

# Campus Crime Stoppers

Basic Training

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**Student Crime Stoppers of Amarillo Inc.**  
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## Benefits of having a Campus Crime Stoppers Organization

After reviewing school policy and speaking with school administrators, security personnel, and school SRO, it was found that there was no formal method for students to report crime happening on their campuses.

- September 2007 Texas Attorney General urged all school districts to implement new safety measures to help reduce youth violence and promote safety in Texas schools.
- One of the initiatives recommended by Texas AG was the establishment of a Campus Crime Stoppers program inside Texas schools.
- This initiative prompted efforts to encourage all community based crime stoppers programs to assist public schools in their jurisdictions in implementing a Crime Stoppers organization.

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### Why should your district have a Campus Crime Stoppers program?

Campus Crime Stoppers offers a *safe* and *anonymous* way for your students, faculty, staff, and community to report their concerns and crime.

Crime Stoppers provides a 24/7/365 means to give a tip

If your officers, for any reason, cannot take a tip, our 24/7 call center will answer that call for you.

Call centers will call until someone in your district answers for any life threat alert. (administrators set up through P3)

IT'S FREE!

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### Identifying the Types Of Campus Crime Stoppers organizations

1. **Independent Nonprofit Corporation (501(c)(3))**- consistent with Ch 414, Texas Government Code, Certified by Texas Crime Stoppers Council

2. **Umbrella organization**- of existing Community Crime Stoppers Organization- comprised of and operated by a student board and traditional defined as a campus crime stoppers organization

3. **Umbrella organization**- of an existing Community Crime Stoppers Organization operated by the community organization board of directors and may be described as a crime stoppers school safety organization

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### Forming a Campus Crime Stoppers Organization

#### Independent Campus Crime Stoppers Organization

- Independent certified organization
- Independent of local Community Program
- Bank accounts, records are separate from the school district/community program
- Certification Application ( must meet all requirements under Unit 4)
- Procedures and required documents for establishing 501 (c)(3) non-profit corporation ( provided in section 2
- (Texas Crime Stoppers operating procedure manual)

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Forming an Umbrella Campus Program

Formation of an Umbrella Campus Crime Stoppers Program.

- First- consult your bylaws to determine if any special action is required by the board of directors to establish an umbrella organization
- Second- enter into an agreement with the school district describing the roles and responsibilities of the involved parties

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Forming an Umbrella Campus Program

Formation of an Umbrella Campus Crime Stoppers Program. (continued)...

**MOU-Memorandum of understanding**

The Community Crime Stoppers organization agrees to:

- Establish school chapter at respective school, pay cash awards to students, crimes are not limited to (felony crimes, infractions of school rules, misdemeanor crimes.
- Offer coordinated plan for establishing a campus CS organization as an umbrella program in conjunction with the Crime Stoppers Coordinator, Law Enforcement Agency, and the designated administrator/liaison
- Funding the campus CS program from general revenue, donations designated to school campus, school buses, school events.

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Forming an Umbrella Campus Program

Formation of an Umbrella Campus Crime Stoppers Program. (continued)...

- Campus Crime Stoppers Organization – student board of directors will determine reward amount and payment method as corroborated in a manner satisfactory to the community Crime Stoppers Organization.
- Agree to provide use of its system to receive calls, web tips, text messages, and website for students and others to provide information about criminal activity and administrative violations
- School Administration agrees-

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Formation of a  
Umbrella CS  
School Safety  
Organization

Forming an umbrella Crime Stoppers Safety  
Organization

- Operated by local Crime Stoppers Program
- Update bylaws to address CS Safety program
- Pays student awards and tips made by general public
- Crime Stoppers board of directors determine amounts for awards and method of payments
- Coordinated plan for implementation of the community CS organization in the school district

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Formation of a  
Umbrella CS  
School Safety  
Organization

Forming an umbrella Crime Stoppers Safety  
Organization (continued...)

MOU-Memorandum of understanding

- Participate in a comprehensive school safety organization to solve and prevent crimes
- Provide use of CS communication systems (p3, text message, social media, website)
- Provide organization flyers, brochures, training materials
- Provide orientation and training to students and school personnel

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Best way for  
students to  
submit tips

The easiest way for any campus related tip to be submitted is through the P3 Campus App

- Your district will have their own P3 Campus software license
- Through detailed initial set-up, your district will have a program designed to meet your needs specifically
- Your administrator will control who receives tips and where they are sent
- A QR will be created for your school to ensure ease of use of the App

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### P3 Campus Software by Andersoft

#### Advantages of P3 Campus over P3Community

- Developed with kids in mind – ease of use
- Instantaneous two way communication in the event of an active threat situation
- Red flag/life threat warning system
- Allows for social and criminal tips
- Complies with David's Law- this can serve very well as the district's means to report bullying
- Your program can communicate with any Crime Stoppers program that uses P3 Software

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### Crime Stoppers Responsibilities

- Supply the district with P3 Campus Software for tip submission
- Provide training in Crime Stoppers protocol and tip taking practices
- Provide training in P3 Campus Software use
- Board determines amount of rewards and funds for payment
- Offer support when needed

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### School District's Responsibilities

- Promote the Campus Crime Stoppers Program
- Uphold Crime Stoppers ultimate principle of tipster ANONYMITY
- Create the recommended support staff to take and manage tips according to Crime Stoppers protocol
- Pay out approved rewards for tips that lead to disciplinary action
- Attend monthly Crime Stoppers meeting to present reward requests with proper documentation
- Maintain/Submit required statistics (P3 software makes this super easy)
- Maintain contacts in the software as well as make sure Board is kept updated of current contacts or contact changes
- Investigating offenses whether social or code of conduct violations and notify Law Enforcement if the tip warrants it
- PROTECT CRIME STOPPERS PROGRAM AND ITS TIPSTERS!

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**Crime Stoppers Terminology**

### The Principle of ANONYMITY

Crime Stoppers refers to itself as the three legged stool. Those three legs are the basic principles for success and longevity for the program. The three legs are:

- Media
- Community
- &
- Most importantly
- ANONYMITY**

Crime Stoppers never asks for or reveals the identity of the tipster. There are no identifying images or details in the tip that could possibly identify the tipster. Things like he, she, boyfriend, girlfriend, images, class period of the tipster, our mom or dad etc. are never included in the tip.

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**Crime Stoppers Terminology**

- Board of Directors
- Principle of Anonymity
- Coordinator
- Law Enforcement
- The Tipster
- The Tip
- The Cleaned/Scrubbed Tip
- Reward

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**Crime Stoppers Terminology**

### Board of Directors

- Civilian, Student volunteers representing a broad community cross-section
  - Not law enforcement
  - Not politicians
- Oversee the coordinator(s)
- Promotes the program and raises funds
- Holds monthly meetings to approve rewards for the Community and Campus programs

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**Crime Stoppers Terminology**

**Coordinator**

- A law enforcement officer should fill this role
- Responsible for overseeing day-to-day operations
- Liaison between district and board as well as local law enforcement when necessary
  - Takes and responds to tips
  - Forwards cleaned tips to proper authorities
- Follows up with investigators to determine if the tip lead to action
- Maintains files and records keeping them updated and secure
  - Maintains statistics required by the board
  - Promotes the program
- **PROTECTS THE IDENTITY OF THE TIPSTER!**

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**Crime Stoppers Terminology**

**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 Memorandum of Understanding (MOU) is often created to define the responsibilities of the agency and Crime Stoppers program outlining the respective organization's agreed upon expectations. The MOU is reviewed annually.

The coordinator never reveals the identity of the tipster to anyone, including law enforcement detectives and investigators.

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**Crime Stoppers Terminology**

**The Tipster**

- An individual that provides information to Crime Stoppers' tip line, website, or app
  - The identity of the tipster is NEVER asked for
- Any identifying information provided by the tipster is removed from the tip by the coordinator – aka cleaning the tip
- Law enforcement utilizing a Crime Stopper's tip to solve crime, NEVER knows the identity of the tipster
  - **THE TIPSTER ALWAYS REMAINS ANONYMOUS**

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Crime Stoppers Terminology

The Tip

Detailed information provided by an anonymous tipster that leads to the arrest/disciplinary action (campus) of the offender.

Who can submit a tip?

Students, teachers, parents, friends, administrators, pretty much anyone

Who cannot submit a tip for a reward?

Law enforcement and Crime Stoppers volunteers/board members

Handwriting lines for notes.

Crime Stoppers Terminology

The Cleaned/Scrubbed Tip

This is the result of making sure the original tip has absolutely no identifying information. This may include a submitted image sent with a tip. Images often identify the personal location of a tipster. The Coordinator will need to determine if an image or information needs to be removed from the tip before sharing it with school administrators or law enforcement.

Handwriting lines for notes.

Crime Stoppers Terminology

Rewards

The monetary reward paid to a tipster for a tip that leads to an arrest or in the case of a Campus program a tip that leads to disciplinary action.

The amount of the reward is determined by the Crime Stoppers Board. (Quik Cash Payouts)

How the reward is paid out is also determined by the Crime Stoppers Board. Typically, rewards are paid through a drive-thru at a predetermined bank. However, for Campus programs, we often have to be a little creative. Most times, the bank method still works.

Every reward posting will *always* include the words "up to" a certain amount. Ex. Crime Stoppers will pay up to \$100 for tips leading to the arrest/disciplinary action of said crime.

Handwriting lines for notes.



**Crime Stoppers Protocol**

- Creating leadership team/coordinators
- Securing records/tips
- Handling tips
- Disposition of information
- Rewards
- Payment methods
- Law enforcement agency roles and responsibilities
- Destruction/purging of old/cleared tips

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**Crime Stoppers Protocol**

**Creating the Leadership Team/Coordinators**

- It is recommended to have a minimum of 3 coordinators, although you may wish to have more.
  - Calls/tips can never go unanswered
- If one coordinator has the night off or is on vacation, the others must take the tips in their absence
  - Everyone must be available for Life Alert calls
- The Crime Stoppers call center will take tips during off duty times (with the exception of Life Alert calls)
- The leadership team needs to be large enough to field the tips but small enough to maintain the integrity of Crime Stoppers program

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**Crime Stoppers Protocol**

**Securing Records/Tips**

- All tips are the property of the respective Crime Stoppers program receiving the tips
- All records relating to criminal activity reports or tips, including logs are the property of :
  - ALWAYS log out of P3 software when not in use
  - All hard copy tip sheets will be stored in a locked file cabinet provided by North Texas Crime Stoppers and labeled Property of North Texas Crime Stoppers and kept separate from school district and other law enforcement documents
- Only P3 Users (admin) will have sign in access on the computer
- SROs will access tips on their mobile phone via app sign in for security purposes

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Crime  
Stoppers  
Protocol

Texas Government Code 414

- 414.009 all records relating to criminal activity reports or tips, including the logs are the property of Crime Stoppers
- 414.008-414.009 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
- Should a subpoena be received for Crime Stoppers records or require a court appearance to testify about Crime Stoppers records, the coordinator shall immediately notify the Chief/Sheriff and the North Texas Crime Stoppers Board Chairman for the appropriate action

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Crime  
Stoppers  
Protocol

Handling Tips 101

- Most officers have the P3 Campus app QR pasted to their door, on posters around the school, sticker on their phone etc... the P3 app QR should always be readily available to give to students
- Any student trying to give you an in person tip should be directed to use the app provided to submit their tip, Tip Line
- PROMOTE YOUR PROGRAM AND APP

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Crime  
Stoppers  
Protocol

Handling Tips  
Step 1

- Obtain as much detailed information as possible from the tipster
- Secure sufficient information as if one were attempting to qualify for a search warrant
- NO information that tends to show or lead to the caller's identity should be contained in the tip without the callers express consent
- The tipster is only eligible for ONE reward (if it is discovered that the tipster talked to or is talking to an investigator outside of Crime Stoppers – NO CRIME STOPPERS REWARD WILL BE PAID)
- Be sure that your department is well aware of the last statement

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**Crime Stoppers Protocol**

### Handling Tips Continued Step 2

- After obtaining information from the tipster, and if it is determined that the information appears to be pertinent, assign the tipster a Code number for purposes of communicating
- After giving the Code to the tipster, instruct the tipster to keep it safe as it will be how the tipster will communicate with Crime Stoppers for more information or their reward
- Tipsters 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 information provided in the tip

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**Crime Stoppers Protocol**

### Handling Tips Continued Step 3

- Tips received, pertinent to another law enforcement agency, shall be taken in the same manner and then disseminated to the agency concerned. P3 software allows this seamlessly.
- You may receive multiple tips for the same offense- the first tip gets the reward. If an additional tip gives information pertinent to solving the crime, then both tips are eligible to split the reward approved by the board

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**Crime Stoppers Protocol**

### Disposition of Information

- Big words for preparing the Crime Stoppers Tip Report
- P3 Campus software makes tips easy to clean, communicate with your tipster and create tip reports for investigators
- This scrubbed tip/ tip report needs to be done and referred to an investigator as soon as possible or referred to a supervisor for assignment
- Investigating officer assigned to the case shall attempt to clear the case in question. The Coordinator may or may not be asked for more information.
- **Investigators never speak to the tipster.** the investigating officer shall communicate with the Crime Stoppers Coordinator what he/she needs to know and then the Crime Stoppers Coordinator asks the tipster those questions through the P3 software.

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Crime Stoppers Protocol

Disposition of Information

- Once the tipster's information is developed to a point where disciplinary action was taken, the coordinator is notified, and a disposition report is completed, *document the statistics in the P3 Campus software:*
  - Arrest made?
  - Number of cases cleared
  - Criminal charges? What type?
- Stolen property /narcotics was/was not recovered? Value?
- Is tipster eligible for a reward? – Communicate with tipster

Stats are important for the success of Crime Stoppers- it helps us raise funds to continue paying for software and Campus programs

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Crime Stoppers Protocol

Rewards

- Rewards are determined by the Crime Stoppers Board
- P3 Software can help determine a reward amount for you to present
- Whenever talking about rewards, North Texas Crime Stoppers gives rewards UP TO \$1,000 for tips leading to arrests or disciplinary action for campus programs\*\*
- Generally, 1 reward for an arrest. So, if multiple tips provided pertinent information to solve the crime, then the reward is split amongst the tipsters
  - Uncollected rewards are rescinded at the end of the corresponding semester

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Crime Stoppers Protocol

Who is NOT Eligible for Rewards?

- Commissioned law enforcement officers and/or members of his/her immediate family
  - The crime's perpetrator or co-perpetrator
  - The victim or victim's immediate family
    - The fugitive
- Law enforcement informants funneled to the program
  - Board members
  - Crime Stoppers staff

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Crime Stoppers Protocol

Payment Methods

- Any method of payment is decided by the North Texas Crime Stoppers Board
- The North Texas Crime Stoppers Board provides all funds to pay rewards
- It is not advised that the Coordinator or Law enforcement officers handle the cash rewards or make reward payments
- It is understood that this is a campus program – we need to try to use the preferred method of securing the reward through an approved bank drive-thru before trying another method

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Crime Stoppers Protocol

Payment Methods Continued

- The procedures for identifying a tipster generally include using the tipster's code number as well as a code word that is assigned at the time payment is confirmed.
  - Example: P3 generates a Tipster ID number of 123456
- When the case is cleared, the coordinator posts on tip number 123456 that they are eligible for a reward. Please go to the drive-thru at bank x send a piece of paper with the code word abcdefg and your reward will be sent to you. The bank doesn't need your ID or anything else. Your code abcdefg is all they need.
- If a bank isn't possible for the district- we will then consider other options

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Crime Stoppers Protocol

Law Enforcement Agency Roles and Responsibilities

- LE agency agrees to assign a qualified LEO(s) on a full time basis as Coordinator(s) of the Campus Crime Stoppers program
- LE agency agrees to incorporate departmental policy to ensure the Crime Stopper program's integrity

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**Crime Stoppers Protocol**

**Law Enforcement Agency Roles and Responsibility Continued**

**Coordinator's responsibility:**

- Adhering to the Crime Stoppers policies
- Acting as an agent for the board of directors and liaison between the board, law enforcement agency and media
- Processing raw intelligence/tips received on criminal activity
- Disseminating tips regarding criminal activity to appropriate authorities
  - Tracking the tip to conclusion
- Maintaining logs, sheets and dispositions
  - Reporting to the board monthly

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**Crime Stoppers Protocol**

**Destruction/Purge of Cleared/Old Tips**

- This is done to maintain the integrity of North Texas Crime Stoppers
  - It is recommended:
    - Delete/purge cleared tips at the end of the semester
    - Delete/purge disciplinary action/school rules violations
- Archive and keep open any scrubbed tip reporting felony criminal activity
- All Crime Stoppers tips and materials need to be kept in the locked file cabinet provided to your school
- All Crime Stoppers software provided to your district needs to be logged out when not in use

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