

APPENDIX 3

**THE
SAFE SCHOOL
CRIME STOPPERS
PROGRAM**

REVISED 2004

THE SAFE SCHOOL CRIME STOPPERS PROGRAM

Acknowledgments

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Revision Acknowledgments

This protocol package was revised by the Scholastic Committee in 2004 for the purpose of updating.

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Key Assumptions

The success of Student Crime Stoppers depends on the following four key assumptions:

- 1. maintaining the ANONYMITY of the Tipster in all cases.**
- 2. that there be a single Crime Stoppers phone number and that it be the community Crime Stoppers number.**
- 3. that the school meet the guidelines as laid out in this document and be approved by the relevant Crime Stoppers community programme.**
- 4. a monetary reward may or may not be part of this programme.**

Historical Background

How it Works

When a Tipster calls, they provide their information to the Call Taker, they receive a code number and their identity is never revealed. They are instructed to call Crime Stoppers in a week or two for an update quoting their code number. If the information leads to an arrest a cash reward is assigned to the Tipster.

The growth of Crime Stoppers has been dramatic ! It is operational in 1000 communities worldwide and has been referred to as having "the biggest impact in policing since the identification and classification of fingerprints". In fact, since 1987, Crime Stoppers programmes have been established in England, Guam, Puerto Rico, the Virgin Islands, the Netherlands, Australia, West Africa and Canada. In October 2003, Australia hosted the annual international conference. This is the first time the conference was held outside of North America. More countries are planning to join Crime Stoppers International.

This programme provides a mechanism by which the community can assist in solving crime anonymously. And it works!

Canadian History

Calgary was the first Canadian city to start a Crime Stoppers programme in November of 1982 followed by Edmonton in March of 1983. Hamilton was the first Ontario city to start a Crime Stoppers programme. There are presently 40 Crime Stopper Programs in Ontario, 110 in Canada and 1000 worldwide.

Crime Stoppers Programme Overview

Ontario forms Region #11 in the Crime Stoppers International (CSI) hierarchy. There are forty Crime Stoppers community programmes in Ontario covering the entire province. With due regard for their autonomy, policy and procedure for these programmes is formulated by the Ontario Association of Crime Stoppers (O.A.C.S.). One of the members of the O.A.C.S. Board of Directors wears the hat of C.S.I. Region #11 Representative ensuring regular dialogue and consistency with the parent organization. Each year the O.A.C.S. sponsors a Provincial Training Conference with one of the forty programmes being the host.

In October 2003, the Bylaws of Crime Stoppers International were changed by a 92 % majority vote. These bylaws will take affect beginning in January 2005.

Crime Stoppers International will restructure into following regions:

Region 1	United States of America
Region 2	Canada
Region 3	Caribbean
Region 4	United Kingdom and Europe
Region 5	Australia/New Zealand/Southeast Asia
Region 6	South and Western Pacific

Crime Stoppers programmes are registered not-for profit charitable organizations structured as working alliances between the community, the media and the police. All administrative decisions pertaining to each programme are made by their governing Civilian Board of Directors. A typical Board consists of anywhere from ten to twenty volunteer members of the community and they elect an Executive which usually consists of a Chair, a Vice-Chair and a Secretary Treasurer. The Police Co-ordinator(s) will sit on the Board as a non-voting ex-officio member(s). The Board usually meets monthly and typically follows parliamentary procedure. They are responsible for the generation of funding from charitable sources, marketing the programme, rendering any administrative decisions necessary and determining the reward amounts to be paid.

Police services across Ontario enthusiastically support Crime Stoppers. The police component of the Crime Stoppers triad is filled by way of the police agencies assigning Police Co-ordinators. The Co-ordinator is responsible for the Crime Stoppers tipline being answered, generating appropriate media releases, liaising with the Civilian Board on a regular basis, staffing and maintaining the Crime Stoppers office and establishing rapport with police investigators and administrators so the information received from the Tipster is handled in a professional and efficient manner.

The media is the third component in the Crime Stoppers formula. As a full partner they donate their time, space and professional opinion on the creation and placement of unsolved crimes in a *Crime of the Week* format or assist in the creation of the well known televised re-enactments. Without the media contribution the message of Crime Stoppers would not get out to the potential calling market.

To say that Crime Stoppers has been successful is indeed an understatement! The 1000 programmes reporting to Crime Stoppers International boast a conviction rate of over 95% and are responsible for the seizure of close to 6 billion dollars in narcotics and stolen property.

Factors that Support Crime Stoppers in Schools

Ministry of Education and Training (MET) edict to Boards of Education to develop violence free policies for schools by September 1995;

Safe Schools Act of 2000 outlining required standards of behaviour and mandatory consequences and requiring each school to have a Code of Conduct ;

joint release of the policy in 2000 by the Ministry of the Solicitor General and the Ministry of Education for local police/school board protocols setting out the relationship between both for responding to safe school matters:

item 20 of the Local Police/School Board guideline for developing the protocol outlines requirements for Violence Prevention Programs and states "police work in partnership with schools and other community agencies to administer programs such as High School Crime Stoppers".;

increase of violence, drugs and crime in schools;

recommendations of the Royal Commission on Education/Safe School;

the Safe School Task Force;

many schools are addressing violence/crime in their own way, which may or may not be effective;

some schools are establishing their own Crime Stoppers programmes and not always observing the principles and requirements of the parent programme;

many schools are not seeking advice and assistance from the O.A.C.S. or the community Crime Stoppers programme when establishing a programme;

the Crime Stoppers name is copywrite protected. Use of the name will only be permitted if principles of the programme are followed;

the O.A.C.S. works to ensure the integrity of all Student Crime Stoppers programmes. This can only be accomplished by adherence to standards and guidelines;

the O.A.C.S., police services and the Ministry of Natural Resources will only support authorized programmes;

it is in everyone*s best interest to develop and maintain standards for Student Crime Stoppers programmes;

this protocol lists the basic principles of the O.A.C.S. as minimal guidelines;

the original document has been accepted and supported by the Ministry of Education and Training, the Ontario Teachers Federation (O.T.F.), Crime Prevention Ontario, the Ontario Association of Chiefs of Police (O.A.C.P.), the Canadian Police Association (C.P.A.), the Safe School Task Force, the O.A.C.S. C.S.I. and the Ministry of Solicitor General and Correctional Services;

the updated revision was approved in 2004 by the O.A.C.S. Board;

schools wishing to engage in the Student Crime Stoppers programme must adopt the O.A.C.S. protocol and be supported by the local Crime Stoppers programme.

Benefits of Student Crime Stoppers Programs

If properly implemented the Student Crime Stoppers programme can improve the school environment. Some of the benefits realized are:

Encourages students to take part in the control of their academic environment.

Promotes a closer working relationship among school boards, school administration,

students and local police services.

Serves as a deterrent to potential offenders producing a lower crime rate in schools.

Encourages student involvement and participation.

Ensures greater student knowledge of the operational system of policing, Crime Stoppers and the judicial system

Engenders a feeling of greater security, among students who have been victimized, in the knowledge that something is being done. Consequently the healing process commences sooner.

Demonstrates to students a sense of business. (i.e. how to set up the books and maintain the records required to operate the programme.)

Establishes an awareness and/or a system both to prevent and solve crime in the school.

Who Funds Crime Stoppers

Crime Stoppers is a community based programme that pools the resources of the media, the police and the community in the fight against crime. The charitable not for profit organization is supported by donations from individuals, corporations, professional associations, civic and social groups. Students need to retain ownership of their own programme and while the student programme may, from time to time, receive financial assistance from the community programme it is recommended that the school programme be responsible for funding its activities .

Getting Started

The Chairman and select members of the O.A.C.S. Scholastic Crime Stoppers Committee will be available to make presentations to Regional Educational Councils and at Ontario Association of Chiefs of Police zone meetings to ensure that Directors/Superintendents of Education and Chiefs of Police are fully apprised of the programme protocol should there be a consideration to implement a Student Crime Stoppers programme.

At the local level, members of the Crime Stoppers Board and the Police Coordinator can be contacted.

The purpose of these presentations is:

- i) to provide a full understanding of Student Crime Stoppers and how it works.
- ii) to limit the risk factor for participating schools.
- ii) to ensure formal approval of a Student Crime Stoppers programme by the local Board of Education and the community Crime Stoppers programme.
- iv) to ensure that participating schools abide by the requirement of a single phone number that is answered by a Crime Stoppers Call Taker
- v.) that the local community Crime Stoppers Board approve school programmes.

The O.A.C.S. will only endorse those who abide by these minimum standards.

Student Crime Stoppers Programmes - Awareness Only

Across Ontario and throughout the world there are a variety of Student Crime Stoppers programmes. They ALL have the following requirements in common:

- link with the community Crime Stoppers Board
- stress and maintain anonymity
- single phone number
- have the support and approval of the school administration
- representation from all grades
- set of procedures to follow

Student Crime Stoppers Programmes include a number of activities.

The program varies with the size of the school district, the number of active/interested students and staff and the approach to school safety used within an individual school or school board district.

All programmes include promotion of the Crime Stoppers Program through fliers, posters or announcements. (Appendix # 3)

All programmes involve police, either through the Police Coordinator for Crime Stoppers or in some cases, the School Liaison Police Officer.

Programmes are encouraged to fund raise. Some other activities are special presentations and speakers, conferences and symposiums.

Some programmes are operated in association with the Student Council, through

the school level Safe Schools Committee or in some instances through the School Council.

Local High Schools or teachers invite representatives of Crime Stoppers to make presentations to classes taking Grade 10 Civics, Grade 11 Law or Grade 11 Leadership and Peer Support. This often leads to a more extensive Crime Stoppers program in the school.

Student Crime Stoppers may be a basic awareness program all the way up to a Student Board modeled on the Board operated by the civilian/community Board. Such a Board may be across a school district or at an individual school. The section that follows outlines how to run a Student Crime Stoppers Board.

Essential Elements in Starting a Student Crime Stoppers Board

A Student Crime Stoppers Board must have the approval of the local community Crime Stoppers Board the relevant police agency and the school administration. (see Appendix #1)

Appropriate Teacher Liaison(s) must be identified .

A Student Board Executive selected from and by the Student Directors and supported by a Teacher Liaison(s),.

A methodology of reporting crime, occurring on or in relation to school property, must be developed and communicated.

The community Crime Stoppers phone number must be widely advertised in the school. The student body should have access to a telephone within the school enabling Tipsters to discreetly call the Crime Stoppers line with information concerning a crime or an incident.

A reward mechanism must be established.

THE SUCCESS OF ANY CRIME STOPPERS PROGRAMME HINGES ON THE GUARANTEE OF ANONYMITY IN ALL CASES.

Getting Started at the School Board or Individual School Level

The following steps should be considered by schools or School Board Districts wishing to initiate a Student Crime Stoppers Board:

1. Conduct needs determination for a Student Crime Stoppers programme:

- (i) Existence of Crime/Violence;
- (ii) Perception of Crime/Violence;
- (iii) Need for preventative maintenance. (Define needs by surveying students, staff, admin support staff and parents.)

It may be decided that only an awareness programme is appropriate.

2. Once a decision is made to formally establish a Student Crime Stoppers Board, school officials and student representatives must advise their respective: (i) Senior Management - Board of Education; (ii) Local School Trustee(s) and (iii) School Council.
3. Contact with the local community Crime Stoppers Board must be made in order to elicit their permission and support. The relevant police service in the jurisdiction of the school should be notified of the intent to develop a Board.
4. Arrange to meet with the community Crime Stoppers Police Co-ordinator. The Co-ordinator initially meets with school and student officials to provide an overview and requirements of the Crime Stoppers Programme for a Board. (Appendix # 5)
1. Various stakeholders in the community (ie. service clubs, chamber of commerce, local media etc.) should be contacted to explain the Crime Stoppers Programme for a Board and to enlist their support.
2. A second meeting should be scheduled with a group including the principal, trustees, student reps, staff, parents group, maintenance staff, etc. and they are all provided with an overview and requirements of the Crime Stoppers Programme for a Board .
3. A reasonable passage of time should be allowed for all concerned to think about the programme in terms of commitment required, ramifications etc. prior to deciding to implement a Student Crime Stoppers Board.
4. A third meeting should be scheduled and where there is a positive decision to implement a Student Crime Stoppers Board organizers should consider the following:
 - a) Selection of Teacher Liaison(s);
 - b) Co-ordination between the Student Crime Stoppers Board and the community Board;
 - c) Define expectations of Police Co-ordinator;
 - d) Establishing the Student Board (consider size, demographics of school, urban/rural etc.);
 - e) Determine the frequency, location and length of meetings. Drafting of by-laws;

- f) Approach media for support - advertisement of Board kickoff, institutional promotion of programme and success stories;
- g) Obtain a firm and long term commitment from all concerned. A Crime Stoppers Board characteristically takes time to take root and become accepted by members of the community it serves.
- h) A letter of agreement ensures that the school Crime Stoppers Board Programme will abide by all defined guidelines. (Appendix # 1)

Note: Crime Stoppers requires Student Crime Stoppers programmes to use and promote the existing community Crime Stoppers phone numbers that are answered in the community Crime Stoppers offices. The reason for this is simple. Anonymity is the paramount concern of any Crime Stoppers programme. School staff answering a telephone line terminating in the school might recognize the Tipster's voice. In addition, studies support the existence of a reluctance, on the part of the student Tipster, to call a telephone line that terminates in the school and answered by a school employee.

Guidelines approved by the O.A.C.S. for Student Crime Stoppers Awareness Programmes

1. No school shall implement a Crime Stoppers programme without first having express approval of their Board of Education, the Principal of their Secondary School and the Board of the local Crime Stoppers programme. (see Appendix #1)
2. The Student Crime Stoppers programme operates under the auspices of their local community Crime Stoppers programme and should govern itself accordingly.
3. Maintaining the anonymity of the Tipster is of paramount concern to the Crime Stoppers programme and nothing will be done to compromise this aspect of the programme.
4. It is suggested that each Student programme be responsible for its own fund raising. Fund raising is not the responsibility of the Board of Education or any other government agency. (also see related guideline # 11)
5. There shall be no combining of Student Crime Stoppers funds with funds from other school projects. Towards this end Crime Stoppers funds should be kept in a separate account.
6. The Student Crime Stoppers programmes should attempt to solicit Tips concerning criminal activity on or in relation to school property . Anyone with information concerning criminal activity on or in relation to school property should call their community Crime Stoppers telephone line which is answered by the Call Taker in the Crime Stoppers Office.
7. Information received through Crime Stoppers will be immediately made available to the Principal or identified designate of the School upon receipt of the call. A discussion on how the information will be handled within the school will transpire, where appropriate, between the Crime Stoppers Police Co-ordinator and the School Principal.
8. There shall be some regularly scheduled dialogue between the Student programme and the Board of Directors of their community Crime Stoppers programme as agreed upon by the School and Community Crime Stoppers Board.
9. The full name (no initials or abbreviations) should always be used when advertising the Student Crime Stoppers programme.
10. Failure to comply with any of the guidelines may result in the community Crime Stoppers programme publicly withdrawing support for the Student programme.
11. Advertising and fund raising pertaining to the Student Crime Stoppers programme shall be limited to school property in order to avoid confusion with the advertising and fund raising messages put out by the community programme.
12. All community programmes endorsing a Student Crime Stoppers programme should ensure that their liability insurance is adequate.

Guidelines approved by the O.A.C.S. for Student Crime Stoppers Boards

***The following guidelines specific to Student Crime Stoppers Boards
shall be followed in addition to the Guidelines for Awareness***

1. The Student Crime Stoppers Board will be governed by a Board of Directors consisting of not less than six and not more than twelve persons, two of whom are teachers from the school that is initiating the Board.
2. The Student Crime Stoppers Board of Directors will be responsible for promoting the programme, advertising unsolved crimes occurring on school property, fund raising and reward authorization, where approved for the programme. Under no circumstances shall a person on the Board be directly or indirectly involved in the investigation of any information obtained through their membership on the Student Crime Stoppers Board. (see Appendix #2)
3. The Student Crime Stoppers Board will adopt and operate within by-laws that are approved by their Board of Directors and consistent with by-laws of their community Crime Stoppers Board. (Appendix # 5)
4. All Tipsters calling in regards to the Student Crime Stoppers programme of the school will be issued a sequential alpha-numeric code number (i.e. ABC-100).
5. The maximum reward offered will be \$100.00 but may be increased at the discretion of the Student Crime Stoppers Board on approval of their community Crime Stoppers Board. The reward will be paid to a Tipster as a direct result of the information provided by that Tipster when a person is held accountable for committing a criminal offense, or other infraction, on or in relation to school property.
6. All rewards will be paid through a local bank where the Student Crime Stoppers Board has their account or a designated institution recommended by their community Crime Stoppers Co-ordinator.
7. Year end statistical data concerning the number of calls and cases solved by the School Programme shall be reported to the community Crime Stoppers Board.
8. A year end financial review shall be conducted and findings shall be forwarded to their community Crime Stoppers Board before the school year ends.
9. All Board Members involved in a Student Crime Stoppers Board shall be required to swear to an oath or affirmation of secrecy. (see Appendix #2)

LETTER OF AGREEMENT CRIME STOPPERS OF

(Name of Crime Stoppers Program)

AND

(Name of School Programme)

1. The Civilian Board of Crime Stoppers of _____
recognizes the _____
(Name of School Programme)
to be the sole administrating and governing body of the Crime Stoppers
(fill in type of Program) _____ Program
in _____
(Name of School)
2. _____ recognizes that in entering
(Name of School)
into a partnership with Crime Stoppers of _____
they must abide by all guidelines approved for Student Crime Stoppers by the
Ontario Association of Crime Stoppers.
3. This agreement is subject to amendment upon request of either signatory and upon
mutual consent.

Chairman of the Community Programme)

(Principal)

Crime Stoppers of _____
(Name of School)

Vice Chairman of the Community Programme)

(Director of Education)

Dated at _____ this _____ day of

_____, 20_____

APPENDIX # 2

STUDENT CRIME STOPPERS OATH (OR AFFIRMATION) OF SECRECY

I solemnly swear (affirm) that I will not disclose any information obtained by me in the course of my duties as a member of the Student Crime Stoppers Program, except as I may be authorized or required by law.

So help me God. (omit this line in an affirmation)

Sworn before me at the _____ in
the _____

_____ this _____ day of

_____, 19_____.

(Signature of Member)

(Commissioner of Taking Oaths)

SAMPLE PUBLIC SERVICE ANNOUNCEMENT

CAN BE USED IN AWARENESS PROGRAM OR WITH STUDENT BOARD

CRIME OF THE WEEK

SOME ONE SAW...

SOMEONE KNOWS...

THE CRIME OF THE WEEK CONCERNS A FIRE SET IN A PLASTIC GARBAGE PAIL IN THE BOYS WASHROOM NEAR ROOM 141. THE INCIDENT, ON THE AFTERNOON OF NOVEMBER 10TH, IS BELIEVED TO BE THE WORK OF AN INTRUDER.

ONLY THE PLASTIC GARBAGE PAIL WAS DESTROYED BUT IT COULD HAVE BEEN A LOT WORSE. WE WOULD HATE TO SEE WASHROOMS LOCKED TO OUR STUDENTS FOR THE SAKE OF ONE INDIVIDUAL.

IF YOU SAW ANYTHING UNUSUAL THAT AFTERNOON PLEASE CALL CRIME STOPPERS AT 1-800-222-TIPS. REMEMBER YOU WILL REMAIN ANONYMOUS, YOU WILL NOT HAVE TO TESTIFY IN COURT AND YOU MAY EARN A CASH REWARD OF UP TO \$100.

STUDENT CRIME STOPPERS

1-800-222-TIPS

STUDENT CRIME STOPPERS
"Today's Youth Taking Charge"
From February 1995 issue of Orbit Magazine
Alex Williamson
Detective, General Headquarters
Ontario Provincial Police

The aim of Crime Stoppers is to encourage the public to communicate information about crime to the authorities. In co-operation with the local media, crimes are re-enacted on television and information is sought from the public. Cash is offered for information that leads to the apprehension of the culprits and anonymity is guaranteed to the provider of this information. A telephone "tips line" serves as the medium for communication and the number is advertised widely. Civilian volunteers are recruited to form a board of directors to administer the programme. Today there are 650 international Crime Stoppers organizations, 77 in Canada and 40 in Ontario.

Student Crime Stoppers are modeled as a replica of the parent community programme. In addition to ensuring anonymity, Student Crime Stoppers also instills a sense of pride in and ownership of the programme by the students.

The Crime Stoppers Ontario Advisory Board, headed by Chairman Vern Huston, has carefully studied the development of Student Crime Stoppers programmes across Ontario and has appointed O.P.P. Detective Alex Williamson as chair of the O.A.B. Schools Committee, a committee responsible for ensuring the safe and uniform development Student Crime Stoppers programmes. Detective Williamson has been working alongside the chair of the Safe Schools Task Force, Stuart Auty, towards achieving this end. The Committee has developed suggested guidelines for the implementation of Student Crime Stoppers programmes. It is their mandate to provide a safe and efficient means for students with information concerning a crime to pass that information along to the authorities. The guidelines ensure dialogue with police, where appropriate, and also recognize the need on the part of the educational community to deal exclusively with certain issues without police involvement.

Janice Schweder, Business Department head and Crime Stoppers Teacher/Co-ordinator at Hagersville Secondary School, says: "With increasing violence in our society, it is important that parents, teachers, students, and police share responsibility for safer places to live and to learn. This school/community/parent partnership with the police is a critical component in maintaining safe schools and communities." Ms. Schweder reports that after one year of operation, the programme has solved a number of crimes including incidents involving theft, weapons, car theft, and vandalism at her school. According to Ms. Schweder, these results are a very positive indication that the programme does work and has made a significant impact on safety and security in the school. Her principal and Vice-Principal agree. Ms. Schweder also serves on the Safe School/Crime Stoppers Committee with Detective Alex Williamson and Mr. Auty.

At Hagersville Secondary School, a ten-person Student Board of Directors meets monthly with Ms. Schweder and they work towards organizing fund-raising projects, developing publicity for their programme, and determining the reward amounts to be paid too Tipsters. The local Police Co-ordinators from the community Crime Stoppers programme attend these monthly meetings as non-voting members.

Innumerable Student Crime Stoppers programmes are being developed in Ontario secondary schools and several have reported positive results similar to those experienced at Hagersville Secondary School.

A GENERIC STUDENT CRIME STOPPERS PROGRAMME

INTRODUCTION

What is Crime Stoppers?

Crime Stoppers is a unique programme, which enables the public, the news media and the police to work together in solving crime.

The programme provides citizens with a means to supply police with information anonymously.

Cash rewards are offered to persons who call the programme with information which leads to an arrest.

History

Crime Stoppers was started in Albuquerque, New Mexico in 1976 when a young Canadian-born Albuquerque, New Mexico Police Detective had reached a dead end in a homicide investigation. Frustrated by the lack of clues, he appealed to a local television station and enlisted their co-operation in a ninety-second re-enactment of the crime. Prompted by a guarantee of anonymity and an offer of a cash reward MacAleese hoped persons with information concerning this crime would call in with information.

The re-enactment was televised during a portion of a news broadcast. The Detective offered the cash reward from his own pocket. Within twenty-four hours, an arrest had been made as a direct result of the televised re-enactment.

So successful was this first effort that the programme was subsequently refined and the concept spread rapidly. There are presently over 1000 programmes worldwide, 110 in Canada and 40 in Ontario.

How does Crime Stoppers work?

An unsolved crime (Crime of the Week) is brought to the attention of the public via the media. A reward of up to \$2000.00 is offered to anyone providing information, which leads to the arrest of individuals for all criminal offenses; the recovery of stolen property or the seizure of narcotics.

A "Tips Line" is manned by the Police Co-ordinator who receives, processes and passes along the information to investigating officers.

Each caller is given a code number which is used in all subsequent transactions thus ensuring anonymity.

Who funds Crime Stoppers?

Crime Stoppers is a community, not for profit, charity supported by donations from various sources. These donations maintain the financial base of the programme. All contributions made to Crime Stoppers are tax deductible.

Essential Elements in Starting a Student Crime Stoppers Programme

- There must be support from the principal/vice-principal, faculty and representatives of the student body.
- Identify Teacher Liaison(s)
- Establish a Board of Directors consisting of : the Teacher Liaison and Student Representatives
- Establish a means of reporting crime within the school (i.e. main office)
- Make available to the student body a telephone so they are able to discreetly place calls to the community Crime Stoppers telephone with tip information
- Establish a reward fund

THE SUCCESS OF ANY CRIME STOPPERS PROGRAMME HINGES ON PROVIDING ANONYMITY IN ALL CASES.

STUDENT CRIME STOPPERS PROCEDURES

1. Publicize how one goes about reporting a crime through announcements, the message board, flyers, and the school newspaper. When a student wants to report a crime, they fill out a report form stating:
 - a) items stolen
 - b) value
 - c) date of crime
 - d) time of crime
 - e) location of crime
 - f) suspects
 - g) police notified
2. A school administrator reads through the reports and copies are made available to the Student Crime Stoppers Board. The name of the student reporting the crime should **NOT** appear on the report.
3. The Student Crime Stoppers Board then reads and evaluates the crime.

4. The Crime Stoppers Board publicizes selected crimes using announcements, posters, school newspapers etc.
5. A student may respond anonymously by calling the community Crime Stoppers "Tips Line" and the information is shared with the School principal. A decision is jointly rendered as to whether the matter is investigated by the police or by school officials.
6. If the crime is solved, the Student Crime Stoppers Board determines a reward amount for the Tipster. The reward is put in place at a special drop-off location and the Tipster is advised, when they call, on how to collect. The amount of the reward is determined by the Board of Directors and depends on the seriousness of the case as well as the risk involved to the informant. Maximum \$100.00 is suggested.

AREA OF RESPONSIBILITIES

Teacher Liaison(s)

This teacher is selected on the basis of being popular and trusted by the students.

Police Co-ordinator

This officer will be the Co-ordinator of the local community programme. The officer will be available to assist the Student Board of Directors in setting up a Student Crime Stoppers programme and on an as needed basis thereafter.

Student Board of Directors

A board made up of students who are appropriately motivated. The suggested minimum is six students, while the suggested maximum is twelve students. It is critical that all grade levels be represented on the Board with particular emphasis on the junior grades as it is not desirable to have graduation of the senior Board members seriously deplete the Board.

Student Tipster

Any student with information concerning a crime or an incident wishing to pass it along to authorities for corrective action.

School Jurisdiction

On or in relation to School property.

Reward

Student Crime Stoppers should set the award at a maximum of \$100.00

Tipster Identification Number

A sequential number assigned by the Police Co-ordinator to each tipster who calls with information

STRUCTURES AND ROLE OF THE STUDENT CRIME STOPPERS BOARD

Chairperson

- To call regular meetings and control meeting activities.
- Assign jobs to other Board members and follow-up to meet deadlines.
- Liaise with Student Board
- To serve as Executive officer on Board

Secretary

- To record all minutes of each meeting and review minutes of past meeting.
- To prepare weekly agenda.
- To serve as Executive Officer on Board.

Treasurer

- Maintain accurate records of assets/liabilities. Report to Board at each meeting.
- To serve as Executive Officer on Board

Promotions Board

- A portion of the Board or all of the Board developing ideas and acting upon them to advertise unsolved crimes.
- Place posters in designated areas of the school.
- Record/write public announcements to be used over the school intercom system.
- Meet with media when required for interview purposes advertising the programme.
- Write articles in local school paper.

The Student Board

The role of the Student Board of Directors is to promote the programme through their own advertising ideas on unsolved crimes and to decide on the value of a reward on a successful case. The Board is responsible for raising funds to pay the Tipsters.

Teacher Liaison(s)

- Maintain separate ledgers for complaints received from students.
- Will attend Board meetings and act as a guide giving assistance as required.

Police Co-ordinator

- Will liaise with the student Board and his/her Police Services investigators.
- Will provide results of investigations to the school administrations and retain all Tipster information in a secure file and in an appropriate location.
- Will ensure dialogue with School Principal when information received.

GENERAL INFORMATION

- The Police Co-ordinator and school administrator will jointly determine whether the matter will be investigated by police or by school officials. Aside from the cases handled by the school, police will conduct investigations.
- The placement of the reward will be the responsibility of the Teacher/Liaison through an agent at a local bank or other suitable institution.
- Members of the Student Board and teachers must be very cautious about discussing tip information. They will be obliged to sign an Oath (or Affirmation) of Secrecy. (see Appendix 3)
- **NOTE**.....It will be made clear to the student body that the return of property does not mean a reward will be paid. This avoids unsavoury students stealing an item and returning it through Crime Stoppers to obtain a reward.
- Rewards will be paid on successful cases where the suspect is identified and the matter has been dealt with non-judicially or by charge. Matters exclusively handled by the school will be considered non-judicial.
- Fund-raising and money for rewards is the responsibility of the Student Crime Stoppers Board of Directors.

SAMPLE BY-LAWS

These by-laws relate generally to the transactions of the affairs of (*School Name*) School Crime Stoppers programme.

Members

(*School Name*) Secondary School Student Crime Stoppers shall have no membership other than that detailed in Section 1 of the By-Laws.

SECTION 1: Composition: The number of Directors comprising the Board of Directors shall be no less than six (6) nor greater than twelve (12) with emphasis on representation from throughout the grades 9 to graduation. This number be changed from time to time by amendment of these By-Laws. No member shall receive any compensation for serving on the Board. At least two (2) members of the Board of Directors must be staff members of (*School Name*) Secondary School

SECTION 2: Term of Office: A term of office shall begin at the close of the annual meeting at the end of the school year and shall normally be for four (4) academic school years. A Director may be appointed for a one (1), two (2), or three (3) year term, the objective being, in so far as practical, to have no more than one-third (1/3) of the Directors replaced at any one time. A Director may hold the position for more than two (2) years, provided that it is approved by a vote of the Board of Directors

SECTION 3: Removal: Any Director may be removed, with cause, by two-thirds (2/3) vote by ballot, at a regular or special meeting of the board, provided that notice of the intent to call for such a vote, naming the Director, is given at least seven (7) days prior to the meeting. A Director shall be automatically dismissed from the Board upon missing three (3) consecutive regular meetings without cause, or five (5) regular meetings in any school year. A Director so dismissed may file a petition for reinstatement, stating the reason for the absence, at either of the next two (2) board meetings, and upon a two-thirds (2/3) ballot vote in favour thereof shall be reinstated.

STUDENT BOARD EXECUTIVE RESPONSIBILITIES

THE CHAIRMAN SHALL:

1. Be the principle officer of the Student Crime Stoppers programme.
2. Preside at all meetings of the Board of Directors and Executive.
3. Be a signatory along with one other Executive on cheques, promissory notes or contracts.
4. Be the Board spokesperson when speaking with members of the media.
5. Be an ex-officio member of every committee except the nominating committee.
6. Serve the following year on Executive as Past Chair.
7. Assist in defining clear and obtainable objectives for the Crime Stoppers programme.
8. Liaise with the public and the Board of Education.

THE VICE-CHAIRMAN SHALL:

1. Assume such duties as may be assigned by the Chairman, board of Directors or the Executive.
2. In the absence of the Chairman, preside at all Board of Directors and Executive Committee meetings.
3. Assist in defining clear and obtainable objectives for the Crime Stoppers programme.
4. Be a signatory along with one other Executive on cheques, promissory notes or contracts.

THE SECRETARY-TREASURER SHALL:

1. Record the proceedings of all meetings of the Board of Directors and Executive Committee.
2. Provide each member of the Board with a copy of the minutes of each Board of Directors meeting.
3. Assume such duties as may be assigned by the Chairman, Board of Directors, or the Executive Committee.
4. Be custodian of all funds.
5. Provide a financial report at each meeting of the Board of Directors.
6. Be a signatory along with one other Executive on cheques, promissory notes or contracts
7. In conjunction with designated Board members co-ordinate the distribution of reward money..

STUDENT CRIME STOPPERS

REWARDS DECISION GRID

REWARD CRITERIA	\$10	\$20	\$30	\$40	\$50	\$100	More
Seriousness							
Multi Charges							
High Profile							
Solvability							
Violence							
Tipster Jeopardy							

NOTE:

This is designed as a guideline for determining reward amounts. You simply place a check mark or several in each category depending on the weight you assign the criteria. "High Profile" relates to the impact of the crime on the school or its environment. "Solvability" means, "was the tip critical to the solving of the crime or resolution of this issue?"

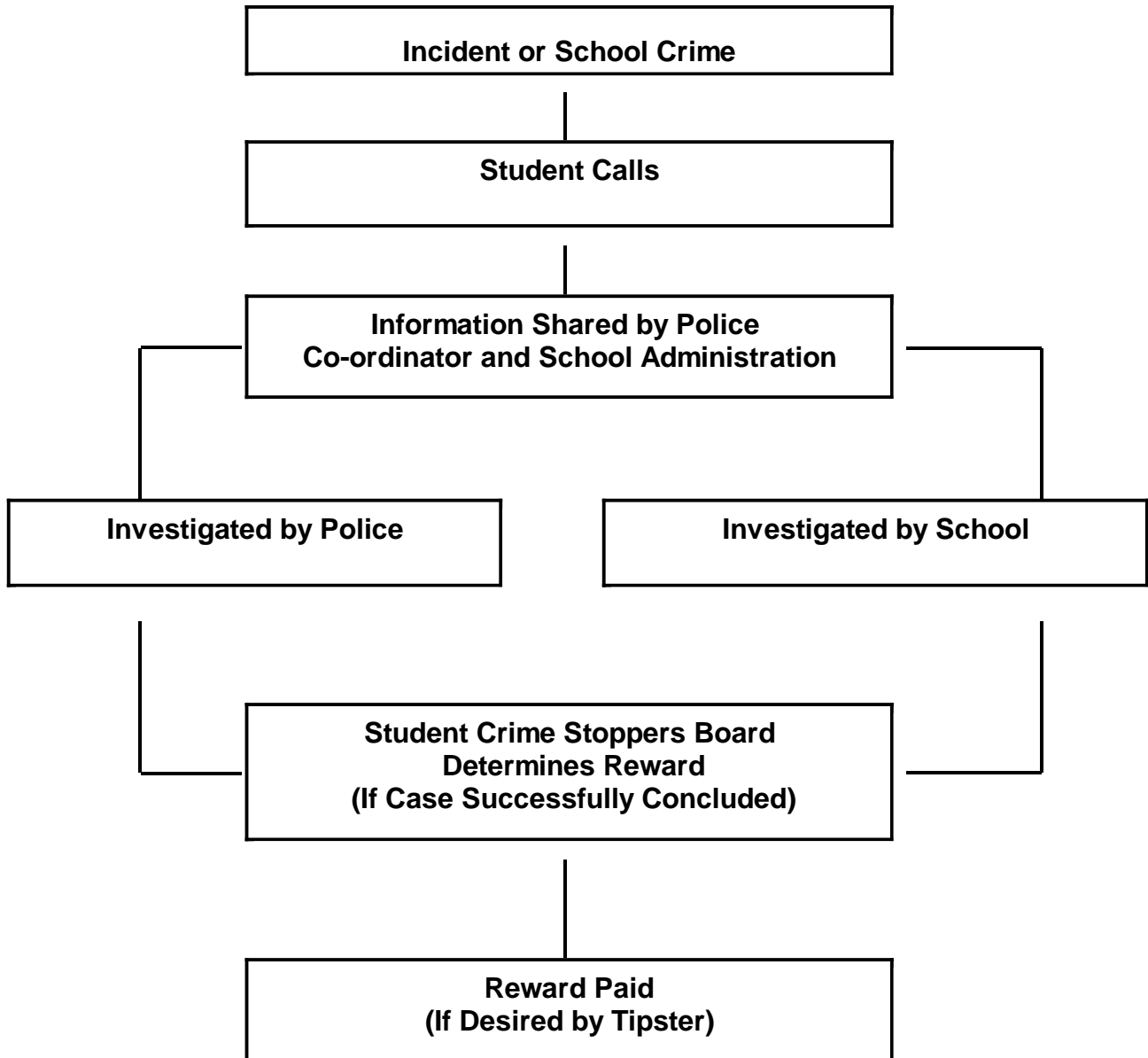
Crime Stoppers International Organization Chart

**1000 + International
Community
Programmes**

**Ontario Association
of Crime Stoppers**

**40 Ontario
Community Programmes**

Flow Chart of a Student Crime Stoppers Tip



SAFE SCHOOL/CRIME STOPPERS SUB-COMMITTEE AND MEMBERS OF THE WRITING TEAM

CO-CHAIR:

Alex Williamson

Crime Stoppers Provincial Co-ordinator
Ontario Provincial Police
Member of C.S. Ontario Advisory Board

CO-CHAIR:

Stuart Auty

Chair, Safe School Task Force

MEMBERS:

Anne Buchanan

Vice-Chair of Crime Stoppers International

Steve Metelsky

Executive Director, Crime Prevention Ontario

Bob Chadha

Detective Constable, Police Co-ordinator
Metro Toronto Crime Stoppers

Rick Morris

R.C.M.P.
Member of Ontario Advisory Board

Larry Dawson

Secretary-Treasurer of Crime Stoppers of
Haldimand-Norfolk and Tillsonburg Inc. and
Member of Ontario Advisory Board

Theresa Robertson

Executive Assistant with Ontario English Catholic
Teachers Association

Mike Duguay

Corporal "O" Division R.C.M.P.

Michael Rubinoff

Premier Ontario Secondary Schools Students
Association

Terry Harkins

Superintendent of Education, Renfrew County
and Executive Director
O.P.P. Auxiliary

Eleanor M. Schnall

Her Honour, Ontario Court of Justice
Provincial Division London

Vern Huston

Past Chair, St. Thomas Crime Stoppers and
Present Chair Ontario Advisory Board

Janice Schweder

Department head, Hagersville Secondary School
and Teacher Liaison

Rene Jacques

Crime Stoppers International Region 11 Rep and
Windsor Crime Stoppers

Florence Scroggie

Education Officer, Violence Prevention Secretariat
- Ministry of Education and Training

Bruce Kruger

Inspector - O.P.P.
Member of Crime Stoppers Ontario Advisory
Board

John Verbakel

Vice-Principal, Port Dover Composite School and
Teacher Liaison

Gary Lukachko

Principal, Norwell D.S.S., Wellington County
Director of Crime Prevention Ontario

MEMBERS OF THE WRITING TEAM:

Gary Lukachko (Chair)

Alex Williamson

Bob Chadha

Steve Metelsky

Theresa Robertson

Resource and Website References

- Scholastic Crime Stoppers Program by Officer Larry Wieda, Scholastic Crime Stoppers of America, Inc. , 4441 Prairie Trail Drive, Loveland, Co 80537
- Crime Stoppers International Web board - Campus Crime Stoppers Bulletin

Websites

Crime Stoppers International
<http://www.c-s-i.org/index2.html>

Canadian Crime Stoppers
<http://www.canadiancrimestoppers.org>

Ontario Association of Crime Stoppers
<http://www.ontariocrimestoppers.com>

Canadian Safe School Network
<http://www.canadiansafeschools.com/index.asp>

Provincial Model for a Local Police/School Board Protocol
<http://www.edu.gov.on.ca/eng/document/brochure/protocol/protocol.html>

Code of Conduct Ontario Schools
<http://www.edu.gov.on.ca/eng/document/brochure/conduct/conduct.html>

Making our Schools Safer - Ontario Ministry of Education
<http://www.edu.gov.on.ca/safeschl/eng/index.html>