



A handwritten signature in black ink, appearing to read "A. H.", is written over a horizontal line.

POLICY

It is the policy of the Douglas County Sheriff's Office (DCSO) to participate in the Crime Stoppers Program in an effort to reduce crime in Douglas County. Crime Stoppers tips will be coordinated by the respective Criminal Investigations Bureau (CIB) Lieutenant or designee.

PROCEDURE

I. Crime Stoppers Tips

- A. Persons with information about criminal activity and/or the identity or location of suspects who have committed a crime and who wish to remain anonymous may provide information by logging into one of several designated Tip Lines.
- B. Tipsters may be eligible to receive a cash reward for the information.
- C. The respective CIB Lieutenant or respective Sergeant is responsible for coordinating and authorizing the release of information regarding an investigation to media outlets and/or social media in an effort to further the investigation in accordance with the DCSO "Media Relations" and "Social Media" policies.
 - 1. When requesting assistance from the public, the media and/or social media release will include the manner in which persons should submit tips.
- D. The respective CIB Lieutenant will coordinate the monitoring and assignment Crime Stoppers tips that are received online.
- E. If a tip is received through the phone line, the on-duty Supervisor will assign the tip for follow-up investigation as needed.
- F. Information provided by persons through other means who request anonymity, with the exception of Confidential Informants, will be treated as a tip.
- G. All tips will be documented and maintained via the secure online Crime Stoppers site.
- H. Upon receipt of a tip, the assigned Investigator will ensure that all necessary information has been received and documented on the Lead Tab of the Crime Stoppers site.
- I. The Investigator will obtain a code word from the tipster that will be assigned to the corresponding Crime Stoppers log number.
 - 1. The word can be anything the caller chooses as long as it is appropriate.
 - 2. Investigators may email a tipster directly through the site and request more information for the purposes of establishing a code word.

3. The Crime Stoppers number and code word will be used to identify the person if they are to call with additional information or at the time of payment if applicable.
 4. The caller will be advised to keep the number and code word confidential and that they must remember the Crime Stoppers number and code word to be eligible to receive a cash reward.
 5. If same person calls with a tip regarding a different investigation a new Crime Stoppers number and code word will be assigned.
- J. Deputies will take steps to maintain the anonymity of the tip provider if the identity or identifying information about the tip provider is discovered during the course of the investigation.
- K. For major cases where phone tips are coming in, the Investigator will assign a lead number to the Crime Stoppers tip.

II. Reward Disbursement

- A. Funds to pay for Crime Stoppers Tips and Informant information will be paid with seizure money provided in the Crime Stoppers and Confidential Informant Fund. Cash funds are managed and audited in accordance with the DCSO "Fiscal Management" policy.
1. Confidential Informants are not eligible for Crime Stoppers cash rewards. DCSO members will refer to the DCSO "Confidential Informants" policy for procedures for reimbursing Confidential Informants.
- B. The respective CIB Lieutenant or Sergeant will determine how much money, if any, will be paid to the person that provided information. The amount will be based on the severity of the crime, the amount of information provided, and if the tip leads to an arrest of the suspect.
- C. The tipster will not be advised how much money will be provided for information before the tip is provided without approval from the respective CIB Lieutenant.
- D. Once a cash reward has been approved by the respective CIB Lieutenant, the lead investigator will contact the person that provided the tip and arrange a location to meet.
- E. A second Investigator and/or Division Supervisor will accompany the Investigator.
- F. Once a location has been determined, the respective CIB Lieutenant will provide the reward amount to the lead Investigator.
- G. The Crime Stoppers number and code word will be used to identify the person receiving the funds. The Investigator will also identify the subject by requesting a driver's license or other photo identification. The subject will be informed and assured again of the confidentiality of the contact.
- H. Once the Investigator is satisfied that the subject is the original Tipster, the Investigator will provide the money.
- I. The Investigator will complete the Confidential Informant/Crime Stoppers Funds Expense Voucher (ASF-220A) and have the person receiving the funds sign the receipt located on the reverse side of this form.

- J. The voucher will be forwarded to the respective CIB Lieutenant who will make the necessary adjustments in the ledger (see the DCSO “Fiscal Management” policy).

REFERENCES

I. Previous Orders

- A. Previous General Orders include: #103-2020 and #70-2020.
- B. Previous CIB Bureau Directives include: #3-2020 and #2-2008.

II. Review Schedule

- A. Quadrennial.