

## BASIC CRIME STOPPERS COURSE

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# OPERATIONAL GUIDELINES

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### LEARNING OBJECTIVES

You will understand:

- Strategies for effective and successful program operations
- Board meeting procedures
- Duties of Board Officers and Committees

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### THE PAPERWORK IS DONE ... ... NOW WHAT?

- Hold meetings
- Solicit funds
- Administer funds
- Publicize
- Fill vacancies
- Maintain Records
- File reports
- Attend Training

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### BOARD OF DIRECTORS

- Crime Stoppers exists to generate anonymous tips that assist law enforcement
- Need solid partnership among LE, Media, Community, and BoD
- BoD determines a program's success or failure
- BoD must be efficient, act legally at all times, and train its members in efficient operational procedures

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### TEST FOR APPROPRIATENESS



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### MEETING EFFICIENCY

-  Call to order
-  Meeting Minutes
-  Officer's Reports

ROBERT'S  
RULES OF  
ORDER  
OR  
APPROVED  
PROCEDURES

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### MEETING EFFICIENCY

-  Standing Committees
-  Special Committees
-  Special Orders

ROBERT'S  
RULES OF  
ORDER  
OR  
APPROVED  
PROCEDURES

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### MEETING EFFICIENCY

-  Unfinished Business
-  New Business
-  Adjourn

ROBERT'S  
RULES OF  
ORDER  
OR  
APPROVED  
PROCEDURES

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### MEETING SEQUENCE

- Chair it
- Follow bylaws
- Procedural Rules
- Agenda
  - Set by chairman
  - Brief but specific outline
  - Stick to it
- Assign responsibilities
- Committee reports
- Keep “detailed” meeting minutes

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### MEETING EFFICIENCY

A chairperson must...

- Communicate
- Conduct
- Lead
- Listen
- Manage
- Push
- Pull
- Stop
- Start



ENSURE THE ORGANIZATION'S WELL-BEING!

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Organization Success

Assignments & Special Projects

Motivation & Enthusiasm

Attendance

Decision Making

Be Active!

Evaluate & Determine Reward Amounts

Fundraising

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W

Workers

Wisdom

Wealth

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### NOMINATING COMMITTEE

Consult bylaws and form a Nominating Committee

List ideal traits and qualities for a board member:

- Civic minded
- Believes in Crime Stoppers
- Able to donate time
- No conflict of interest
- Reflects the diverse nature of the community
- Accounting background

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### NOMINATING COMMITTEE

- Contact candidates to determine their interest
- Obtain a resume and personal references, even if known to the membership
- Provide candidates organization objectives, and requirements and expectations of members
- Obtain commitment to the organization and consent to be nominated

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### NOMINATING COMMITTEE

- Candidates must be reliable and have impeccable reputations to be nominated
- Board must review candidate information and determine whether candidates are suitable to retain for a vote or need rejecting prior to a vote
- NOMINATING COMMITTEE **MUST** REJECT UNSUITABLE CANDIDATES

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### BORED BOARD?

Do  
Something  
Different!

Try a new activity

Meet at a fun place

Arrange Police Ride-along

Plan a retreat

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### CONFLICT RESOLUTION

#### Check your bylaws:

*“Any director may be removed, with or without cause, by a two-thirds vote by ballot, at a regular or special meeting of the board, provided the the director to be removed receives notice of the pending vote at least X days prior to the meeting”*

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### CONFLICT RESOLUTION

#### Check your bylaws:

*“A board member forfeits their position and shall be removed from office effective December 31 of any year during which the member, according to the participations records maintained by the Secretary, failed to participate in at least fifty (50) percent of Crime Stoppers activities occurring between January 01 and December 31 of that year. Such forfeiture does not require action by the Board and the affected Board member will be notified in writing by the Board Chairman.”*

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### CONFLICT RESOLUTION

#### Check your bylaws:

*“Any executive committee officer elected may be removed from office by the Board whenever in the Board’s judgment the best interest of the Corporation will be served, or whenever the officer has missed three consecutive meetings. Officers removed from office under this Section shall remain a member of the Board unless removed from the Corporation under another section of these bylaws.”*

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### BOARD OF DIRECTORS DUTIES:

- Set Policy
- Choose or have a voice opinion about Coordinator
- Raise funds
- Secure positive publicity
- Determine rewards
- Recruit members
- Run the program
- Replace members, including self, regularly

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### COORDINATOR'S DUTIES:

- Basic day-to-day operations
- Receiving and disseminating tips
- Follow-up on tips
- Liaison between CS organization and;
  - Public
  - Media
  - Criminal Justice System

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### COORDINATOR'S DUTIES:

- Prepare monthly board meeting reports
- Advise board of trainings, reward recommendations, and new laws.
- Produce public service announcements (*common duty*)

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### CRIME STOPPERS TIPSHEETS

- Tipsheets are the property of Crime Stoppers
- DO NOT belong in LE-owned files, desks, filing cabinets, etc.
- NOT public information
- NOT subject to Discovery
- NOT subject to Michael Morton Act
- NOT subject to subpoena

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### CRIME STOPPERS TIPSHEETS

- Board must establish a written policy for:
  - Receiving tips
  - Creating tipsheets
  - Disseminating tip information
  - Processing tips and reward
  - Retaining tip and reward records

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### CRIME STOPPERS TIPSHEETS

To whom should I deliver a tip?

**Any law enforcement personnel with is authorized, capable, and willing to investigate it but only if the recipient understands Crime Stoppers policies and procedures, specifically anonymity requirements**

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### CRIME STOPPERS REWARDS

- Use reward schedule as a base for all rewards
- Board must vote to approve exact reward amount
- Reward funds:
  - Fundraisers | Probation Fees (*certified programs*)
  - Reward Repayments (*certified programs*) | Donations
  - Local Government: City | County (*TX LGC §351.901*)
  - \$25K or \$100K 1M+ (Harris, Dallas, Tarrant, Bexar, and Travis)

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### CRIME STOPPERS REWARDS

- Reward funds - Donations:
  - Elected officials (*use caution*)
  - Civic groups
  - Corporations
  - Individuals