

5.05
CRAIG POLICE DEPARTMENT
Office of Chief of Police
General Order

Date Issued: July 25, 1997

Revision Date: March 1, 2004

Subject: Crime Stoppers

Reference: None

To: All Officers

I. POLICY:

The Crime Stoppers of Moffat County, Inc., is a non-profit organization, which is designed to assist in the apprehension of criminals, to solve crimes, to recover stolen property, and to generally assist law enforcement officers in criminal investigations. In cooperation with the Crime Stoppers of Moffat County, the Department assigns a police officer that acts as a liaison between the Department and the Crime Stoppers Board of Directors. In addition, the Department maintains an individual to answer the Crime Stoppers telephone line, on Monday - Friday during business hours, and an answering machine to receive calls at other times.

It is the responsibility of the Police Coordinator to administer the duties involved with the Crime Stoppers program, including handling calls on the Crime Stoppers line, to assist and forward all information reported on the Crime Stoppers line to the proper agency, to make reports to the Board of Directors and other involved agencies.

In addition, the Police Coordinator will coordinate the release of a "Crime of the Week" to the appropriate news media, and coordinates details of this function in order to properly advertise the Crime Stoppers program to the public.

II. PROCEDURE:

A. All calls that come in on the Crime Stoppers line are generally answered by Records personnel. When a call is received, it is important that the proper form be completed to insure the necessary information is obtained. It is important that the caller's identity remain anonymous, unless the caller specifically informs the Department of their name, address and phone number. The employee taking the call (or message) simply notes all the information on the respective form.

Before the caller hangs up, the employee should assign a code number, which can be obtained from the phone log. The employee should also request that the caller make a return call in approximately two weeks, allowing investigations to follow up on the information.

B. After receiving the call, all information is forwarded to the Police Coordinator. In turn, the Coordinator will follow up, pass the information on to another detective, or forward the information to the responsible agency.

C. The Police Coordinator will be responsible for attending the Crime Stopper Board meetings and reporting to the board on Crime Stopper calls, disposition of investigations and presentation

of eligible cases to the board for reward consideration. Per the by-laws of Crime Stoppers, the Police Coordinator will not have powers to vote on acceptance of eligibility or reward amounts.

D. No officer shall use the Crime Stoppers Program as a method to pay confidential informants nor shall any officer promise any individual a set reward amount for providing information to Crime Stoppers.

Approved By:

Walter K. Vanatta
Chief of Police