.
11. After the crime is solved, the crime report will be returned to the campus Crime Stoppers program to be reviewed again for consideration of the amount of the reward to be paid if required by the caller.
12. Rewards to be paid to anonymous callers will only be paid by the sponsor/coordinator through a pre-arranged method with the caller. Other types of rewards can be discretely be paid through other methods, or directly paid by the school resource officer.
13. At no time will any student board member of the campus Crime Stoppers program investigate any case.



**CAMPUS CRIME STOPPERS**  
**SAMPLE CAMPUS MEETING MINUTES**

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APRIL 18, 20\_\_\_/4:30pm

Present: \_\_\_\_\_

I. \_\_\_\_\_, President called the meeting to order at 4:30pm.

II. Meeting minutes for March 28, 20\_\_\_ were approved as read.

III. \_\_\_\_\_ read the Treasurer's Report which was also approved as read.

IV. Coordinator's Report

4-04 Attended community coalition meeting against underage drinking.

4-11 TABC invited the schools to a summer camp in July in the Valley.

4-17 Attended Crime Stoppers meeting and gave a report on the student conference and their awards.

4-19 The four new sponsors were registered for the Basic Crime Stoppers Course.

V. Unfinished Business

5-05 Steak Plate Sale

HS parking lot 11:00am-2:00 pm

Male sponsors cook at 6:00 am

Female sponsors report to HS/district office at 9:00 am

Five students from each school from 10:00 am to 4:00 pm

05-31 The End of the Year Party

Tour of Police Dept. Headquarters 9:00 am to 11:00 am

Lunch (Whataburger, fries and a coke) at Jett Bowl—two games per student

VI. New Business

5-30 OJJDP Two Day Regional Workshop On Underage Drinking Enforcement

Training & Local Options Training

Two students per high school

Ten sponsors & coordinator

VII. Next Meeting: May 23, 20\_\_\_/4:30 pm

Meeting adjourned at 5:30 pm by President \_\_\_\_\_

Minutes submitted by: \_\_\_\_\_, Coordinator

**CAMPUS CRIME STOPPERS  
SAMPLE CAMPUS CRIME STOPPERS MEETING AGENDA**

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**DATE:** \_\_\_\_\_

**Topic Discussed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tips:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Events:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**Next Meeting:**  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**NEW BUSINESS:**  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADJOURN:**  
\_\_\_\_\_

**2ND:**  
\_\_\_\_\_

**CAMPUS CRIME STOPPERS  
SAMPLE CAMPUS CRIME STOPPERS TREASURER'S REPORT**

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**BEGINNING BALANCE** \_\_\_\_\_

**DEPOSITS** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXPENDITURES** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NEW BALANCE** \_\_\_\_\_

**LAST MEETING NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CAMPUS CRIME STOPPERS**  
**SAMPLE CAMPUS CRIME STOPPERS REWARD AUTHORIZATION REPORT**

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**FIRST TIP**

TYPE OF VIOLATION \_\_\_\_\_

FIRST MOTION \_\_\_\_\_

SECOND MOTION \_\_\_\_\_

VOTED (YES, NO) \_\_\_\_\_

AMOUNT \_\_\_\_\_

**SECOND TIP**

TYPE OF VIOLATION \_\_\_\_\_

FIRST MOTION \_\_\_\_\_

SECOND MOTION \_\_\_\_\_

VOTED (YES, NO) \_\_\_\_\_

AMOUNT \_\_\_\_\_

**THIRD TIP**

TYPE OF VIOLATION \_\_\_\_\_

FIRST MOTION \_\_\_\_\_

SECOND MOTION \_\_\_\_\_

VOTED (YES, NO) \_\_\_\_\_

AMOUNT \_\_\_\_\_

# CAMPUS CRIME STOPPERS

## CAMPUS STATISTICAL REPORT

### TEXAS CRIME STOPPERS ADVISORY COUNCIL CAMPUS STATISTICAL REPORTS

	Quarter:	Year:
Program Name:	Coordinator:	
Sponsoring Program:	Counties Served:	
Address:	Student Population:	
Phone Number:	# of Schools:	
Fax Number:	Inception Date:	
Email Address:	Date Report Filed:	

Offense	Quarter			Year to Date (During 4th Quarter Only)			Since Inception (During 4th Quarter Only)		
	Admin. Discipline	Charges Filed	Cases Cleared	Admin. Discipline	Charges Filed	Cases Cleared	Admin. Discipline	Charges Filed	Cases Cleared
Homicide/Manslaughter/Murder									
Sex Offenses									
Assaultive Offenses									
Theft									
Arson									
Burglary									
Drug Offenses									
Weapon Offenses									
Tobacco Offenses									
Public Order Crimes									
Traffic/Skiping									
Vandalism/Graffiti/Crim Mischief									
Alcohol Offenses (added 2005)									
Threats (added 2005)									
Paraphernalia (added 2005)									
Computer Crimes (added 2005)									
Other:									
<b>Totals</b>									

	Q1	Q2	Q3	Q4	Yearly (During 4th Quarter Only)	Since Inception (During 4th Quarter Only)
	Jan 1-31-Mar	April 1-30-Jun	July 1-30-Sep	Oct 1-31-Dec		
# Tips Received						
# of Rewards Approved						
\$ Amount of Rewards Approved						
\$ Value Stolen Property Recovered						
\$ Value Illegal Drugs Seized						
# of Weapons Seized						
\$ Amnt Restitution/Forfeitures						

All reports must be submitted quarterly: Q1 due April 15th; Q2 due July 15th; Q3 due October 15; Q4 due January 15

Submit reports online (or by mail):  
 Crime Stoppers/CJD Grantee Evaluation /Public Policy Research Institute/ 314 H.C.  
 Dulie Bell Bldg. / Texas A&M University / College Station, TX 77843-4476  
 Phone: (979) 845.8800 / Fax (979) 458.4179 Email: CJD@tamuc.edu

# CAMPUS CRIME STOPPERS

## CAMPUS STATISTICAL REPORT

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### Directions for Campus Statistical Report

The purpose of the campus Crime Stoppers activity report is to provide a uniform and concise way to measure program results and account for rewards paid. Since it is important to have uniform reporting, these instructions clarify what to record on the report. The instructions are followed by examples. Remember to record charges, discipline, cases cleared, and recoveries in situations where Crime Stoppers involvement is proved beyond doubt. Complete the program contact information. If your program is not certified, submit the form to your sponsoring organization. Certified programs are responsible for gathering the umbrella program reports, compiling the activity, and submitting to Texas A&M. Texas A&M currently gathers all statistical reports for Crime Stoppers. A program may submit the information online, by mail, or fax to the location listed on the statistical report. Contact Texas A&M if there are any address changes. Submit quarterly information within 15 days of the end of the quarter. Complete and submit "yearly" and "since inception" information on the fourth quarter report, due by January 15. Certified Crime Stoppers organizations are required to submit these reports or risk decertification by the Texas Crime Stoppers Advisory Council.

### Administrative Discipline or Charges Filed

Record the number of students receiving any type of administrative discipline or having charges filed as a result of a tip. If they were subject to both, **do not count them in both columns**. The "charges filed" column takes precedence over the "disciplined" column. If a student received discipline or was charged with more than one offense as a result of one tip, record discipline/charges filed on the most serious offense. If they are equal level offenses, choose one offense to record the number of students disciplined or charged.

### Cases Cleared

Record the number of each type of case cleared for all offenses. Count one offense when the same offense is repeated as a sequence of events not separated by time and distance or when a series of offenses constitute a single more serious offense. See example two. Sometimes a series of offenses constitute one offense, for example an aggravated assault case might involve weapons possession, threats, and public order crimes; count this only in the assault category. A case is cleared when at least one person is charged with an offense or subject to administrative discipline. If none of this is possible, take into account other considerations before considering the case cleared. Has the investigation definitely established the identity of the offender? Is there enough information to support administrative discipline or filing charges and forwarding for prosecution? Is the offender's exact location known so that he or she can be taken into custody? Is there some reason beyond law enforcement control that precludes arresting, charging, and prosecuting the offender? For a more detailed explanation, refer to the Texas Crime Stoppers Operational Resource Manual.

### Number of Tips Received

This figure reflects the total number of tips received, regardless of whether they "proved out" or not. If you receive a tip that a student is in possession of an illegal item but it is not located during the investigation, this is still counted as a tip received as long as the tip is documented in the required manner.

### Number of Rewards Approved

Record the number of rewards approved, even if the reward was split between multiple informants. If three students split one reward it is counted as one reward. If one student collects two rewards, it is counted as two rewards.

### Dollar Value of Rewards Approved

Record the total dollar amount of rewards approved by the board.

### Dollar Value of Stolen Property Recovered

Record the dollar amount of stolen property recovered determined by the reasonable market value of the item(s).

### Dollar Amount of Illegal Drugs Seized

Record the dollar amount of illegal drugs seized determined by the street value of the drugs. For prescription or over the counter drugs, contact a pharmacist to determine the dollar value. Also, your local police department may be able to provide street value information.

### Number of Weapons Seized

Number of weapons seized reflects the number of weapons recovered as a result of tip information. Many programs take tips about knives, razor blades, box cutters, and other cutting weapons that violate school rules but do not violate criminal law. Record these items in this area.

### Dollar Amount of Restitution and Forfeitures

## CAMPUS CRIME STOPPERS

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Amount of restitution and forfeitures includes amounts reimbursed to the victim, forfeited item's dollar value, and money seized from illegal transactions as a result of a Crime Stoppers tip.

#### **Example 1.\***

Two students give tip information that a student is illegally in possession of drugs and during the investigation the student is also found to illegally possess tobacco. The investigation results in an arrest and alternative placement. A ticket is issued for the tobacco offense. During the investigation a second student, who sold drugs to the first student, is identified and also found in possession of drugs packaged to sell. This student is arrested and expelled for delivery. The board determines that the informants will be given \$100 each for the two drug cases and \$20 total for the tobacco, split \$10 each. The street value of the drugs recovered is \$75.

- a. In the "Drug Offenses" category, count two charged, two cases cleared.
- b. In the "Tobacco" category, count one case cleared.
- c. In the "#Tips Received" column, count two tips.
- d. Record two rewards approved, totaling \$220.
- e. Record \$75 illegal drugs seized.

#### **Example 2.\***

A tip is taken that two students took numerous items from the locker room during third period. The students are found in possession of items totaling \$240 in value, stolen from ten different students in a thirty-minute time frame. The items are returned and no one wants to file charges but the suspects receive school discipline. A \$35 reward is paid to the student who made the tip.

- a. In the "Theft" category, two administratively disciplined, one case cleared. This counts as one case, one sequence of events.
- b. One tip received.
- c. One reward approved in the amount of \$35.
- d. Record \$240 stolen property recovered.

#### **Example 3.\***

Two tips are received that a student has a knife and a third tip is received that the same student threatened another person with the knife. The investigation shows that the knife is a **legal** knife and the offense of "Aggravated Assault" occurred. The student was also found in possession of drug paraphernalia. The student is charged with both offenses and expelled. The board votes the reward will total \$100, split \$15 for each for tip about the knife and \$70 to the student who reported the aggravated assault.

- a. In the "Assault" category count one charged and one case cleared.
- b. In the "Paraphernalia" column, one case cleared.
- c. Count three tips received.
- d. Count two rewards approved in the amount of \$100 total.
- e. Count one weapon recovered.

**\* All reward amounts and determinations are at the discretion of the board.**

#### **Offense Categories Description**

- "Sex Offenses" includes indecency with a child, public lewdness, and sexual assaults.
- "Assault Offenses" includes all assaults except sexual assaults.
- "Burglary" includes all burglaries including burglary of a motor vehicle and a coin operated machine.
- "Drug offenses" includes delivery, possession, manufacture and simulated offenses.
- "Weapons Offenses" include all weapons offenses, possession, UCW, prohibited weapons, etc. If your program includes tips for legal weapons that violate school rules, such as pocketknives and box cutters, count those here as well.
- "Public Order Crimes" should include all disorderly conduct, the educational code disruptive offenses, public intoxication and all other public order offenses.
- "Threats" includes terroristic threats but "Assault by Threat" is counted in the assault column.
- "Computer Crimes" includes breach of computer security and all other computer crimes.

**SECTION 7**  
**CRIME STOPPERS AND THE LAW**

## CRIME STOPPERS AND THE LAW

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This section deals with general legal principles as applied to Crime Stoppers operations. Several forms are mentioned in this manual, and are included as examples only. Although you may reproduce them and adopt them for your own use, you are encouraged to make any changes necessary to adapt the form to fit your needs or local law.

### Incorporation

There are several good reasons why a Crime Stoppers program should incorporate. By incorporating, the following advantages result.

- a. **Limited Liability** - The acts and/or omissions are those of the corporation. Any liability is corporate rather than individual. Only the corporate assets are subject to a judgment for monetary damages, not personal assets of the individual working for or with the corporation.
- b. **Continuity** - Due to the formalities and procedures, incorporation encourages program perpetuation.
- c. **Tax Exemption** - Incorporating as a non-profit corporation enables the organization to attain federal (IRS) tax-exempt status more easily.
- d. **Separation From Government** - As a private corporation, the organization becomes independent of identification with and control by government. As seen later in this section, it is only because of this separation that some legal procedures necessary to operations are possible. Also, records are free from government open records laws.
- e. **Reservation of Corporate Name** - Incorporation under an approved name reserves the right to use the corporate name to the exclusion of other groups or individuals. However, this reservation is not used to prevent other communities from starting Crime Stoppers programs using the Crime Stoppers name.

Incorporating a Crime Stoppers organization is not difficult, and although an attorney is not necessary, most programs find one to donate her time and services.

The first important step to incorporation is drafting articles of incorporation, which is equivalent to a constitution. The articles are submitted to the secretary of state, who issues a corporate charter. Later, the corporation adopts its bylaws, or rules that are more detailed than the articles. These bylaws set forth the more detailed procedures by which the corporation runs. Securing recognition as a tax-exempt corporation from both the state and federal governments is very important.

**Note:** This procedure is found on the website, as are forms relating to tax-exempt status.

Once incorporated, the Crime Stoppers program begins operating as a business in a business-like manner with appropriate minutes and records. Incorporation is a serious matter—do not use it as a sham.

### Liability

Law enforcement and news media personnel are routinely trained regarding civil and criminal liability, so their exposure is not addressed here. We assume that the local Crime Stoppers program is an incorporated entity.

As a general rule, the corporate officers, directors, and shareholders are neither personally liable nor are they corporation insurers. So long as there is a reasonable basis for making a certain decision and the board acts in good faith, courts are reluctant to impose liability for mistakes in business judgment. The degree of care required is that which an ordinarily prudent person would exercise in managing her own affairs. This involves diligence, so the officers and directors must pay attention to corporate affairs.

Officers and directors, in order to show diligence and good faith in decision-making, must regularly attend meetings, confer with fellow officers and directors at other times, examine the minutes and corporate records (especially financial statements), and let their views be known (preferably in writing). A director cannot avoid responsibility on grounds of ignorance, if management is pursuing improper policies and practices.

Should poor health, schedule conflicts, or other factors require absence regularly from meetings, the best thing for both the director and the corporation is for the director to resign. The corporation's best interests are served by employing a bylaw provision calling for automatic removal upon reaching a designated number of absences whether excused or not, if such a director does not voluntarily resign.

Different actions examples, which might involve claims, and thus liability, include: criminal conspiracy, false

## CRIME STOPPERS AND THE LAW

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arrest and imprisonment, defamation, invasion of privacy, personal injury, and loss of earnings or income. Additional examples include failure to file tax reports or pay taxes, breach of contract, misappropriation or unauthorized use of protected properties such as copyrights, trademarks, trade names, and service marks. Further examples include theft of services or property from the government, employment discrimination, advertising violations, legislative lobbying without registration when required, illegal fund raising activities such as lotteries and solicitation when prohibited, and on and on.

Do not let this frighten you. Exposure to liability is removed or reduced through: incorporation, use of governmental immunities, reliance on peace officers' qualified (good faith) immunity, insurance policies, bonds, and using waivers, releases, and other legal instruments.

Additionally, all persons involved in Crime Stoppers can reduce the liability likelihood by becoming better educated about Crime Stoppers. This is done by reading this manual and attending international, state, regional, and local Crime Stoppers training offered by Texas Crime Stoppers Advisory Council, Texas Crime Stoppers Training, Crime Stoppers International, and local Crime Stoppers programs.

### Paying Informants

#### Money Can Motivate

The Crime Stoppers program works well because it furnishes an opportunity and an incentive for a person to provide information that can help solve a crime. Not all Crime Stoppers informants are interested in receiving cash rewards, but it is a motivating factor for many people. This discussion focuses on the many legal aspects of rewards and does not dwell on the moral issues associated with someone informing on another.

#### It Is Legal To Pay An Informant

Generally, paying a Crime Stoppers reward to informants is legal. Most jurisdictions have always allowed private individuals and organizations to offer rewards. In the several states that have enacted statutes relating to Crime Stoppers programs, it is fair to argue that there is a state policy endorsing cash rewards to informants.

#### Paying For Information Only

In a properly conducted Crime Stoppers program, an informant is paid for information, and not for anything else. The information normally required leads law enforcement officials to an arrest and securing a formal charge against a suspect in a felony (or major) case. An informant is not, and should not, be paid for the purpose of:

- a. Physically seizing a suspect and bringing the suspect into law enforcement custody;
- b. Giving testimony under oath in court to the satisfaction of the reward offeror;
- c. Securing or guaranteeing a conviction, or
- d. Acting as a law enforcement agent to become involved in criminal activities to secure additional information.

Crime Stoppers is neither a vigilante group nor conspirators who purchase testimony by offering a financial motive to fabricate. Many safeguards enable Crime Stoppers to avoid such appearances or pitfalls.

#### What Happens When An Informant Chooses To Testify?

Surprisingly, some Crime Stoppers informants choose to reveal their identity and testify in court. When this situation arises, handle it very carefully. As indicated above, the informant should clearly understand that any reward he is paid is for information already given, and **not** for testifying or the testimony's quality or results.

It is preferable to pay an informant no greater reward simply because the informant chooses to or agrees to appear as a witness. Nevertheless, some Crime Stoppers programs do pay a higher reward due to the greater exposure to retaliation if an informant testifies. This can be a problem if the witness cannot articulate clearly the reason for the larger reward. The reward should not be significantly larger because the witness testifies. Such practice certainly makes it look as though the informant is paid for testimony. Additionally, it can harm the reputation of Crime Stoppers by making it comparable to a deceptive trade practice of bait and switch. Crime Stoppers should not bait an informant with a reward and the promise of anonymity, and then make a switch by offering a larger reward for testifying and not receiving anonymity.

Pay the informant **before** she testifies. This gives the informant witness the freedom to give unfettered

## **CRIME STOPPERS AND THE LAW**

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testimony in court. The witness has no ability to earn any additional money for testifying in a certain manner, saying anything other than the truth, nor is she in a position requiring her to help secure a conviction as a prerequisite to receiving payment. In any event, the informant must truthfully answer and admit to receiving or being promised a reward.

### **Rewards May Affect Credibility Of A Witness, Not Admissibility**

The fact that a witness is paid a reward for information or for waiving anonymity goes to the weight or credibility of the witness' testimony, not to admissibility or inadmissibility, assuming the witness is otherwise competent. Nevertheless, on several occasions, criminal defendants have attempted to appeal their convictions based upon the argument that the Crime Stoppers reward recipients' testimony should not have been admitted into evidence at trial. These attempts have all failed.<sup>1</sup> The testimony is admissible and the judge (or jury) can believe some, none, or all the testimony. The only known exception is the rare situation where a witness paid a reward testifies, and needs to re-take the witness stand to be rehabilitated after having been discredited.

In this situation, the prior reward receipt has been held to be a "motive to fabricate," thus rendering any "prior consistent statements" inadmissible.<sup>2</sup> This is consistent with the Federal Rules of Evidence.

### **Rewards And The Law Of Contracts**

Historically, if money is offered by the government for someone's arrest, it is technically known as a bounty. If the money is offered by an individual, private group, or corporation, it is technically a reward. Today, we routinely call all such payments for arrests or information rewards, irrespective of who is the sponsor or offeror.

One desiring to offer a reward may fix the terms and conditions, and the performance must be in accordance with the offer. Unless limited in time by the offer, the reward offered can be revoked only by the same method it was communicated, or, in some cases, after a reasonable time has expired in light of the object and purpose for which the reward was offered, it terminates. Of course, once the act desired is performed, the offer is terminated by law.

If the money (bounty) is offered by the government, the person who informs the desired act may claim the money even if he was unaware of the offer by a private individual or group, the law of contract applies and the person is not entitled to receive the reward if he was unaware of the offer at the time of performance. Thus, there is a major difference between money offered by government, and money offered by Crime Stoppers.

Generally, the government cannot offer a bounty unless such authority is provided for by legislation. A public officer cannot bind the state or any of its sub-divisions by a bounty offer unless there is such legislative authority. Also, in most, if not all, jurisdictions, a peace officer cannot claim a bounty or reward because she was already under legal obligation to perform.

Where performing the requested act by one person fulfills the offeror's apparent purpose, the contract has been completely performed and no other claimants who perform afterwards are entitled to an equitable distribution among themselves in proportion to their relative contributions.<sup>3</sup>

In rewards offered for information leading to the arrest and/or charges filed situations, a claimant is not entitled to a reward for communicating nothing more than mere suspicion. In order to become entitled to such a reward, it is not necessary that the claimant was the first or only person giving information, but she must have given the first effective information.

### **Lawsuits To Obtain Rewards**

The elements of proof in a lawsuit to claim a reward are the following.

- a. Terms of offer
- b. Claimant's status as offeree who may accept offer
- c. Existence of reward offered at the time of performance
- d. Knowledge of reward at time of performance
- e. Intention to claim reward
  
- f. Performance of terms of offer
  1. Furnishing requested information to proper authorities of office

## CRIME STOPPERS AND THE LAW

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2. Information not previously known to authorities
  3. Timely
  4. Arrest and/or charges filed of the offender proximately resulting from information furnished
- g. Voluntariness of performance
  - h. Compliance with specified procedures for claiming reward

Unless the claimant can prove the above elements, there should be no reward recovery. In order to protect Crime Stoppers from claims and lawsuits filed by persons wanting rewards, consider these suggestions.

- a. Keep a copy of all reward offers, reenactments, news releases, and publications so the exact terms of the reward offer are known.
- b. Never allow others to use the Crime Stoppers name or telephone number in their reward offers.
- c. Make the reward either a definite one (example: \$1,000) or in a known range (Example: up to \$1,000).
- d. State a time period for which the reward offer is valid.
- e. Require information be given to a specific person, or place, or conditions in the reward offer.
- f. Do not think that you can have any “secret” or hidden terms or conditions in the reward offer. You cannot.<sup>4</sup>
- g. Do not offer large or excessive rewards.
- h. Do not become involved in managing rewards offered by others.

### Special Problems

#### Paying Rewards To Minors

A frequently asked question is: “We are afraid to pay the reward to a minor, without his or her parents involvement, because it’s too much money and the child may spend it for improper or illegal purposes. Can our Crime Stoppers program either reduce the reward size or require the minor to get his/her parents involved?”

Moral issues notwithstanding, the legal answer is quite simple and clear. Pay the reward earned. If a reward was offered and the person accepting the offer performed, then contract law says the person is entitled to the reward. There are no known Crime Stoppers rewards to date that have stated that the offer is restricted to persons who have attained the age of maturity or any other certain age. Nor have there been any reward offers stating that the reward offered was conditioned upon the informant’s revealing his identity to prove his age, and/or to reveal his parent’s identity in order to have a waiver from or notice to a minor’s parents.

There can be no secret conditions in a contract. All material contract terms must be clearly stated to be enforceable.<sup>5</sup> One thing that is “guaranteed,” and is a material term of the contract, by the usual Crime Stoppers reward offer is anonymity. To require the claimant to disclose his identity is a breach of contract and a deceptive and fraudulent practice.

As for the fear that the minor might use the reward money for drugs and become ill, die, or commit a crime with it, is possible, but not “reasonably foreseeable” to the point of causing Crime Stoppers to be a liable in tort for civic damages. Practically speaking, there should be few, if any, situations where Crime Stoppers knows the anonymous young tipster’s correct age or identity. So, it is questionable as to whether it is ever known for certain that the person is a minor. The guess may or may not be correct.

Crime Stoppers needs all the informants and good citizens it can find. It is shameful not to allow a young person to be a crime stopper. It is even worse to take her information and keep or shortchange her money; change the conditions for payment; and/or lie about the promised anonymity. There is a much greater chance of civil liability for failing to pay a minor than there is for the minor’s use of the reward money.

#### How Long To Hold A Reward Earned But Not Claimed

Frequently, a Crime Stoppers informant earns a reward; the award is approved by the Crime Stoppers board, and fails to immediately claim it. There is no prescribed wait. Contractually, a program can set whatever time period and terms it desires. If no specific time period is expressed to pick up a reward, a court may look at what “reasonable” is. From the Crime Stoppers experience, it is submitted that there is often a very reasonable explanation for up to six months or year delay before a reward is claimed.

The most common occurrence is the informant’s incarcerated and cannot safely make a telephone call to check on the reward and cannot pick it up. Other reasons include an informant’s temporarily misplacing his code

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number or having a memory lapse due to drug or alcohol abuse. Cutting off these claimant-informants for not quickly collecting a reward is a good way to lose an informer forever.

There is nothing fiscally irresponsible about allowing an unclaimed reward to remain available for a while. Many programs freeze the reward (with or without interest) for up to one year. Approximately ten percent of all rewards fall into this category.

### **Funneling**

Funneling is a term referring to the situation where an informant who has already given law enforcement officials information is funneled or sent to Crime Stoppers for a reward. The informant may not have known the reward was offered or available. Sometimes a detective gets the information first; keeps it; then has the known informant call Crime Stoppers and pretend that the information is given for the first time. There are variations of this tactic.

Depending upon the circumstances, such an incident could be considered as:

- a. Violation of departmental policy that subjects the law enforcement officer to administrative discipline;
- b. A fraud perpetrated against a non-profit, charitable corporation (Crime Stoppers) in order to cause it to part with reward money;
- c. Perjury if it is discovered that the informant's identity was known to the officer and the informant was not really an anonymous Crime Stoppers informant, and the officer testified falsely in court or made untrue allegations in an affidavit for a warrant, or
- d. Grounds for attacking all the officer's and informant's cases for credibility.

We make three recommendations that may prevent the consequences of funneling. First, write rules that define and prohibit funneling. Make these rules part of the law enforcement agency's general orders and a part of either the Crime Stoppers corporation's by-laws or the standard operating rules/procedures. Second, offer training sessions on the subject for board members and law enforcement personnel. Third, vigorously enforce the policy and ask questions.

### **Prohibition Against Prosecutors Paying Witnesses**

Under no circumstances should a prosecuting attorney or her office be so closely involved with a Crime Stoppers program that the prosecutor violates the ethics laws which can result in disbarment and removal from office. This is why we recommend that prosecutors refrain from serving on Crime Stoppers boards, or if they are on a board they are non-voting members.

Most jurisdictions have provisions in the Code of Professional Responsibility for attorneys which states that prosecutors "Shall not pay, offer to pay, or acquiesce in the payment of compensation to a witness contingent upon the content of his testimony or the outcome of the case." So, if a Crime Stoppers informant chooses to reveal her identity and testify in court, the prosecutor should not participate in Crime Stoppers' decision to pay the informant under circumstances that may subject the prosecutor to an ethical attack.<sup>6</sup>

### **Fundraising—Keeping It Legal**

Crime Stoppers proposes to successfully fight crime and deter crime. It is detrimental to the cause and embarrassing if Crime Stoppers fundraising is conducted illegally. Conduct all fund raising in good taste and in accordance with applicable law.

The most common situations where fundraising crosses the thin line are in solicitations and drawings. Other problems in soliciting contributions can arise when a solicitor does not comply with local ordinances or other laws regulating solicitation by mail, telephone, door-to-door, or at public places. Violations may result from failing to register with local officials or to secure a solicitation permit. Or, various methods used or the time of day or day of the week may make the fund raising illegal. As for "drawings," these are in many places considered lotteries or illegal gambling. Study local and state law, for it would be shocking to have an anonymous caller to Crime Stoppers report an illegal gambling promoter and Crime Stoppers is the suspect!

### **Making the Criminal Pay, Even If The Crime Did Not**

There are several innovative programs and policies designed to aid Crime Stoppers by making convicted

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criminals pay. Some practices have yet to be tested by the applicable courts, so proceed with caution. One method utilized is, by either court order or agreement between the prosecutor and the defendant, the criminal repays Crime Stoppers an amount paid by Crime Stoppers to the informant. This is commonly known as making restitution. Restitution is usually required by making it a condition of probation. Another method that is increasing in use is ordering defendants to make a monetary contribution to Crime Stoppers. Some judges are making the contribution a condition for one to receive probation. These judges often do not discriminate but make all offenders pay, whether they were apprehended through a Crime Stoppers tip or not, and whether probation is granted or not. There is a serious legal problem with this method that should be resolved under local law before implementation.

The problem is that many jurisdictions have judicial conduct codes that prohibit the judiciary from becoming involved in fund raising. Raising money for Crime Stoppers through court orders or agreement may constitute a fund raising effort by the judge.

On February 8, 1988, the Attorney General of Texas, Mr. Jim Mattox, issued Opinion JM-853. The Attorney General Opinion confirmed what many Texans had feared, that is that House Bill 83, a 1987 amendment to the Texas probation statute, prohibited Texas judges from ordering probationers to make payments to Crime Stoppers as a condition of probation. The law, which took effect September 1, 1987, amended Texas Code of Criminal Procedure, article 42.12, Section 6 (e) to read:

**“A court may not order a probationer to make any payments as a term and condition of probation, except for fines, court costs, restitution of the victim, and other terms and conditions expressly authorized by statute.”**

The attorney general ruled that the new law does not usurp judges’ authority to set the terms of probation and is thus constitutional. The opinion also held that payments to Crime Stoppers could not be considered in place of community service.

Although last minute efforts to introduce corrective legislation in the Second Called Special Session of the 70th Legislature (1987) were unsuccessful, the beginning of the Regular Session of the 71st Legislature (1989) looked more promising for Crime Stoppers. Senator John Whitmire (Houston), supported by many other state senators and representatives, introduced Senate Bill 85 which passed. This bill amends the Texas probation statute to specifically grant authority to judges to require an individual placed on probation to pay an amount, not to exceed 50 dollars, to a local Crime Stoppers program as a term and/or condition of his/her probation.

Crime Stoppers received an additional boost when Senate Bill 149, introduced by Senator J. E. “Buster” Brown (Lake Jackson), was also passed. This bill authorizes a district judge, upon a defendant’s felony conviction, to order the defendant to repay all or part of a reward paid by a local Crime Stoppers program which lead to the defendant’s arrest and/or charges filed.

### Using Anonymous Informants To Establish Probable Cause

#### United States Constitutional Law

##### Definitions

Crime Stoppers owes much success to using information provided by people whose identities are unknown. There is a difference between anonymous and confidential. If an informant is anonymous, then his identity is unknown to Crime Stoppers. A confidential informant, on the other hand, is one whose identity is known to Crime Stoppers but is kept secret in order to protect the informant’s safety and usefulness.

##### Aguilar and Spinelli

Law enforcement routinely uses confidential informants. The use of anonymous informants, however, is considerably more difficult. Many skeptics opinion that information from anonymous informants is worthless in supplying probable cause for issuing arrest and search warrants. This skepticism is caused by the so-called “two-pronged test” by which an affidavit for a warrant is judged when it relied upon an informer’s tip.

The two-pronged test was developed by the United States Supreme Court in the decisions of *Aguilar v. Texas*, 378 U.S. 108 (1964), and *Spinelli v. U.S.*, 393 U.S. 410 (1969). *Aguilar-Spinelli* was understood to require the following.

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1. Facts be disclosed which allow a judicial officer making a probable cause determination to reach a judgment as to whether the informant has a basis for his allegation.
2. Facts be provided the judicial officer by which he may determine either that the informer is credible or that his information is reliable.

Skeptics believed that if the informant was anonymous, i.e., his identity unknown, then it is impossible to prove the informer is credible. We submit that the second spur of the second prong can be used to show that the information itself is reliable. An example of the use of the “reliable” information portion of the second prong is found in the Texas case of *State v. Dow*, 626 S.W.2d 93 (1983). In *Dow*, the defendant contended that the affidavit in support of a search warrant was defective because it failed to state sufficient underlying circumstances from which the affiant could have concluded that the unnamed information was credible.

Although the affidavit made no mention of the informant’s credibility, it did show underlying circumstances that can be looked to for corroboration of the information from the unnamed informant. Eleven items listed by the homeowner as stolen matched eleven items seen by the informant listed in the search warrant application. Because the details tended to corroborate and show the information’s reliability, the Texas Court of Appeals upheld the search’s validity.

### **Illinois v. Gates**

On June 8, 1983, the United States Supreme Court decided the landmark case of *Illinois v. Gates*, 103 S.Ct. 2317, (1983). Although not a Crime Stoppers case, the decision centered around using information received from an anonymous informant. The *Gates* decision is important for the following reasons.

- a. The majority of the Courts recognized the need for being able to use anonymous information.  
“...such tips, particularly when supplemented by independent police investigation, frequently contribute to the solution of otherwise ‘perfect crimes’. While a conscientious assessment of the basis for crediting such tips is required by the Fourth Amendment, a standard that leaves virtually no place for anonymous citizen informants is not.”
- b. The court did away with the two-pronged test, and in its place adopted a “totality of the circumstances test” in which the basis of the informer’s information, and the credibility of the informer or the reliability of his information are considered as intertwined. These are considerations that may illuminate the probable cause issue, rather than as strictly separate requirements both of which must have been met.  
“...we conclude that it is wiser to abandon the ‘two-pronged test’ established by our decision in *Aguilar and Spinelli*. In its place we reaffirm the totality of circumstances analysis that traditionally has informed probable cause determinations.”

Irrespective of the fact that Crime Stoppers everywhere have reason to be elated with the *Gates* decision, there remains a need for caution. Know these facts.

- a. The decisions of the United States Supreme Court “have consistently recognized the value of corroboration of details of an informant’s tip by independent police work” (*Gates*). Even though an anonymous informant’s tip may sometimes be sufficiently detailed to prove reliability, it will always be far better to couple the informant’s tip with other information either already known or that is later developed.
- b. Courts will continue to disagree as to whether “probable cause” exists, even where to most it may be “obvious” that an informer’s tip is good. Remember that in *Gates* three of the Associate Justices (Brennan, Marshall, and Stevens) believed the tip failed under the majority’s new “totality of the circumstances test.”
- b. Each individual State may, in interpreting its own state constitution, create or retain a more precise or restrictive test for the use of anonymous information. *Gates* decided only the federal issue under the Fourth Amendment to the United States Constitution. This was noted in Associate Justice White’s concurring opinion.

A few suggestions are in order.

- a. Use as much information in your affidavit as possible without making it too easy for the suspect to identify your informant.
- b. Do not allow forms to dictate how much information you allege in your affidavit. If only four inches of

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space are provided for your allegations of facts constituting probable cause, and need seven inches, do not leave out facts that you think might not be so important. Instead, use an extra sheet of paper and continue. It is as simple as typing the words: “Continued on attached sheet of paper” and “Paragraph 5, continued.” The additional facts you provide in the affidavit’s attachment may make the difference between having a legal warrant and not having one.

- c. Provide truthful information and allegations in the affidavits for warrants. Not just your reputation, but the reputation and credibility of the entire Crime Stoppers program is at stake. Not all warrants secured by law enforcement officers using Crime Stoppers information are successful, just as there are “dry runs” in executing search warrants, suppressed evidence, and not guilty verdicts in other cases. The law deals in probabilities not certainties. As long as you are honest and any mistakes are unintentional, you have nothing to be ashamed of, nor does Crime Stoppers.

### **Alabama v. White**

The United States Supreme Court decision of *Alabama v. White*, 496 U.S. \_\_ (1990), 110 S.Ct. 2412, 58 U.S.L.W. 4747, was decided on June 11, 1990. This was not a Crime Stoppers case but did involve an anonymous tip received by police on the telephone. Here, standing alone, the tip was completely lacking in the necessary indicia of reliability, since it provided virtually nothing for which one might have concluded that the caller was honest or the information reliable. There was no indication of the basis of the informant’s predictions regarding the suspect’s criminal activities. However, while not every detail mentioned by the tipster was verified, the officers corroborated enough of the information to provide “reasonable suspicion of criminal activity” to justify an “investigatory stop.” Since the investigatory stop was lawful, the consensual search of the suspect’s vehicle, which resulted in the seizure of illegal drugs, was also lawful. The greater degree of evidence, “probable cause,” was not necessary, only “reasonable suspicion.”

## **Federal And State Crime Stoppers Cases**

### **The Hinterlong Case**

In October 1999, Matthew Hinterlong was a senior at Arlington Martin High School, an honors student, and varsity tennis team captain. On October 25, 1999, during lunch, a student informant provided information to an AMHS teacher, Rynthia Clements, that Hinterlong had “either drugs or alcohol in the trunk of his vehicle” on school property. The student indicated Hinterlong was storing alcohol for other students for the upcoming, out-of-town, regional tennis tournament so the matter needed attention quickly.

Although AMHS had a Crime Stoppers committee and particular procedures existed for making a Crime Stoppers tip, Clements was not a person designated to receive tips and did not serve on or sponsor the Crime Stoppers committee. She had personally never been involved in any other Crime Stoppers tip.

Upon receiving the tip regarding Hinterlong, Clements hand-wrote a note to an assistant principal, Mr. Henson, advising him of the tip. Clements did not sign her name to the note, but instead obtained permission from another teacher, Meredith Hightower, to sign Hightower’s name to the note. Clements said she did this in order to protect the student tipster’s identity and so the matter would be given immediate attention. She said that she had never before used another teacher’s name to report alleged student misconduct.

Hightower explained that she allowed Clements to use her name on the note because Clements said it was an emergency. Clements felt the tip would be acted upon immediately if Hightower’s name was on it. And Clements believed it necessary to sign Hightower’s name to protect the student informant’s identity.

Dr. Terri Lindsey, an assistant principal and the AMHS Crime Stoppers committee sponsor, testified that students could make Crime Stoppers tips to any teacher. Typically the teacher would then make a written Crime Stoppers tip to either Lindsey or to the Crime Stoppers committee. Clements’s note did not go to Lindsey or to the Crime Stoppers committee. Instead it was forwarded to vice principal Sherion Clark.

Clark received the note purportedly signed by Hightower and informed Hinterlong of the tip explaining that she was required to follow up. Hinterlong stated, “Sure, no problem,” and handed her his vehicle keys.

Clark searched the back portion of Hinterlong’s Blazer, which contained an “abundance of things,” such as large speakers, an athletic bag, a tennis racket bag, clothing items, and an eight to twelve ounce Ozarka water bottle.

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The Ozarka water bottle caught Clark's attention because the liquid remaining in the bottle was brownish, the color of cola. There was very little liquid in the bottle, just enough to cover the bottom of the bottle; a "thimble full." Clark opened the bottle and smelled alcohol. Hinterlong's tennis coach arrived, smelled the liquid and stated that it smelled like alcohol. Clark completed her search of Hinterlong's Blazer but discovered no additional alcohol or drugs. Clark escorted Hinterlong to her office where the school resource officer issued Hinterlong a citation for minor in possession of alcohol.

Two days later, Clark conducted an informal conference with Hinterlong and his parents. Hinterlong denied that the Ozarka water bottle was his. He said he was surprised that the bottle was found in his Blazer because he never drinks Ozarka water and does not know anyone who does. Hinterlong and his parents expressed their belief that Hinterlong had been set up by other students.

Hinterlong's parents explained that in July 1999 they took Hinterlong on a trip out of state to visit several colleges. A friend of Hinterlongs who had a key to the Hinterlongs' home allowed several other students to trespass and party at the home. When the Hinterlongs returned from their trip, they immediately filed a report with the police department. A memo the Hinterlongs provided police a few days after their return indicates that the trespassing students ordered a pornographic movie, caused approximately \$300 damage to the swimming pool, and stole keys to two vehicles, later identified as Hinterlong's Blazer and Hinterlong's brother's car. Police ticketed or reprimanded thirteen AMHS students.

Based on the Ozarka water bottle found in Hinterlong's vehicle and the presumption that the thimble full of liquid it contained was alcohol, Clark disciplined Hinterlong in accordance with the school's "zero tolerance" policy. Clark recommended Hinterlong's removal from AMHS and placement in an alternative school for the remainder of the semester.

On October 28, an appeal conference was held with the building principal, Mr. Jacoby. Jacoby noted that Hinterlong's parents presented "compelling" information regarding a possible "set up." However, Jacoby upheld Hinterlong's expulsion from AMHS and placement in alternative school, citing "concerns about the operation of the Crime Stoppers [sic] program, the fact the windows on the Blazer are dark, and the parent having driven the car over the weekend."

Hinterlong was prosecuted in municipal court. A jury acquitted him of the minor in possession of alcohol charge because the prosecution failed to produce the expert who tested the Ozarka water bottle contents. Following his acquittal, Hinterlong filed suit against Arlington ISD, John Doe or Jane Doe (the student informant), and Rynthia Clements for malicious prosecution, defamation, and negligence.

Hinterlong sought to discover the identity of, and other information relating to, the student informant. Real parties in interest, asserting the statutory Crime Stoppers privilege, refused to answer requests for disclosure and interrogatories seeking the name, address, and telephone number of the student tipster. Real parties in interest also refused to produce documents "that would disclose or suggest the identity of" the informant. Clements likewise refused in her deposition to disclose the identity of the student tipster.

Finally, Hinterlong filed a motion to compel discovery of this information and the relevant documents. Hinterlong's motion to compel discovery raised in the trial court the same issues he raises in this original proceeding: that the Crime Stoppers privilege does not apply because AMHS's Crime Stoppers program is not a Crime Stoppers organization; that the "tip" was not a true Crime Stoppers tip; and that the statutory Crime Stoppers privilege as applied to him unconstitutionally violates the Texas Constitution's open courts provision. The Texas Court of Appeals issued a decision on Hinterlong's appeal of the trial court's decision. Richard W. Carter provides the following analysis of the courts decision.

### **I. AMHS's Crime Stoppers Program Qualifies as a Crime Stoppers Organization**

Petitioner Hinterlong first contends that no privilege exists because the AMHS Crime Stoppers program is not a "Crime Stoppers organization as defined by the Crime Stoppers statute. Chapter 414 of the Texas Government Code defines a "Crime Stoppers organization" as:

- (A) a private nonprofit organization that is operated on local or statewide level, that accepts and expends donations for rewards to persons who report to the organization information about

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criminal activity and that forwards the information to the appropriate law enforcement agency;  
or

- (B) a public organization that is operated on a local or statewide level, that pays rewards to persons who report to the organization information about criminal activity and that forwards the information to the appropriate law enforcement agency.

TEX. GOV'T. CODE ANN. §414.001(2)(A), (B) (Vernon Supp. 2002).

The Appeals court determined that the AMHS Crime Stoppers program does qualify as a Crime Stoppers organization because it is a “public organization”. The statute does not define the term “public organization”, but common definitions show that the AMHS program is a public organization. Under *Blacks Law Dictionary*, “public” is defined as “proceeding from, relating to, or affecting the whole body of people...relating to or affecting the whole people of a ...whole community...” The term organization is defined as “two or more persons having a joint or common interest”. Here, the entire student body at AMHS is the “community” or “body of people” with a “common interest”.

Not only does the AMHS program qualify as a Crime Stoppers organization by common definition, it also was established by and operates under the Tarrant County Crime Stoppers program. Therefore, AMHS is considered a participating member of the Tarrant County Crime Stoppers organization. The statute defines a “Crime Stoppers organization” as a public organization, such as the Tarrant County program in which AMHS participates, and does not limit the number of subgroups that may participate under the umbrella of the local or statewide Crime Stoppers organization.

Therefore by definition, the AMHS program could be considered a “Crime Stoppers organization” on its own, or by virtue of being a participating member of the larger Tarrant County program.

### II. The Communication Made Was a Crime Stoppers Tip

Next, Hinterlong contends that the student informant’s tip was not a valid Crime Stoppers tip because proper Crime Stoppers procedure was not followed in this case, i.e., the student did not communicate the alleged tip to a person designated or authorized to receive Crime Stoppers tips; no evidence exists that the student intended to make a Crime Stoppers tip and, the AMHS Crime Stoppers committee did not establish a file on the student’s alleged tip.

The Court of Appeals determined that the communication made was a Crime Stoppers tip. AMHS’s student handbook indicated that students may report information regarding illegal activities to the vice principal, Dr. Terri Lindsey, or by placing an anonymous call to a specified telephone number. In this case, the tip was made to one of the teachers at AMHS. Nonetheless, the tip was still proper, because the student handbook set forth a list of ways to make a tip, but did not indicate that those were the exclusive ways to make a report. Evidence even showed that the students were told that they could make a report to a teacher. All that is required by statute under §414.008 and 414.009 is that the tip must be made to a person “who accepts a report of criminal activity on behalf of a Crime Stoppers organization.” TEX. GOV'T CODE ANN. §§414.008-009.

The Court of Appeals also determined that the informant did not have to intend to make a Crime Stoppers tip in order to trigger the Crime Stoppers privilege. Nothing in the statute was found that superimposed an intent requirement on the privilege.

The statute protects records of the Crime Stoppers organization generated after a person makes “a report of a criminal act”. §414.008(a)(b). Therefore by statute, all an informant needs to do to qualify as a Crime Stoppers informant is to report a criminal act to a person authorized to accept a report on behalf of a Crime Stoppers organization.

### III. The Crime Stoppers Privilege is Unconstitutional as Applied in This Case Because it Violates the Open Courts Doctrine.

Hinterlong next claims that the statutory Crime Stoppers privilege, as applied here, violates the open courts provision of the Texas Constitution.

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The open courts provision provides that “all courts shall be open, and every person for an injury done him, in his lands, goods, person, or reputation shall have remedy by due course of law.” TEX. CONST. Art. I, §13. This provision places a high value on a person’s right of access to the courts.

Currently, the Crime Stoppers provisions do not violate the open courts provisions in criminal cases only. In *Thomas v. State*, 837 S.W.2d 106, 113 (Tex. Crim. App. 1992), the court of criminal appeals recognized that “the confidentiality provisions of the Crime Stoppers statute...reach too far.” The court determined that the Crime Stoppers confidentiality privilege was unconstitutional and did abridge Thomas’s due process and Sixth Amendment rights unless the court could review the Crime Stoppers information in camera to determine whether it contained *Brady* information. In 1993, the legislature codified the *Thomas* opinion’s in camera review procedure. Under the procedure now set forth in the statute, a criminal defendant may file a motion asserting that the Crime Stoppers privileged report contains exculpatory material, making the Crime Stoppers provision constitutional once again in criminal cases.

Hinterlong asserts that because the Crime Stoppers privilege is absolute in civil cases, providing no in camera provision as with *Thomas* in criminal cases, it is unconstitutional because it violates the open courts provision.

To establish an open courts violation, a plaintiff must satisfy a two-part test:

- (1) he must show he has a well recognized common law cause of action that is being statutorily restricted, and
- (2) he must show the restriction is unreasonable or arbitrary when balanced against the legislature’s actual purpose in enacting the statute.

*Owens Corning v. Carter*, 997 S.W.2d 560, 573 (Tex.), cert. denied, 528 U.S. 1005 (1999).

### **A. Restriction of Cognizable Common Law Cause of Action**

In order for Hinterlong to claim an open courts violation, he must first show that he has a common law cause of action that is being statutorily restricted. Hinterlong pleaded defamation, malicious prosecution, and negligence causes of action. These claims are all well-established common law causes of action. However, in the context of a criminal defendant seeking civil redress, the defendant’s illegal conduct is the cause in fact of any injuries flowing from the conviction, unless the conviction has been overturned. *Peeler v. Luce*, 909 S.W.2d 494, 498 (Tex. 1995).

Therefore, Hinterlong could not continue with his case in civil court if he had not been exonerated for his crime. However, exoneration in a school setting could be because of procedural or substantive reasons unrelated to any wrongful or non-wrongful acts of another. In this case, the violation of school policy remains the sole proximate cause of any civil damages Hinterlong suffered unless Hinterlong pleads and offers prima facie proof that his injuries were caused by the wrongful acts of another.

Hinterlong pleaded that real parties in interest maliciously prosecuted him, defamed him, and were negligent in acting on the tip. In support of his motion to compel, Hinterlong provided depositions of school officials and Principal Jacoby’s record of Hinterlong’s appeal conference that indicated Hinterlong presented “compelling” evidence that he was set up. Hinterlong also showed that there were other students whom had reason to set him up because Hinterlong’s family had pressed charges against approximately 13 other AMHS students, some of whom stole Hinterlong’s car keys.

Also, the unique path the tip followed supports Hinterlong’s contention that the tip was a set up involving planted evidence. The court of appeals held that Hinterlong presented prima facie proof showing that his alleged injuries were caused by the wrongful acts of real parties in interest. Hinterlong showed that he has a well-recognized common law cause of action that is being statutorily restricted by not allowing disclosure of the tipster.

### **B. Restriction of Causes of Action Unreasonable When Balanced Against Statutory Purpose**

The next step to determine whether the Crime Stoppers program has violated the open courts provision is to determine whether the abrogation of the petitioner’s claims is arbitrary or unreasonable when balanced against the legislature’s actual purpose in enacting the statute. *Lucas v. United States*, 757 S.W.2d 687, 690 (Tex. 1998). The court must consider both the general purpose of the statute and the extent to which the litigant’s rights to redress is affected.

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In this case, the extent of the abrogation of Hinterlong's right to redress is almost total. The identity of the tipster is necessary to proceed with his claim against the real parties.

The Crime Stoppers statute's purpose is to foster the detection of crime and to encourage persons to report information about criminal acts. Crime Stoppers tips are to help law enforcement agencies detect and combat crime by increasing the flow of information to and between law enforcement agencies. The court of appeals acknowledges that the Crime Stoppers statute has a valid basis and purpose.

However, the court of appeals determined that as applied in this particular setting, the Crime Stoppers statutory privilege is arbitrary and unreasonable when balanced against the legitimate purpose of the statute. The purpose of the privilege is to promote legitimate reports, but as applied in this case, the privilege fosters false reporting and "set ups". The Crime Stoppers statute was enacted in 1987 before public schools enacted zero tolerance programs. In zero tolerance school system, automatic suspensions are handed to students who break certain school rules or laws. A student could place contraband in another student's car, locker, backpack, etc, thereby setting up that student for an automatic expulsion from the school. Then the "tipster" could rely on the Crime Stoppers statute and be fully insulated from his own wrongdoing. This problem would not occur outside the ambit of zero tolerance public schools because nonlegitimate tips are not acted upon.

The court of appeals held that the purpose of the Crime Stoppers privilege does not justify, in the limited public school zero tolerance setting, the resultant almost total abrogation of Hinterlong's common law cause of action against the tipster or the partial abrogation of Hinterlong's common law causes of action against the Arlington ISD.

### Frequently Asked Questions Regarding The Future Of Crime Stoppers Operations Following The *Hinterlong* Decision

*By Richard W. Carter*

**The Texas Court of Appeals said that the Texas Crime Stoppers statute in Chapter 414 of the Texas Government Code was "unconstitutional as applied". What does this mean?**

It means that the statute as used in the Hinterlong case is contrary to and violates the Constitution of the State of Texas. Though constitutional on its face, it was unconstitutional as applied because of its discriminatory effect, i.e. it was used to deny Hinterlong effective access to the civil courts because it did not provide a discovery process for him to attempt to obtain information and records.

**Does the Texas statute need to be amended by the Texas Legislature?**

While the courts can still use the statute, the trial courts will be inclined to follow the same in-camera process ordered by the appellate court in Hinterlong. This is similar to the process used by the criminal courts in Texas in the interim period between the time of the Thomas decision and the amending of the Crime Stoppers statute to provide for an in-camera process.

A legislative Bill should be drafted, sponsors found for the Bill, the Bill introduced, and legislation enacted which corrects the problem by creating an in-camera process applicable in both criminal and CIVIL cases. Additionally, an effort should be made to provide immunity to those who in good faith communicate or act upon reports of criminal activity to the Texas Crime Stoppers Advisory Council or a Crime Stoppers organization.

A draft of such a Bill has been prepared for distribution, consideration, possible revision, and submission to legislative sponsors.

**Editor's note:** The Texas Government Code was amended during the 78th Regular Session of the Texas Legislature providing increased liability protections for Crime Stoppers who act in good faith. The revisions relate to the confidentiality of certain reports of criminal activity and to immunity from civil liability for certain persons making or receiving those reports. Texas Government Code, Chapter 414, as amended, appears elsewhere in this section.

### **Did Hinterlong win his case?**

Hinterlong won the right to examine the tip information through an in-camera process. A trial has not been conducted yet to determine whether there is any civil liability on the part of the school district and/or its employees, the unidentified tipster, or any other parties.

### **Was the Hinterlong case really a “Crime Stoppers” case?**

It is questionable, at best, that the tip was a “Crime Stoppers” tip. In any event, the trial court and appellate court treated the case as though it were a Crime Stoppers tip, and rendered their respective decisions interpreting and applying the Crime Stoppers statutes. Any and all attorneys and judges will likely cite and rely upon the Hinterlong decision in future Crime Stoppers cases, adult or student, when it is faced with the issue of discovery of Crime Stoppers records in civil cases.

### **What has been the initial reaction of plaintiff’s attorneys to the Hinterlong case?**

The plaintiff’s bar is elated at the fertile field that has now been plowed for civil litigation in cases where tips result in acquittals for criminal defendants. Attorneys are now filing open records requests with school districts, law enforcement agencies, et al, and preparing for other possible litigation.

### **Other than remedial legislation, is there anything else that can be done to protect Crime Stoppers programs being operated in the schools?**

Yes. It is also suggested that Crime Stoppers tips not be given in a face-to-face or in-person manner. The Crime Stoppers and informer’s “privilege” is not absolute, and there are a few rare occasions when a court will order the disclosure of an informant’s identity. Now that the Hinterlong decision also provides a procedure in civil cases, there is a greater possibility that if a tipster’s identity is known, it may later be involuntarily disclosed. Our children should not be exposed to such risks, no matter how remote, when there are alternative methods of communicating the information.

Is everyone in agreement that Crime Stoppers school programs should cease taking tips in-person, face-to-face, or under circumstances where either the law enforcement officer or the school official knows the identity of the informant?

Experienced Crime Stoppers practitioners, including the Founder of Crime Stoppers, Greg MacAleese, concur in the opinion that Crime Stoppers programs in the schools should be operated like the adult Crime Stoppers program which can better protect Crime Stoppers informants by not accepting tips in-person or having face-to-face encounters.

### **If Crime Stoppers programs are to continue in the schools, what methods of communicating information are available?**

There are several methods, which include, but are not limited to:

- Allowing informants to telephone their tips to a designated tips line, which may or may not be the same tips line as used by the adult Crime Stoppers program in the area (some tips may involve misdemeanors or violations of school rules rather than felonies and matters the adult program seeks)
- Establish a website where student informants can safely and anonymously communicate tips
- Provide a facsimile/telecopier to securely receive tips
- Provide a lock-box where written tips can be deposited
- Other

### **What other recommendations are there to improve a Crime Stoppers program being operated in the schools?**

*The following are some suggestions offered for consideration:*

- Re-examine the current policies and procedures of your campus or school Crime Stoppers program.

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- Revise policies and procedures as necessary.
- Conduct training sessions for all who are going to participate in the Crime Stoppers program in the school.
- Do not allow fictitious records to be created or false information to be entered onto tip sheets for any reason. (This could be a criminal offense in some jurisdictions).
- In-person tips should only be permissible in situations where there is imminent danger, and where the informant clearly understands that there can be no guarantee of anonymity (only an effort to keep the informant as a confidential informant, subject to court-ordered disclosure).
- Identify the owner of the records created and kept by the Crime Stoppers program. Is it the school district, a law enforcement agency, or a Crime Stoppers corporation? The answer may determine whether the information and records are available through or exempt from the Texas Public Information Act, or to whom subpoenas in civil and criminal cases are to be directed.
- Be prepared to, and defend against, Public Information Requests and Subpoenas Duces Tecum filed that seeks information about a Crime Stoppers informant.
- Prepare all witnesses who may be called to testify in Court.
- Understand that not every tip, or communication, regarding a crime is necessarily a “Crime Stoppers” tip, and do not attempt to make a tip appear to be a Crime Stoppers tip when it is not.
- When there are problems with a Crime Stoppers case, make full disclosure to the Crime Stoppers board of directors at the earliest opportunity.
- Criminal cases coming from a Crime Stoppers school program should be “tracked” in the courts by the Crime Stoppers board of directors.
- Insurance coverage should be obtained which protects all participants in a school Crime Stoppers program.
- An action plan should be formulated for situations when a Crime Stoppers case from the school results in an acquittal. The plan should include news releases in the event that comments to the media are appropriate, and the mitigation of damages or harm.

### Immunity from Civil Liability

Potential Crime Stoppers board members may hesitate to join the board because of liability fears. Can board members be held legally liable for accepting information from informants and forwarding it to law enforcement for investigation if the information turns out to be false? This is a valid concern, but it is one that the Legislature considered when it drafted Chapter 414 of the Texas Government Code.

Sections 414.013(a and b) of the Government Code provide for immunity from civil liability for persons reporting and receiving crime stopper information, provided they act in good faith.

Under Section 414.013(a), an informant who reports criminal activity to the Advisory Council or a local Crime Stoppers program that leads to an arrest, indictment or conviction of a person for a criminal offense is immune from civil liability for damages resulting from the communication—with one major exception.

The statute does NOT protect the informant if the informant is intentionally, willfully or wantonly negligent or provides information with a conscious indifference or reckless disregard for the safety of others. In other words, the informant must be acting in good faith and believe that the information he or she is providing to Crime Stoppers is true.

As an example, an informant provides information that is erroneous. Rattlesnake County Crime Stoppers, in its “Crime of the Week” television broadcast, includes a wanted poster photograph seeking a fugitive for a series of armed robberies. Crime Stoppers offered a \$1,000 reward for information leading to the fugitive’s apprehension.

Informant #1234 calls the Crime Stoppers hotline and says she recognizes the person in the photo as a man working for a local lawn service. Police go to the lawn service offices and take the alleged suspect

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into custody. However, after questioning at police headquarters and verifying his identity, police realized that the man in custody is not the fugitive they seek but someone who looks like him. Is the informant civilly liable if the lawn service employee decides to sue? No. Informant #1234 acted in good faith when calling the Crime Stoppers hotline. She believed that the man she identified as the fugitive was the same person in the wanted poster photograph.

Section 414.013(b) of the Government Code protects the Advisory Council, Crime Stoppers board members, and law enforcement officers from civil liability if they act in good faith. This statute section states: “A person who in the course and scope of the person’s duties or functions receives, forwards, or acts on a report of criminal activity communicated to the Council or a crime stopper organization is immune from civil liability for damages resulting from an act or omission in the performance of the person’s duties or functions unless the act or omission was intentional, willfully or wantonly negligent, or done with conscious indifference or reckless disregard for the safety of others.”

As another example, Bobby Jones and Willie Smith are Rattlesnake County Crime Stoppers board members. On their way home from a board meeting, in which the law enforcement coordinator presented several tips for reward payment determination, Jones and Smith stop off at a bar to drink beer and discuss what happened at the board meeting. The more beers they drink the louder they become.

At one point, Jones asks Smith if he thinks the reward paid to informant #5678 was large enough, especially since she called in a tip on her neighbor that led police to bust a methamphetamine lab that the neighbor was operating in his garage. Unbeknown to Jones and Smith, a bar patron who overhears the conversation is the arrested suspect’s good friend. He passes the information on to the suspect who is able to guess who the informant is. Later that week, informant #5678 begins receiving threatening phone calls. Someone kills her dog, slashes her tires, and shoots out her house windows. Meanwhile, a police informant who also overheard the conversation reports to a detective that the two Crime Stoppers board members discussed cases in the bar.

If informant #5678 files a civil suit for negligence, are Crime Stoppers board members Jones and Smith liable for damages? Yes. They acted negligently with conscious indifference and reckless disregard for the safety of others. Crime Stoppers board members should never discuss confidential information in social settings.

### Privileged Information and Its Misuse

Chapter 414.009 of the Texas Government Code focuses on the misuse of privileged information by members of the Texas Crime Stoppers Advisory Council and local Crime Stoppers programs. It prohibits divulging the confidential information in Crime Stoppers call reports and provides penalties for violations.

Crime Stoppers board members or coordinators can divulge confidential information from Crime Stoppers call records or reveal the identity of informants to persons who are not employed by a law enforcement agency ONLY IF they have permission from the person who made the report. Intentionally or knowingly divulging this information without the informant’s permission is a criminal offense according to the provisions of Chapter 414.009(a) of the Government Code. The offense is a Class A misdemeanor but becomes a third degree felony if the offense is committed with the intent to obtain money or other benefits.

**U.S. v. Briley**, 726 F.2d 1301 (8th Cir. 1984) Anonymous Crime Stoppers tip that was corroborated and supplied probable cause for warrantless federal arrest.

**U.S. v. Causey**, 835 F.2d 1527 (5th Cir. 1988) An arrest under an outstanding warrant in order to interrogate a suspect when a Crime Stoppers tip was insufficient to establish probable cause was reasonable.

**U.S. v. Munoz-Guerra**, 788 F.2d 195 (5th Cir. 1986) Warrantless search was bad due to failure to show exigent circumstances but good example of surveillance corroboration to establish probable chase on anonymous Crime Stoppers tip.

**Garrett v. State**, 504 So.2d 319 (Ala. Cr. App 1986)

A search warrant based partly upon an anonymous tip was valid under the “totality of circumstances test.”

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**Cumbie v. State**, 529 So.2d 1383 (Ala. Crim. App. 1987) Crime Stoppers tips were used with other anonymous tips and two confidential informants to obtain a search warrant.

**State v. Sweet**, 693 P.2d 944 (Ariz. App. 1984) Examples of search warrant affidavit successfully used in a Crime Stoppers case involving an anonymous caller. Knowledge of a previous sale and surveillance corroborated the tip.

**State v. Torres**, 704 P.2d 1347 (Ariz. App. 1985) The warrantless search of the trunk of an automobile by border control agents near the Mexican border upon an anonymous tip and the “alert” signal of a drug-sniffing dog was justified.

**People v. Callen**, 194 Cal. App. 3d 558, 239 Cal. Rptr. 584 (1987) Police have no duty to ascertain the identity of anonymous tipsters; Crime Stoppers is not unconstitutional.

**People v. Longoria**, 717 P.2d 497 (Colo. 1986) Police after receiving Crime Stoppers tip interviewed a suspect and obtained a confession. Suspect was warned of rights on one case, then discussion was switched to Crime Stoppers case. Miranda warning was deemed sufficient.

**State v. Rice**, 712 P.2d 686 (Idaho App. 1985) Court relied upon the U.S. Supreme Court’s “good faith” exception to the Exclusionary Rule, per U.S. v. Leon, 104 S. Ct. 340S (1984), and refused to suppress evidence even though the search warrant affidavit in a Crime Stoppers case was defective.

**People v. Brown**, 502 N.E.2d 850 (Ill. App. 2 Dist. 1986) The Crime Stoppers program is not unconstitutional.

**Seltzer v. State**, 489 N.E.2d 939 (Ind. 1986) Murder conviction was upheld because:

- a. Crime Stoppers informant’s tip was reliable because it gave information about victim’s class ring that was not public information, and
- b. Police followed-up with corroboration and search warrant.

**State v. Harris**, 506 So.2d 1274 (La. App. 2 Cir. 1987) Anonymous crime stopper tip was corroborated by police to satisfaction of court.

**State v. Hudgins**, 519 So.2d 400 (La. App. 2d Cir. 1988) Anonymous Crime Stoppers informant who gave valid tips on prior occasions is more like a confidential and reliable informant.

**State v. Cain**, 717 P.2d 15 (Mont. 1986) Anonymous tips may be used as one element in the determination of probable cause for a search warrant where other corroborating evidence is shown.

**State v. Peterson**, 741 P.2d 392 (Mont. 1987) Police corroborated anonymous Crime Stoppers tip and obtained search warrant for bus carrying drugs.

**State v. Williams**, 336 N.W.2d 605 (Neb. 1983) The affidavit recited that the Crime Stoppers caller had given reliable information in the past. That caller identified a second informant who corroborated the information given by the initial caller, and the information of the two informants was corroborated by subsequent investigation. Such qualifications of credibility are certainly stronger than those of the anonymous tipster found adequate by the U.S. Supreme Court in **Illinois v. Gates**.

**State v. Trujillo**, 624 P.2d 44 (N.M. 1981) The court found “exigent circumstances” justifying a warrantless search of a residence. A tipster called and told Crime Stoppers that the evidence had been moved since the first search (with a warrant) because someone had tipped-off the suspect.

**State v. Jones**, 627 P.2d 409 (N.M. 1981) Credibility of anonymous informant and reliability of information was shown by his unique knowledge of the particular facts of the crime.

**State v. Trevino**, No. WD-83-95, Court of Appeal. Wood County, Ohio, Slip Opinion, April 13, 1984 The credibility of the anonymous informant was shown by his two prior identification numbers given him by Crime Stoppers which involved cases where arrests and convictions were obtained.

### Techniques For Corroborating Tips

Elements contributing to “probable cause” **other than** information from “unidentified sources”:

- a. Officer’s expertise.
- b. Sensory.
- c. Furtive conduct.
- d. Flight.
- e. Reputation of suspect and/or area.
- f. Previous related conviction.

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- g. Previous arrest.
- h. Known to engage in criminal conduct.
- i. Information from victim or witness.
- j. Information from within law enforcement agency.

### List of Techniques

Arrest suspect on other outstanding charges, then interrogate suspect regarding crime that is subject of Crime Stoppers tip. (See Causey and Longoria cases.)

Allow witnesses to identify suspect from a photo array if tip identifies suspect but insufficient probable cause exists.

Use tip information to create a composite drawing of the suspect, or physical description, to be communicated to the public when seeking additional tips.

Tip might provide enough information to justify an investigatory stop if enough of the tip's details can be corroborated to amount to "reasonable suspicion of criminal activity." (See Alabama v. White.)

Use tip to locate abandoned property which may be evidence.

Use tip information in discussion with other informants to generate other information.

Compare latent fingerprints left at crime scene with these on record for suspect who is named by informant.

Engage in "voluntary" conversation with suspect named by informant and see what develops.

If suspect is in custody on other charges, place suspect in lineup on Crime Stoppers case if suspect has been named by an informant.

Take a photograph of suspect (in a public place) and use it in a photo lineup if tip names suspect and suspect or suspect's photo is unavailable.

"Wire" an informant or law enforcement officer and engage suspect in conversation regarding crime stoppers case.

Interview persons who know a suspect named by an informant. Spouses often give information and evidence. Other suspects/defendants?

Ask suspect and/or witnesses to take a polygraph examination, or to submit to other forensic tests.

Consider attempting a "consensual" search. (See Alabama v. White.)

Set-up visual surveillance (naked eye, binoculars/telescope, aircraft).

Conduct electronic surveillance, if authorized by law.

If the informant is willing to reveal his/her identity to law enforcement, allow informant to become confidential informant and perhaps enhance credibility.

<sup>1</sup> See: State v. Iovato, 91 N.M. 712, 580 P.2d 138 (N.M.App. 1978); State v. Pondexter, 234 Kan. 208, 671 P.2d 539 (Kan. 1983); State v. Kinner, 701 S.W.2d 224 (Tenn. Cr.App. 1985); State v. Reasoner, No. 87AP165, Court of Appeals, Franklin County, Ohio, Slip Opinion, September 22, 1987; State Ex.Rel. Herbert v. Planchard, 507 So.2d 311 (La.App.3rd Cir. 1987).

<sup>2</sup> Campbell v. state, 718 S.W.2d 712 (Tex.Crim.App. 1986).

<sup>3</sup> Reynolds v. Charbeneau, 744 S.W.2d 365 (Tex.App.--Beaumont 1988).

<sup>4</sup> Ibid.

<sup>5</sup> Reynolds v. Charbeneau, 744 S.W. 2d 365, (Tex.App.--Beaumont, 1988).

<sup>6</sup> State v. Lovato, 91 N.M. 712, 580 P.2d 139 (N.M.App.1978).

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**SECTION 8**

**FREQUENTLY ASKED QUESTIONS**

## FREQUENTLY ASKED QUESTIONS

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### Operations-Related Questions

#### **My organization is tax exempt. Do we have to collect sales tax?**

The tax exemption is for purchases, not for the organization's sales. An exempt organization must get a sales tax permit and collect and remit sales tax on all items it sells. There is no fee for the permit, and applications are available from the Texas Comptroller of Public Accounts website. There are some exceptions. A 501(c)(3) organization can hold two separate one-day tax-free sales or auctions each calendar year. During each one-day sale, the organization does not need to collect sales tax. There are additional provisions for meals and food products, annual banquets and suppers, publications, etc. For more information, visit the Texas Comptroller .

#### **What bank accounts should our Crime Stoppers program have?**

All crime stopper programs that receive court funds must have TWO separate bank accounts. The first account is the program's operating, or general, account. This account contains funds that the program raises itself in the community. When donors give money to the local program specifying the donation be used to pay rewards, then that money should be deposited in the operating, or general, account, with a notation made in the bookkeeping records that it is to be used for reward payments. Or, your program may choose to open a separate donated reward account in which to deposit these funds.

The second bank account is the "restricted account". Each local program that accepts fees from the court system MUST open a restricted account to house these funds, as mandated by statute (Section 414.010[b], Texas Government Code). Most of the reporting on the Annual Probation Fee and Repayments Report deals with this bank account. These funds are subject to audit, and you must report these annually on the Texas Crime Stoppers Advisory Council Probation Fee and Repayment Report. Local Crime Stoppers programs must use these funds to pay rewards; however, each program can take 20 percent of the funds received each year and transfer the money to the operating, or general, account to cover administrative costs of the program. If you have a campus program and/or funds with additional restrictions, you may need additional accounts. For example, you may have an operations account, restricted/probation fees account, donated reward account, campus account, and a reserve account. You may ask the advice of a banker or accountant to determine what best serves your program.

#### **What insurance does our program need?**

It is up to your board. However, we recommend board-paid liability insurance. Grants from the governor's office require a fidelity bond to cover fraud, embezzlement, and the like. Programs with office space and employees may need property and liability insurance. Many programs carry nonprofit directors and officers' coverage (D & O). Insurance is complex, so speak to a licensed agent about your particular needs. More information is available through the Texas Department of Insurance at [www.tdi.state.tx.us](http://www.tdi.state.tx.us) .

#### **What phone and answering service options does my Crime Stoppers program have?**

Use a digital cellular telephone, if you take tips via cell service, to minimize eavesdropping. Answering machines are still acceptable. Keep the machine secure and use the type with battery back-up, so you do not lose your messages to a power failure. Several answering services are available to take your tips after hours, or 24 hours, depending upon your needs. Prior to signing a contract, make sure that the service has experience answering tips lines and that you are comfortable with their tip-taking procedures.

#### **Is it an acceptable practice to transfer unclaimed rewards into our operating account under the assumption the informant donated the money as a gift?**

No. It is not acceptable to consider this money a gift from the person because the program cannot produce documentation regarding the identity of the donor for the Internal Revenue Service nor documentation from the informant relinquishing their right to the money. Return the money to your reward account. Texas Government Code Section 414.010 specifically outlines the purpose of court generated fees and reward accounts. The statute does not contain a provision for "gifts" from anonymous informants.

#### **If we are a certified program but do NOT receive any court fees to use for paying rewards or**

## FREQUENTLY ASKED QUESTIONS

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### **for restitution, must we still send in the Annual Probation Fee and Repayment Report?**

**Yes.** Chapter 414.010(a), Texas Government Code, states that "not later than January 31 of each year, a Crime Stoppers organization that receives or expends repayments or payments shall file a detailed report with the Council." The Advisory Council, in its August 1, 2003, adoption of new rules for certification, placed the following rule in the Texas Administrative Code (Section 3.9010): "A Crime Stoppers organization that is certified by the Council shall submit to the director of the Council an Annual Probation Fee and Repayment Report postmarked no later than January 31 of each year." Programs that do NOT receive any court fees must fill out the report form that is mailed to them in late December of each year, putting the number 0.00 (zero) in the blanks. Then both the chairman and the treasurer must sign the report, date it, and mail it to the Director, Texas Crime Stoppers Advisory Council, Office of the Governor.

### **My Crime Stoppers program wants to hold a raffle. What do I need to do?**

An organization is not required to register with the state before conducting a raffle. However, be aware of certain restrictions while planning a raffle. The Charitable Raffle Enabling Act only allows "qualified organizations" to hold up to two raffles per calendar year, under certain circumstances. Most Crime Stoppers organizations qualify as a "non profit organization that has existed for at least three preceding years". Additional restrictions include:

- Raffle tickets may not be advertised state wide or through paid advertisements.
- Each ticket must include the name and address of the organization, the prizes, and a description of each prize to be awarded with a value over \$10.
- The prize cannot be money.
- Only members of the organization may sell tickets.

This is only a partial listing of raffle restrictions. Consult Chapter 2002 of the Occupations Code for a complete list. Remember to Keep It Legal! An unauthorized raffle is considered gambling under the Texas Penal Code. Conducting an illegal raffle is a Class A misdemeanor and participating in one is a Class C misdemeanor.

For more information on the requirements, consult Ch 2002, Charitable Raffles, Occupations Code, Texas Codes, Texas Codes Annotated, Office of the Attorney General, or an attorney.

### **The Conditions of Continuing Certification form requires that we submit a letter from the relevant community supervision and corrections department (CSCD) stating the amount of probation fees disbursed to the organization during the two-year certification period. What should we do if we do NOT receive any CSCD funds? How can we fulfill this certification requirement?**

This document is mandated by the Advisory Council as a condition of continuing certification [Section 3.9000(e)(5)(B), Texas Administrative Code]. If your program does NOT receive funds from the CSCD or court system, the Advisory Council recommends that you draft a letter to the director of the Council stating this fact. Include the letter with the documents submitted for continuing certification review. The letter should be on the local program's stationary, should consist of no more than one short paragraph, and should state that the program did not receive any funds from the CSCD or court system, either for probation fees or restitution, during the preceding two years. The letter should have a date on it and the names of the chairman and treasurer. The chairman and treasurer should both sign the letter.

### **Is everyone in agreement that Crime Stoppers school programs should cease taking tips in-person, face-to-face, or under circumstances where either the law enforcement officer or the school official knows the identity of the informant?**

Experienced Crime Stoppers practitioners, including the founder of Crime Stoppers, Greg MacAleese, concur in the opinion that Crime Stoppers programs in the schools should be operated like the adult Crime Stoppers programs which can better protect Crime Stoppers informants by not accepting tips in person or having face-to-face encounters.

### **What methods of communicating information are available to campus Crime Stoppers programs?**

## **FREQUENTLY ASKED QUESTIONS**

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There are several methods, which include, but are not limited to:

Allowing informants to telephone their tips to a designated tippline, which may or may not be the same tippline used by the adult Crime Stoppers program in the area (some tips may involve misdemeanors or violations of school rules rather than felonies and matters the adult program seeks); Establishing a website where student informants can safely and anonymously communicate tips; providing a facsimile/telecopier to securely receive tips; or, providing a lock-box where written tips can be deposited.

### **How do we let Texas Crime Stoppers know we are interested in hosting a conference?**

If you are interested in hosting a conference in your city, contact Texas Crime Stoppers at Texas State University.

### **Why do people have to get stickers when attending training at the conferences?**

Texas Crime Stoppers Training (TCST) at Texas State University offers Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) hours, as well as Continuing Professional Education (CPE) hours for teachers from the State Board for Educator Certification. To ensure compliance with the standards promulgated by these organizations, TCST document individual attendance at all credited functions.

## **Texas Crime Stoppers Questions**

### **How did Texas Crime Stoppers begin?**

On June 10, 1981, House Bill 1681 created a state program to assist local Crime Stoppers programs and was effective September 1, 1981. The legislation created the Governor's Crime Stoppers Advisory Council within the Criminal Justice Division of the Governor's Office.

### **What is Texas Crime Stoppers?**

The Governor's Crime Stoppers program certifies local non-profit programs, making them eligible to receive state funds and probation fees paid by probationers. The Governor's Crime Stoppers program also funds grant programs under the Crime Stoppers Assistance Fund. Local Crime Stoppers programs pay rewards for tip information leading to the arrest and/or indictment of criminals. This reward program was established for the purpose of obtaining information, which might not otherwise be obtained, about criminal activity and fugitive felons throughout the State.

### **Does Texas Crime Stoppers work with other state agencies and programs?**

The Governor's Crime Stoppers Program works in conjunction with the Texas Department of Public Safety's Special Crimes Service and the Texas Department of Criminal Justice Parole Division in the Texas Ten Most Wanted Program. This program, created March 9, 1993, is designed to expedite the apprehension of some of the most violent repeat offenders in Texas. As a result of the assistance of the media and numerous private and public agencies, 120 of the 128 fugitives featured have been apprehended.

**SECTION 9**  
**INTERNET RESOURCES**

## INTERNET RESOURCES

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### Internet Resources

Available at [www.crimestoppers.txstate.edu](http://www.crimestoppers.txstate.edu)

#### Legal and Operational Documentation Samples

- Articles of Incorporation
- Bylaws
- Articles of Amendment
- Executive Committee Minutes
- Reward Committee Minutes
- Statistical Reporting Form (Adult)
- Statistical Reporting Form (Campus)
- Tip Report
- Reward Determination Schedule
- Authorization to Release Criminal Case Information to Crime Stoppers Program
- Authorization to Use Private Property in the Video Taping of Crime Stoppers
- Crime of the Week
- Actor's Release Agreement for Crime Stoppers
- Contract between Crime Stoppers and County Commissioners' Court
- Program Merger Guidelines
- Sample Memorandum of Understanding for Sharing Court funds in Multi Jurisdictional Region (Cases Cleared)
- Sample Memorandum of Understanding for Sharing Court funds in Multi Jurisdictional Region (Population Served)

#### State Certification

- Certification Application
- Conditions of Certification
- Texas Government Code, Sec. 414.010 (Rule regarding use of probation fees)

#### Campus Crime Stoppers Samples and Forms

- Articles of Incorporation
- Bylaws
- Advisory Board Minutes
- Campus Board Agenda
- Campus Board Sign-in Sheet
- Campus Board Tip Report
- Campus Board Treasurer's Report
- Campus Board New Business
- Operating Procedures
- Application for Board of Directors
- Campus Offense Report
- Individual School Crime Report
- Campus Reward Schedule

#### Legislation Relating to Crime Stoppers

- Current Statutes

#### Miscellaneous Information

- "How Crime Stoppers Keeps Its Promise to an Informant That the Informant's Identity Will Remain Anonymous"
- Resource List of Agencies that Can Pay Larger Rewards

#### IRS Tax Exempt Forms [www.irs.gov](http://www.irs.gov)

- IRS Publication 557
- IRS Package 1023
- IRS Form 990

Available at [www.governor.state.tx.us](http://www.governor.state.tx.us)

## **INTERNET RESOURCES**

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### Criminal Justice Division, Office of the Governor

- Crime Stoppers Assistance Fund Grant Application

Available at [www.sos.state.tx.us](http://www.sos.state.tx.us)

### Secretary of State Forms

- Incorporation of a non-profit corporation
- Filing guide
- Fee schedule for the Corporations Section

Available at [www.window.state.tx.us](http://www.window.state.tx.us)

### State Comptroller Information

If you do not have access to the Internet, contact Texas Crime Stopper Training for the material:

Texas Crime Stoppers Training  
Texas State University-San Marcos  
West Campus—Canyon Hall  
San Marcos, Texas 78666-4610  
Toll free (866) 220-4357  
Local (512) 245-0571  
Fax (512) 245-2851

**SECTION 10**  
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