


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date: August 13, 2020		APD.SOP.6142 Crime Stoppers Greater Atlanta
Applicable To: All employees		Review: 2024
Approval Authority: Chief Rodney Bryant		
Signature: Signed by RB		Signed Date: 8/13/2020

1. PURPOSE

To provide procedures on handling of crime tips reported to the Department via the P3 Tip Manager Online Software.

2. POLICY

The Atlanta Police Department will use crime tips received from citizens as an active approach for the reduction of crime in the City of Atlanta.

3. RESPONSIBILITIES

3.1 Division and section commanders will implement this procedure in their commands.

3.2 Section and unit commanders will ensure that all personnel under their command are in compliance with this directive.

3.3 Supervisors will ensure that all employees under their command are fully aware of proper procedures for acting on crime tips from citizens.

3.4 All employees shall follow this procedure when taking a crime tip from a citizen.

4. ACTION

4.1 All employees shall encourage citizens to report any criminal activity to the Atlanta Police Department as an active method of locating and suppressing crime. Employees, who attend Neighborhood Planning Unit (NPU) and other community meetings, shall have Crime Stoppers contact information available for citizens.

4.2 Crime Stoppers

4.2.1 Crime Stoppers Greater Atlanta is a collaborative program that brings together the Atlanta-area law enforcement agencies, the community, and the media to solve crime. A program of the Atlanta Police Foundation, Crime Stoppers Greater Atlanta is dedicated to the reduction of crime, the prompt solution of crimes, and to rewarding persons who provide information that leads to the arrest of criminals.

4.2.2 Crime Stoppers Greater Atlanta can be contacted by calling (404) 577-TIPS (8477) or e-mailing the anonymous information using the online form at www.crimestoppersatlanta.org. The tip can result in a reward up to \$2,000 to the individual who supplied the information needed to solve the crime. Business cards with Crime Stoppers Greater Atlanta contact information are available



Atlanta Police Department Policy Manual
APD.SOP.6142
Crime Stoppers Greater Atlanta



- through the Crime Stoppers Greater Atlanta office, located at the Public Safety Headquarters building, 226 Peachtree Street, Atlanta GA 30303.
- 4.2.3 All calls received by Crime Stoppers Greater Atlanta (CSGA) will remain anonymous and confidential, if a caller wishes to identify themselves, they will be provided contact information for the appropriate unit or jurisdiction and encouraged to participate in the judicial process as a witness, Crime Stoppers does not allow for the identification of tipsters.
- 4.2.4 Although Crime Stoppers Greater Atlanta is staffed by employees of the Atlanta Police Department; criminal activity that is occurring or has occurred in other metro Atlanta jurisdictions will be forwarded to the appropriate law enforcement agencies.
- 4.2.5 Employees assigned to Crime Stoppers Greater Atlanta shall receive tips over the phone or through the Crime Stoppers website.
- 4.2.6 Employees shall advise the Crime Stoppers Greater Atlanta tip identification number for all tips and forward the information to the appropriate investigative unit.
- 4.2.7 P3 Tip Manager Online Software
1. The P3 Tip Manager Online Software shall be used to record and track the information received from a caller.
 2. The P3 Tip Manager Online Software shall assign Crime Stoppers Atlanta tip identification number (552) when a tip is received.
 3. Employees shall complete the P3 Tip Manager Online Software information fields as appropriate.
 4. Employees shall forward the tip information to the appropriate investigative units.
 5. The callers contact information shall remain confidential and will be available only to the Crime Stoppers staff through the P3 Tip Manager software (only with the permission of the caller).
 6. P3 Tip Manager Online Software recommends the monetary reward amount.
- 4.2.8 Tip Information Returns
1. Caller and tip records shall remain open with Crime Stoppers staff until a disposition notification is returned to Crime Stoppers.
 2. Each tip forwarded to an investigative unit shall contain an expiration date.
 3. Failure to return a disposition notification to Crime Stoppers by the expiration date may affect the reward available to the tip giver and may negatively impact the receipt of criminal information in the future.
- 4.2.8 Rewards
1. Rewards shall not be distributed until an arrest/ indictment and a review of the case by the Crime Stoppers Greater Atlanta Civilian Advisory Board has occurred.



Atlanta Police Department Policy Manual

APD.SOP.6142

Crime Stoppers Greater Atlanta



2. The Crime Stoppers Greater Atlanta Civilian Advisory Board can approve the reward amount recommended by P3 Tip Manager or can adjust at their discretion.
3. The Crime Stoppers Law Enforcement Task Force serves in an advisory capacity to make recommendations to the Atlanta Police Foundation and the Crime Stoppers Greater Atlanta Civilian Advisory Board.
4. Callers that receive a reward shall learn of their reward amount when they retrieve their check.
5. The Atlanta Police Department will remain neutral when Reward Recommendations are voted on by the Crime Stoppers Greater Atlanta Civilian Review Board.

4.3 Tips Received by Zone or Investigative Employees

1. When a tip is received by the zone or investigative employee, that unit will provide the Crime Stoppers contact information and encourage the individual to contact Crime Stoppers.
2. The employee shall notify the tip giver that no reward will be available unless the tip is received by Crime Stoppers Greater Atlanta.
3. If the tip giver insists on giving the information to the employee, that employee shall record in writing all pertinent information, including the tip givers contact information, and provide that information to the appropriate investigative unit in writing.

4.4 The Atlanta Police Department is not the custodian of any records obtained by The Crime Stoppers Greater Atlanta Program.

5. DEFINITIONS

P3 Tip Manager - online resources for Citizens to report crime anonymously and confidentially.

6. CANCELATIONS

APD.SOP.6142 "Citizen's Crime Tips Form", effective March 15, 2018

7. REFERENCES

N/A

8. SIGNIFICANT CHANGES

8.1 Addition to Policy

Section 4.2.8, Number 5 and Section 4.4.

8.2 Revisions to Policy

Section 3.3 and Section 4.2.3.