

### CAMPUS CRIME STOPPERS OPERATIONAL PROCEDURES

1. Campus crime stoppers is an organized group of student volunteers representing of 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 is 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:
  - a. Items stolen or damaged
  - b. Value
  - c. Date of Crime
  - d. Time of Crime
  - e. Location of Crime
  - f. Possible Suspects
  - g. Notification of the offense to the police or notThe 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 the jurisdiction has been 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 P.A. system. Major offenses will be publicized more often than petty or minor offenses. Sponsors must approve all announcements. The crime will be 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

## OPERATIONAL RESOURCE MANUAL

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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.