

# **CHAPTER F**

## **RECORDS - HARD COPY FILES**

## RECORDS AND FILES RETENTION POLICY

Crime Stoppers files are normally maintained in either hard copy or electronic format. The recommended records retention of Crime Stoppers files in Ontario is as follows:

### HARD COPY FILES

Where a Crime Stoppers hard copy file is concluded and audited, the file will either be purged or stored in an electronic format.

A file is considered concluded when:

1. The investigation has negative results.
2. The information is insufficient and too vague to warrant a follow-up. (Usually this information is contained in a temporary file)
3. The investigation has positive results and an arrest and/or charges have been laid and/or property, drugs or goods have been recovered.

Note: - A file is not deemed to be concluded until payment to the tipster has been made and payment verified.

Note:- All original information on a concluded file should be destroyed.

### ELECTRONIC FILES-

Purged files may be maintained electronically for an indefinite period of time for Statistical purposes.

**NOTE: FOR FILES RETENTION, SEE PAGE F5, Paragraph #6**

## RECORDS - HARD COPY FILE

### PROGRAMME STATISTICAL REQUIREMENTS:

Programmes are required to submit statistical data on a monthly basis to the Canadian Crime Stoppers News and Crime Stoppers International.

The reported statistics should be as follows:

- (a) Number of suspects arrested
- (b) Number of cases cleared
- (c) Amounts of rewards authorized
- (d) Amounts of rewards paid
- (e) Dollar value of recovered stolen property
- (f) Dollar value of seized drugs
- (g) Start date of the reporting programme Approximate
- (h) population served by the programme

### STATISTICAL DATA AND REPORTING GUIDELINES

It is essential that statistical data be kept on the programme's operation. This will enable the local Crime Stoppers programme to make available the success of its operations to the community and help generate the public's interest in the programme as a whole. It is the goal of the Ontario Association of Crime Stoppers to establish uniformity regarding the collection and reporting of statistical data.

#### Reporting Guidelines:

All Crime Stoppers programmes should maintain monthly, yearly and cumulative statistical data from the date of inception. This statistical data should contain the following information:

#### **(1) Number of calls received:**

A call is defined as to be anytime the TIPS number is activated by a tipster.

#### **(2) A breakdown of the number and types of cases solved:**

(i.e. murder, break and enter, theft, drugs, etc.)

Cases may be cleared by two means:

#### **A. Cleared by Arrest**

##### Definition:

When a person is:

- i physically charged
- ii charged with the commission of an offence
- iii the case is turned over to the court for prosecution whether following  
arrest, court summons, or police notice
- iv a clearance by arrest may also be claimed when the offender is a juvenile and is cited to appear in juvenile court or before juvenile authorities.

#### **B. Exceptionally Cleared**

##### Definition:

In certain situations, law enforcement is unable to follow the above criteria to clear an offence known to it. Many times, all leads have been exhausted and everything possible has been done to clear a case. If the following questions can all be answered in the affirmative, the offence may then be solved:

1. Has the investigation definitely established the identity of the offender?
2. Is there enough information to support an arrest, the filing of charges and forwarding to the court for prosecution?
3. Is the exact location of the offender known so that he could be taken into custody?
4. Is there some reason beyond law enforcement control that precludes arresting, charging and prosecuting the offender(s)?

##### Examples

If a fugitive is at large and has five (5) outstanding arrest warrants and he/she is apprehended as the result of a Crime Stopper's tip, it would count as one arrest with five (5) cases cleared. As a result of a confession, several other crimes maybe, the reporting Crime Stoppers unit would be entitled to count those as crimes as cleared also. If a search warrant is issued for a residence and suspect and nine other persons are arrested at the scene, the reporting Crime Stoppers unit would count ten (10) arrests with one case cleared.

Remember that the arrest of several individuals may only lead to one case being cleared.

**(3) The dollar value of stolen property recovered:**

Fair market value cost should be the dollar value assessed for property recovered.

**(4) The dollar value of drugs seized:**

For consistency in reporting the values of seized drugs, it is suggested all agencies refer to the Royal Canadian Mounted Police Drug Intelligence Trends' quarterly report as the value-source guide. Programs may include accumulated values of hydroponic equipment and recovered drug monies.

**(5) The number and amount of rewards authorized:**

The programme that investigates the tip and solves the crime will claim the statistics **regardless of the origin of the tip, and, shall be responsible for approving and paying the reward.** (See Guide G – Tip Management for further details).

**CRIME STOPPERS RECORDS AND REPORTS**

1. All communications of individuals calling a Crime Stoppers' hotline regarding reports of criminal activity will be accepted by the Coordinator and the assigned personnel on behalf of Crime Stoppers.
2. All records relating to reports of criminal activity or tips, including the logs, are the property of Crime Stoppers and not the property of the Police Service, the Crown Attorneys.

3. The Coordinator will be responsible for collecting, filing and securing Crime Stoppers' records and subsequent reports and maintaining Crime Stoppers' records separate from the documents and records of the law enforcement agency. The Coordinator will also maintain custody and control of the records on behalf of the Board until such time as the Board authorizes expungement.
4. Any requests by the accused through the authorities or the Crown Attorney for disclosure of the reports and records of callers' information shall be refused and the matter referred immediately to the Board Chair and its legal counsel.
5. Upon receipt of a subpoena for Crime Stoppers' records or a required court appearance to testify about Crime Stoppers' records, the Coordinator shall immediately notify the Chief of Police, the Board Chairman, and the Ontario Association of Crime Stoppers for appropriate action.
6. The suggested incident report retention refers to the current year plus one previous year. All previous incident records should be shredded.
7. Records of cases cleared, rewards issued and their code numbers should be noted in the Board minutes for permanent records solely for administrative purposes.

**Program Statistics Report**  
**Crime Stoppers International, Inc.**  
**PO Box 614, Arlington, TX, 76004-0614**

OR this form may be sent to  
Rene Jacques  
815 Jefferson Blvd., Windsor, ON, Canada, N8S 2P7  
E-mail [rjacques@wincom.net](mailto:rjacques@wincom.net)  
Fax: (519) 944-4156

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

Program # \_\_\_\_\_ Number of Board Members \_\_\_\_\_

Coordinator \_\_\_\_\_ Chair \_\_\_\_\_

Tipline \_\_\_\_\_ Administrative Phone \_\_\_\_\_

Program Fax \_\_\_\_\_ Program Email \_\_\_\_\_

Official Program Name \_\_\_\_\_

Program 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 from inception, then note what month/year kept)*

The following Stats are from inception up to and including the month of \_\_\_\_\_

**REQUIRED** (minimum)

**ADDITIONAL** (if at all possible)

Total cases cleared: \_\_\_\_\_ ~~Total~~

Arrests: \_\_\_\_\_ Prosecutions: \_\_\_\_\_

Rewards paid in \$ \_\_\_\_\_ Convictions: \_\_\_\_\_

Property Recovered: \$ \_\_\_\_\_

Forfeitures: \$ \_\_\_\_\_

Narcotics Recovered: \$ \_\_\_\_\_



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

~~CONF~~

START DATE OF PROGRAM: \_\_\_\_\_

**STATISTICAL SUMMARY SINCE INCEPTION TO DATE**

~~CONF~~ ARRESTS

\$ VALUE OF PROPERTY RECOVERED \_\_\_\_\_ \$ VALUE OF DRUGS SEIZED \_\_\_\_\_

\$ REWARDS AUTHORIZED

\$ REWARDS PAID

COORDINATORS COMMENTS:-

**DUE DATE IS 30<sup>TH</sup> June & 31 December (each year)**

SEND INFORMATION TO O.A.C.S

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