



# NEWARK POLICE DIVISION GENERAL ORDER



<b>SUBJECT:</b> <b>CRIME STOPPERS: NWK-TIPS</b>	<b>GENERAL ORDER NO.</b> <b>07-04</b>
<b>SUPERSEDES:</b> <b>G.O. 07-04 (09/27/24)</b>	<b>DATED:</b> <b>March 4, 2026</b>

## I. POLICY

It shall be the policy of the Newark Police Department to utilize all possible means in its effort to apprehend and help prosecute criminal offenders. In this endeavor a Crime Stoppers Program has been created in order to assist in the Newark Police Department's mission. The organization shall consist of a component staffed by Newark Police Officers who will work in conjunction with civilian and other law enforcement agencies. The goal is to publicize crimes and crime information in order to encourage the public in reporting suspected criminal activity while still remaining anonymous. Monetary rewards will be offered to persons who relay information that lead to the arrest and indictment of suspected criminals.

## II. PURPOSE

The purpose of this Order is to establish procedures as to the creation and administration of a "Crime Stoppers" Program within the Newark Police Department.

## III. DEFINITIONS

- A. Crime Stoppers - A crime reduction program which involves the cooperation of the citizens of Newark, the media and the Newark Police Department in the fight against crime. The Toll-Free Hotline Number, 1-877-NWK-TIPS (1-877-695-8477) has been established for callers to report criminal and gun related offenses. Additionally, an option for tips to be transmitted via e-mail and text messaging is also available. Cash rewards will be offered to callers who provide information that will lead to the arrest and indictment of criminal offenders. The program will be funded with monetary contributions made by private enterprises.
  
- B. "NWK-TIPS" - A "Crime Stoppers" toll-free telephone number established to accept phone calls from the public with the purpose of reporting information regarding criminal activity. The "Crime Stoppers" number shall be 1-877-NWK-TIPS (1-877-695-8477). This number shall be publicized as a number to report information regarding the whereabouts of suspected felons, current "high priority" cases or other crimes within the City. The telephone shall be physically located in the offices of the Criminal Investigations Bureau. This number shall also publicize the anonymity of the callers.



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- C. Crime Stopper Program - The "NWK-TIPS" telephone number shall be manned by detectives assigned to the Criminal Investigation Bureau. The telephones shall be manned on a 24-hour basis. Staff shall be responsible in documenting and forwarding all information received on the hotline number. Staff shall also be responsible in compiling and reporting information from the "Crime Stoppers" program directly to the Board of Directors.
- D. Reporting Forms: "NWK-TIPS" - The reporting form whereby the detective assigned to the Crime Stoppers Program shall document information regarding criminal activity received from citizens. (A copy of each form is located in the Appendix of this General Order.)
- E. Personal Identification Number - This is the number given to the caller who gives verifiable information on a particular crime or illegal firearm possession.
- F. Firearm-As described in 2C:39-1: "Any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It shall also include, without limitation, any firearm which is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person."
- G. Reward - The monetary value that a citizen will receive when the information they provide leads to the arrest of suspected criminals. The exact monetary amount will be determined by the Board of Directors of the "Crime Stoppers" program. The maximum possible reward shall be \$2,000.00. (Note: All callers who convey information that result in an arrest of an individual in possession of a firearm shall receive a mandatory reward which will be determined by the Board of Directors of the Crime Stoppers Program. An indictment is not necessary.)
- H. Web and Text Messaging: - The Newark Police Department recognizes that advances in technology have allowed for alternative means when transmitting information. The Crime Stoppers Program will have the capability to receive e-mail and text-based tips with the same anonymity as would information received over a telephonic line. Citizens with potential tips can access the Newark Police Department Website and follow the link to the "Web Tips" site. While at that site they can freely e-mail any tips they wish to relay. Alternatively, citizens may also text, via cell phone, the tip they wish to transmit.



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## IV. REWARD PROCEDURE

Upon approval from the Board of Directors, the following procedure will then be applied:

- A. When the tipster places the return phone call to Crime Stoppers, the detective will verify the caller through the code that was initially given to the tipster from the original calling time.
- B. The tipster may respond to the bank and present the personnel there with the code number and then withdraw the reward.
- C. The following list contains the crimes in which the Crime Stoppers Program will consider for monetary rewards:

- Shooting of a Police Officer
- Murder
- Attempted Murder
- Acts of Terrorism
- Aggravated Assault
- Kidnapping
- Robbery
- Carjacking
- Sexual Assault
- Arson
- Burglary
- Possession of a Firearm
- Distribution of CDS
- \*Theft- 2<sup>nd</sup>/3<sup>rd</sup> degree
- \*Felony Warrants
- \*Other Crimes

\*(Based on the discretion of the Crime Stoppers Board of Directors)

- D. Newark Police Officers are not eligible for monetary rewards, however, if in the course of their duties they are approached/contacted by individuals, in person or via telephone, that wish to report any information, they are to direct the person/s to call the Crime Stoppers Hotline.



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## V. RESPONSIBILITIES: DETECTIVES ASSIGNED TO THE CRIME STOPPERS PROGRAM

Detectives assigned to the Crime Stoppers Program shall answer calls from the Crime Stoppers Hotline, as well as any e-mail or text message tips, while properly recording and forwarding the information. Call takers should also be cognizant that anonymity is essential in the success of the Crime Stoppers Program. The Crime Stoppers Program shall operate under the command of the Criminal Investigations Bureau. Detectives assigned to the Crime Stoppers Program shall ensure that all tips are responded to immediately and they shall operate:

### A. NWK-TIPS Hotline

1. When a Crime Stoppers call taker receives a phone call from the 1-877- NWK-TIPS (1-877-695-8477) hotline, the detective shall not ask the caller for his/her name, but explain that their anonymity will not be guaranteed if they identify themselves. An interview of the caller shall be conducted to ascertain the validity of the caller and the information that is being presented. The information shall be recorded onto the NWK-TIPS Report Form if found to be valid. The call taker shall then give the caller a Personal Identification Number, and inform the caller to call back in two weeks. The detective shall enter the Personal Identification Number into the NWK-TIPS Log Book. All calls, whether valid or not, shall be recorded onto the NWK-TIPS Call Sheet. The detective must then complete the following procedure:
  - a. If the call received was of an urgent nature or an "in progress" call, the information should be immediately forwarded by the call taker to the Police Department Division that has the greatest chance of successfully addressing the information received in the tip at the time. The NWK-TIPS Report Form must still be completed and forwarded appropriately.
  - b. If the call provided information on a past crime, then the NWK-TIPS Report Form is to be forwarded to the particular Newark Police Department Investigative Unit to be appropriately addressed.
  - c. If a program detective receives a call whereby the person identifies him/herself as a Confidential Informant, then the call shall be forwarded directly to the Squad/Unit in which the Confidential Informant is affiliated, whether the call is urgent in nature or occurred in the past. The following procedure shall be followed:
    - i. If the Squad or Unit does not have personnel on-duty at the time the Crime Stoppers call was received and the information is not urgent in nature then all pertinent information is to be documented on the NWK-TIPS Report Form and forwarded to the Squad/Unit affected at the earliest possible time. The caller shall then be advised to call the respective Squad/Unit when it reports for duty. The Confidential Informant shall also be informed to call Crime Stoppers back in two weeks for results of a



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monetary reward.

- ii. If the Squad or Unit does not have personnel on-duty at the time when a Confidential Informant phones the 1-877-NWK-TIPS hotline and the information reported is urgent in nature or an "in-progress" assignment, then the information shall be forwarded to the Police Department Division that has the greatest chance of successfully addressing the information received in the tip at the time. The Confidential Informant's information shall still be documented on the NWK-TIPS Report Form and forwarded to the CI's affiliated Squad/Unit. The Confidential Informant shall be advised to call the respective Squad/Unit when it reports for duty. The Confidential Informant shall also be informed to call the Crime Stoppers back in two weeks for results of a monetary reward.

- d. If a confidential informant is unable to safely contact the Crime Stoppers program, their handler may make the contact on their behalf without affecting the informant's eligibility for any potential monetary reward(s).

(Confidential Informants will still be considered for monetary rewards from the Crime Stoppers Program in addition to any other monetary payments they receive from individual Squads/Units in which they are affiliated.)

2. The program detective shall document, on every NWK-TIPS Report Form, the Squad or Unit the information was forwarded to and the name of the officer or detective to which the information was given. In circumstances where the call was sent to the dispatcher, due to the urgent nature of the call, then the dispatched unit and Event Number, as well as any other resulting information, shall also be documented on NWK-TIPS Report Form.
3. The detective shall be responsible for documenting every phone call received from the 1-877-NWK-TIPS hotline. The calls shall be entered on a NWK-TIPS Call Log Sheet.

## B. Web and Text-Based Tips

1. When the detective receives a tip via a web-based e-mail or text message (cell phone), the detective shall record the information onto the NWK-TIPS Report Form. The detective shall then give the person a Personal Identification Number and inform the person to call back in two weeks. The detective shall enter the Personal Identification Number into the NWK-TIPS Log Book. All calls, whether valid or not, shall be recorded onto the NWK-TIPS Call Sheet. The detective must then complete the following procedure:
  - a. If the message received was of an urgent nature or an "in progress" call, the information should be immediately forwarded by the call taker to the Police Department Division that has the greatest chance of successfully addressing the information received in the tip at the time. The NWK-TIPS Report Form must still be completed and forwarded appropriately.



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- b. If the message provided information on a past crime, then the NWK-TIPS Report Form is to be forwarded to the particular Newark Police Department Investigative Unit to be appropriately addressed.
2. The program detective shall document, on every NWK-TIPS Report Form, the Squad or Unit the information was forwarded to and the name of the officer or detective to which the information was given. In circumstances where the call was sent to the dispatcher, due to the urgent nature of the call, then the dispatched unit and Event Number as well as any other resulting information shall also be documented on NWK-TIPS Report Form.
3. The detective shall be responsible for documenting every message received from either a web-based or text-based medium. The messages shall be entered on a NWK-TIPS Call Log Sheet.
- C. Detectives assigned to the Crime Stoppers Program shall, at the discretion of the Commander of the Criminal Investigations Bureau, be directed to respond to crime scenes within the City of Newark with the Crime Stoppers Program van. The goal of such a deployment shall be to advertise via posters, leaflets, public address, or other means the Crime Stoppers Hotline number and reward possibilities. This encouragement may lead the citizenry to call the number with any information they may have in relation to a particular crime. Anonymity shall be stressed in all instances to the public. The Crime Stoppers detectives shall also coordinate information that will lead to the creation and distribution of Crime Posters.
- D. Detectives assigned to the Crime Stoppers Program shall be tasked with the responsibility of compiling all data concerning the Crime Stoppers Unit and presenting that data to the Crime Stoppers Board of Directors via email. The emailed information may include, but is not limited to:
  1. Total of Calls/Messages Received
  2. Total of Personal Identification Numbers given out
  3. Number of Arrests and /or Indictments resulting from previous given information
  4. Individual cases that are eligible for payment
  5. Monetary reward totals (\$)
  6. Number of guns recovered
- E. The web-based and text-based tip resources shall be received by the personnel assigned to the Crime Stoppers Program and the Commander of the Intelligence Division. The aforementioned personnel shall receive the tips via computers in the Criminal Investigation Bureau and through city-issued cellular devices.
- F. Access to Crime Stoppers computers shall be password-protected. The passwords shall be made known to personnel assigned to the Crime Stoppers Program and the Commander of the Intelligence Division. A copy of the passwords shall be maintained by the Commander of the Intelligence Division.



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## VI. RESPONSIBILITIES OF THE CRIMINAL INVESTIGATIONS BUREAU & INTELLIGENCE DIVISION

- A. The Commander of the Intelligence Division shall be responsible for maintaining coverage of the Crime Stoppers Hotlines on a twenty-four-hour (24) basis.
- B. The Commander of the Intelligence Division, or his/her designee, shall ensure that Log Books and Crime Stoppers Reporting Forms, as well as all other necessary equipment, are readily available for the detectives for the Crime Stoppers Program to operate efficiently.
- C. The Criminal Investigations Bureau shall be responsible for weekly reward payouts to callers who relay information that results in an arrest of a suspect in possession of a firearm. Details of the call and subsequent arrest are to be addressed in the monthly email. A mandatory reward, determined by the Crime Stoppers Board of Directors, shall be paid to a caller for any information that results in a firearm arrest.
- D. Program detectives shall classify the status of the tips as one of the following, which will also be included in the monthly email:
  - Unfounded
  - Investigation in Progress
  - Not Sustained (information could not be confirmed or refuted)
  - Arrest/Indictment made, referred to the Board for reward approval
  - All cases that involved the recovery of firearms from caller-reliant tips
- E. The Commander of the Criminal Investigation Bureau shall ensure the operability of the Crime Stoppers Program van. Prompt notice to Fleet Management of any maintenance problems shall be reported and rectified. (The Crime Stoppers Van shall be utilized strictly by the detectives assigned to the Crime Stoppers Program, unless directed otherwise by the Commander of the Criminal Investigations Bureau.)
- F. During the weekly Comstat meetings, the Commander of the Criminal Investigations Bureau shall report on all relevant Crime Stoppers Program activities.
- G. The **Criminal Investigations Bureau** shall forward a periodic report, no later than the 5<sup>th</sup> of each month, regarding all relevant Crime Stoppers Program activities to the Office of the Police Director, with a copy emailed to the Commander of the Compliance Unit. The monthly report shall indicate the following:
  1. Total of calls/messages received
  2. Total number of texts and emails received
  3. Total of personal identification numbers given out
  4. Number of arrests and /or indictments resulting from previously given information
  5. Individual cases that are eligible for payment
  6. Monetary reward totals (\$)
  7. Number of guns recovered
  8. Brief summary for each payout for tips received



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## VII. MONTHLY AUDIT BY COMPLIANCE DIVISION

The **Compliance Unit** shall conduct independent monthly audits to include, at a minimum, the number of tips received in relation to payouts. Other measurables can also be considered and included in the monthly audit report, at the discretion of the Commander of the Compliance Unit or at the direction of the Office of the Public Safety Director.

The Compliance Unit's monthly audit report shall be delivered to the Office of the Public Safety Director no later than the 10<sup>th</sup> of the month, reporting on the activity recorded for the previous month.

## VIII. EFFECT OF THIS ORDER

All Division Orders, Memoranda, and sections of Rules and Regulations that are inconsistent with this Order are hereby rescinded.

## IX. RESPONSIBILITY FOR COMPLIANCE

All Division personnel are responsible for understanding and complying with the content contained in this policy.

By Order of:

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

EMANUEL MIRANDA, SR.  
PUBLIC SAFETY DIRECTOR

EM/JAG/JG:jds