

APPENDIX 6

Generic Forms

ONTARIO ASSOCIATION OF CRIME STOPPERS NOMINATION FOR DIRECTOR

(ENTRY MUST BE RECEIVED PRIOR TO 30TH APRIL)

Please Print

Nominee's Name _____

Nominee's Home
Address _____

Nominee's Home Tel.# _____

Nominee's Business Tel. # _____

Nominee's Crime Stoppers Programme Position:

Community Director Yes _____ No _____

Police Representative Yes _____ No _____

The nominee shall include a brief biography relating to himself/herself which will be summarized and circulated to voting delegates. The biography should include volunteer positions and years of service and any other information deemed appropriate to support the nomination and voting support.

Sponsoring Member Program: _____

Nominations for police representatives on the Board of Directors shall have the endorsement of their superior officer and board in writing.

Community directors shall be indorsed in writing by the Executive of their respective Crime Stoppers Programme.

I, _____ Accept my nomination for election as a Director of the Ontario Association of Crime Stoppers and have enclosed a Brief biography and a letter of endorsement as required for this nomination to be valid.

Date _____ Signature _____

Please mail to Ontario Association of Crime Stoppers
 Courtyards of Caledon
 18 King Street East
 Bolton, ON
 L7E 1E8

CRIME STOPPERS INC.

FRIENDS OF CRIME STOPPER APPLICATION FORM

Please complete the following:

NAME (Please print)

ADDRESS:

Number

Street

Apt.

City

Postal Code

TELEPHONE NUMBER: Residence

Business

Please indicate which times are most convenient for you to do volunteer work:

Morning

Afternoon

Evening

SIGNATURE:

Please Note: In order to qualify as a Crime Stoppers Volunteer, a Police Clearance must be done by our office.

GUIDELINES FOR HANDLING CRIME STOPPERS TIPS.

This entire Crime Stoppers Tip Information Sheet is a legally privileged document and is subject to the doctrine of INFORMER PRIVILEGE.

Crime Stoppers , in each community, is an incorporated private entity that operates as a registered charity, administered by civilian volunteers. Crime Stoppers exists to provide a means for the public to pass along information that assists in solving crimes, recovering stolen property, seizing illegal drugs and locating those for whom there is an outstanding warrant of arrest. This information is passed along under an assurance of anonymity for the caller.

To help protect this anonymity, the following is requested of everyone receiving a Crime Stopper tip Package.

1. The information received from Crime Stoppers originated from an anonymous source
2. Treat the information the same way that you would treat information received from a confidential police Informant.
3. The attached Crime Stoppers information package is the property of the issuing Crime Stopper Program. It is **NOT** to be copied, attached to any police report or Crown Brief, or forwarded to any other person, investigator or Agency without the express permission of the Board of Directors of the issuing Crime Stopper Program.
4. Crime Stoppers information **IS NOT** subject to disclosure under the Freedom of Information Act.
5. Once the investigation of the information package is complete, the original tip report is to be returned to the issuing Crime Stoppers Program, in the information package envelope. The disposition report is to be completed by the investigator.
6. If necessary , a diary date extension can be arranged by contacting the police coordinator of the issuing Crime Stopper Program.
7. If the tip information is used or referenced during a successful investigation, the investigator is asked to include the enclosed sealed envelope, marked " *Confidential Information for the Crown Attorney*" in the Crown Brief. The envelope contains a one page information sheet regarding Crime Stoppers and the decision in R.v.Leipert.

If the investigation does not lead to charges being laid:

Complete the Disposition Report on the reverse side of the Tip Package Envelope.
Return all Crime Stopper colour coded documentation to the Tip Package Envelope
Seal the envelope and deliver it to the designated person within your Community Office or Unit.

If the investigation leads to charges being laid and a Crown Brief created.

Complete the Disposition Report on the reverse side of the Tip Package Envelope
Insert only the Confidential Instructions for the Crown Attorney in the Crown Brief Jacket
Return all other colour coded Crime Stopper documentation to the Tip Package Envelope
Seal the envelope and deliver it to the designated person within your Community Office or Unit.

CAUTION

BY THE VERY NATURE OF THE SOURCE OF THIS REPORT BEING ANONYMOUS, ALL INFORMATION INDICATING THAT AN IDENTIFIED PERSON IS RESPONSIBLE FOR A CRIME, SHOULD BE VERIFIED INDEPENDENTLY BEFORE TAKING ANY ACTION AGAINST THE IDENTIFIED PERSON.

THIS TIP IS ONLY INFORMATION IT IS NOT EVIDENCE.

It is the responsibility of the investigator to verify the facts contained in the tip report before any attempt is made to obtain a search warrant or make an arrest. Grounds for arrest must come from the investigators own enquiries and observations. This tip merely provides a starting point upon which an investigator may focus an investigation, if the investigator believes that the information and subsequent investigation is appropriate. Revision 20.01.00

(FOR INCLUSION IN CROWN BRIEF BY INVESTIGATOR)

CONFIDENTIAL INFORMATION FOR THE ATTENTION OF THE CROWN ATTORNEY.

Information was received by the _____ Crime Stoppers Program and passed along to the investigators during the investigation of this case. The investigators may or may not have acted on the Crime Stoppers information during this investigation.

You are hereby notified of the existence of a Crime Stoppers report which relates to this investigation, as required by the provisions established by the Supreme Court of Canada in R. v. Stinchcombe.

The _____ Crime Stoppers program claims privilege based on the Supreme Court of Canada decision in R.v.Leipert, rendered February 6th, 1997. This ruling determined that all Crime Stoppers information is to be treated as originating from a "*confidential police informant*".

Should you require additional information, or have any questions, please contact the _____ Crime Stoppers Program police coordinator by calling _____

CRIME STOPPERS DISPOSITION REPORT

The enclosed information package was received by the _____ Crime Stoppers Program. Please complete this form and return the information package to the designated person in your community office or unit within _____ days indicating the status of your investigation. If the investigation requires an extension of the diary date please contact the Crime Stoppers Coordinator at _____ extension or the designated person in your community office or unit.

Crime Stoppers Report # _____

Officer Assigned # _____

Division _____

Unit _____

Please check one of the following:

_____ Information was previously known _____ Investigation cleared by charges

_____ Tip information is unfounded _____ Investigation is continuing

_____ Investigation conducted Re the tip and insufficient information was gathered to warrant further
action.

PLEASE COMPLETE THE FOLLOWING IF THE INVESTIGATION WAS SUCCESSFUL.

Date of arrest _____ Number of persons arrested _____

Number of charges laid _____ Number of cases cleared _____

Value of stolen property Recovered _____

Value of seized drugs/narcotics _____

NARRATIVE

(Please include any additional information, including description of drugs, paraphenalia, stolen property recovered, description of charges laid or other facts of interest.)

20.01.00

Revision

C.S.I. REQUIREMENTS

CRIME STOPPERS INTERNATIONAL - STATISTICS

At the Spring Board meeting in Gillette Wyoming, a committee was asked to set standards for statistical reporting for C.S.I. Purposes. While the committee will recommend that local and regional programs follow similar guidelines, it will not dictate how local statistics are reported, We do wish that all programs keep in mind, that being conservative in reporting statistics is a best practice because if you are ever challenged, you have error on the side of caution as opposed to embellishing or inflating statistics. This amended report was adopted by the Board following the 1999 C.S.I. Gillette Conference.

Statistics are very important to our organization. They can make us look good or bad depending on how we report them. Statistical reporting was being handled so diversely that in order to preserve our reputation and credibility, we must come to some form of standardization.

The following procedure is to be followed in reporting statistics to C.S.I., and is recommended for use at local, regional and national levels.

STANDARDS and GUIDELINES

1. Crime Stoppers International requires each program to be responsible for reporting their own statistics. Programs will maintain their statistics on all categories since their inception. C.S.I. will not send out any notices. Programs should report their statistics to the C.S.I. Statistician monthly, if at all possible, or at least once every 3 months. Whenever possible, programs should use the C.S.I. Statistics Form found in The Caller or on the C.S.I. Web Site. These statistics may be mailed, e-mailed or faxed to C.S.I.. When reporting to C.S.I., programs should only send in one report, their most recent report, showing their cumulative statistics since inception.

2. Categories to be reported are:

Required (Minimum)

Total cases cleared
Number of arrests
Dollar amount of rewards (actually) paid
Dollar value of drugs / narcotics recovered
Dollar value of property recovered
Total \$ recovered

Additional (if at all possible)

Number of Homicides
Number of Prosecutions
Number of Convictions
Dollar value of Forfeitures
Dollar value of Restitution

TOTAL CASES CLEARED: A case cleared is an incident/crime report which has been resolved /closed. A multiple homicide case only counts as (1) one case cleared. One case can result in several persons being arrested. A case cleared is not the same as an arrest.

ARRESTS: An arrest refers to a person. One arrest can result in several cases being cleared. Arrests are not the same as prosecutions.

REWARDS PAID IN \$: The actual amount paid out by the Program.

PROPERTY RECOVERED: Property recovered is the actual recovery of property from a tip. The property recovered does not necessarily have to be tied into an arrest / indictment.

The dollar value of property recovered will be the amount listed on the official police/law enforcement report. At no time will we utilize fair market value or replacement costs as this tends to increase the value of property and it also differs from jurisdiction to jurisdiction.

The dollar value of automobiles will be determined by the use of the dealer wholesale books, usually available in any Auto Theft unit. Value is usually based on condition and condition is that in which the vehicle is recovered, and not on what it was before stolen or what it would be in good condition.

The dollar value of houses seized will be determined by the use of the market value minus commissions and taxes, not Realtor suggested prices.

NARCOTICS RECOVERED: The dollar amounts of narcotics reported will be the prices as stated by the Drug Enforcement Agency (DEA) in the USA, the RCMP in Canada, the National Criminal Intelligence Service in the U.K. etc.. The point is to report real value of drugs seized as opposed to possible street value. As an example, marijuana plants that are not mature, are not to be valued at as such. Clone plants should be valued at clone prices, not the value of what they might be if they were mature. Drugs seized that are not yet cut for street sales, should not be valued as such.

TOTAL \$ RECOVERED: The total of ONLY Property and Narcotics recovered. It does NOT include Forfeitures or Restitution.

Additional (if at all possible)

HOMICIDES: The death of a person which has been resolved/closed as a result of a Crime Stoppers tip. In a case consisting of multiple homicides, report the total number of homicides.

PROSECUTIONS: Charges laid against a person(s). There can be one or more per person. If a program does not track Convictions, then C.S.I. does not track Prosecutions for that program.

CONVICTIONS: Charges (prosecutions) that have been upheld by the court. If the program tracks BOTH Prosecutions AND Convictions, then, C.S.I. would like these statistics reported. When reporting Prosecutions and Convictions to C.S.I., Convictions should NEVER exceed Prosecutions. For someone to be convicted of a particular offence, they

have to be prosecuted for it first. Conviction rate is tracked by some programs but not C.S.I. because it is a percentage.

FORFEITURES: Actual dollar amount of cash seized or value of items seized.

RESTITUTION: Dollar value required to be paid by the accused.

3. C.S.I. will compile these statistics and publish them regularly in The Caller and on the Internet.
4. Each reporting program will be eligible for annual awards based on their statistics. However, in order to be considered for annual awards, the programs must fill in an official awards entry form with the statistics for the year of awards and the year previous. Both years are required to calculate percentage of improvement in productivity in the various categories.
5. All statistics will be reported to C.S.I. utilizing the definitions supplied at the beginning of this procedure only. Again, it is recommended the same procedure be used at local, regional and national levels to avoid conflicts and or confusion.

Programme STATISTICS REPORT

Crime Stoppers International ,Inc

This form to be sent to :

Rene Jacques

815 Jefferson Blvd., Windsor, ON Canada. N8S. 2P7

E- mail rjacques@wincom.net

Fax:(519) 944-4156

Please print or type this information and submit by the 10th of each month.

Programme# _____ Number of Board
Members _____
Coordinator _____ Chair _____
Tipsline _____ Administrative Phone _____
Programme Fax _____ Programme E-mail _____

Official Programme
Name _____
Programme Mailing Address _____

City _____ State/Province _____

Country _____ Zip/ Postal Code _____
Population _____ Date of inception _____

If any of the information above has changed, check here _____

Statistics from inception:(If not possible, then note what month/year kept)

The following stats are from inception up to and including the month of _____ 20____

<u>Required</u>	<u>Optional</u>
Total cases cleared _____	Homicides cleared _____
Arrests _____	Prosecutions _____
Rewards paid in \$ _____	Convictions _____
Property Recovered \$ _____	Forfeitures \$ _____
Narcotics Recovered \$ _____	Restitution \$ _____ -
Total \$ recovered \$ _____	(Form statsfrm.wpd 2/99 amended

**ONTARIO ASSOCIATION OF CRIME STOPPERS
YEAR END STATISTICAL REPORTING FORM**

PROGRAM NAME: _____

START DATE OF PROGRAM: _____

STATISTICAL SUMMARY SINCE INCEPTION TO DATE

CASES CLEARED _____

ARRESTS _____

\$ VALUE OF PROPERTY RECOVERED _____

\$ VALUE OF DRUGS SEIZED _____

\$ REWARDS AUTHORIZED _____

\$ REWARDS PAID _____

COORDINATORS COMMENTS:-

DUE DATES ARE 30th June & 31 December (each year)

SEND INFORMATION TO O.A.C.S

OACS LIASON COORDINATOR
ONTARIO ASSOCIATION OF CRIME STOPPERS
COURTYARDS OF CALEDON
18 KING ST EAST
BOLTON
L7E 1E8

CSI NOMINATION FOR REGION 11 REPRESENTATIVE

(ENTRY MUST BE RECEIVED PRIOR TO APRIL 30th EACH YEAR)

Please Print

NOMINEE'S NAME: _____

NOMINEE'S HOME ADDRESS: _____

(Including postal code) _____

NOMINEE'S HOME TELEPHONE #: _____

NOMINEE'S BUSINESS TELEPHONE #: _____

NOMINEE'S CRIME STOPPERS PROGRAM: _____

The Nominee must have attended at least one Crime Stoppers International Conference, have served a full year as an elected local program officer, or on a local, state, province or regional Board of Committee or a full year as a Law Enforcement Coordinator and/or as an International Committee Chair and must be knowledgeable about the specific area designated for that position.

Regional representatives will be elected by members of that Region, either at a regional meeting, or by ballot to the members with the name of the representative forwarded to CSI for final approval of the voting delegates at the annual conference.

The term of those elected under the present by-laws will be two (2) years.

All Nominee's will submit the following:

1. A letter of intent to run for a specific office
2. A current resume.
3. A letter of support from the nominee's local, state, provincial or regional board of directors.
4. If the nominee is a law enforcement coordinator, he/she must also submit a letter of support from his/her chief, sheriff or senior command.
5. A 150 word maximum biography for publication in The Caller magazine.

Date: _____ Signature: _____

PLEASE MAIL TO:

**Ontario Association of Crime Stoppers
Courtyards of Caledon
18 King Street East
Bolton, ON
L7E 1E8**