



# NEWARK POLICE DIVISION GENERAL ORDER



SUBJECT: <b>CRIME STOPPERS: NWK-TIPS / NWK-GUNS</b>	GENERAL ORDER NO. <b>07-04</b>	
SUPERSEDES: <b>07-04 (MARCH 9, 2007)</b>	DATED: <b>JUNE 3, 2009</b>	SECTION CODE: <b>D-14</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 Stopper" Unit 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. Two Toll Free Hotline Numbers, 1-877-NWK-TIPS (1-877-695-8477) and 1-877-NWK-GUNS (1-877-695-4867) have 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 Stopper" toll-free telephone number established to accept phone calls from the public with the purpose of reporting information regarding criminal activity. The "Crime Stopper" 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. "NWK-GUNS" - The second "Crime Stopper" number shall be 1-877-NWK• GUNS (1-877-695-4867). This number shall be publicized as a number to report information regarding the location of persons who are carrying illegal firearms within the City. This number shall also publicize the fact that callers will remain completely anonymous. The telephone shall be physically located in the offices of the Criminal Investigation Bureau.
- D. Board of Director's-These are the representatives of the private organizations who will be funding the "Crime Stopper" program through monetary contributions. The Newark Police Department "Crime Stopper" Unit shall hold monthly meetings with the Board of Directors which must include, but not limited to, the following information: the total of new confidential numbers, individual cases which are eligible for payment, status of on-going cases and number of arrests and/or indictments brought about by information received.
- E. Crime Stopper Unit - This represents the Newark Police Department component of the "Crime Stopper" program. Both the "NWK-TIPS" and "NWK-GUNS" telephones 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 numbers. Staff shall also be responsible in compiling and reporting information from the "Crime Stopper" program directly to the Board of Directors.
- F. Reporting Forms "NWK-TIPS" and "NWK-GUNS" -These are the reporting forms whereby the detective assigned to the Crime Stopper Unit shall document information regarding criminal activity received from citizens. (A copy of each form is located in the Appendix of this General Order.)
- G. Personal Identification Number - This is the number given to the caller who gives verifiable information on a particular crime or illegal firearm possession.
- H. Crime Stopper Code Number - This is the secondary number provided by the Crime Stopper Board of Directors and given to the caller by the Crime Stopper Unit detective in order for the caller to collect on a monetary reward.
- I. 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."



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- J. Reward - The monetary value that a citizen will receive when the information they provide leads to the arrest and indictment of suspected criminals. The exact monetary amount will be determined by the Board of Directors of the "Crime Stopper" 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 Stopper Program. An indictment is not necessary.)
- K. Web and Text Messaging: - The Newark Police Department recognizes that advances in technology have allowed for alternative means when transmitting information. The Crime Stopper Unit 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. A concerned civilian may text their message along with the number "NWK-TIPS" to "Crimes" (274637) and relay their message to a Crime Stopper detective.

## IV. REWARD PROCEDURE

The Crime Stopper Program is funded by private enterprises. These enterprises are represented by a Board of Directors that will convene once a month with detectives from the Crime Stopper Unit. During these meetings the Board of Directors and Crime Stopper Unit detectives will discuss current investigations and calls which have resulted in apprehensions and indictments. During these discussions a monetary value for all rewards will be decided. Upon completion, the Board of Directors will provide the detectives of the Crime Stopper Unit with a Code Number as well as the name of the bank with an account number in which to give the tipster who called to initially report the information. The following procedure will then be applied:

- A. When the tipster places the return phone call to the Crime Stopper Unit the Crime Stopper detective will verify the caller through the code that was initially given to the tipster from the original calling time.
- B. Upon verifying the tipster the detective shall give the new code, given by the Board of Directors, as well as the location of the bank and account number where the reward may be obtained.
- C. The tipster may respond to the bank and present the personnel there with the code number and account number and then withdraw the reward.
- D. The following list contains the crimes in which the Crime Stopper Program will focus its attention:



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- Shooting of a Police Officer
- Murder
- Attempted Murder
- Acts of Terrorism
- Aggravated Assault
- Kidnapping
- Robbery
- Carjackings
- Sexual Assault
- Arson
- Burglary
- Possession of Firearm
- \*Theft- 2nd;3rd degree
- \*Felony Warrants
- \*Other Crimes

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

- E. 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 Stopper Hotlines.

## **V. RESPONSIBILITIES: PERSONNEL OF THE CRIMESTOPPERUNIT**

The call takers act as a liaison between the Newark Police Department and the Crime Stoppers Board of Directors. Detectives assigned to the Crime Stopper Unit shall answer calls from the Crime Stopper Hotlines 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 Stopper Program. The Crime Stopper Unit shall operate under the command of the Criminal Investigations Bureau. The Crime Stopper Unit shall ensure that all tips are responded to immediately and the Unit shall operate

### **A. NWK-TIPS Hotline**

1. When a Crime Stopper 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



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Personal Identification Number, (example, T09-1 and then proceed in sequential order) 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 Communications Division so a patrol unit can be dispatched immediately. 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 Crime Stopper 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 Stopper 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 the Crime Stopper Unit back in two weeks for results of a 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 Communications Division shall be immediately notified to send a patrol unit. 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 Stopper Unit back in two weeks for results of a monetary reward.

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



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2. The Crime Stopper 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 Crime Stopper 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. A verifiable call, which results in a Personal Identification Number being given to the caller, shall also be documented in the NWK-TIPS Log Book with the notation of "T09-01" and then proceeding in sequential order.

### B. NWK-GUNS Hotline

1. When a Crime Stopper call taker receives a phone call from the 1-877- NWK-GUNS (1-877-695-4867) 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 shall be conducted to ascertain the validity of the caller and the information being represented. The information shall be recorded onto the NWK-GUNS Report Form if found to be valid. The call taker shall then give the caller a Personal Identification Number, (example G09-123) and inform the caller to call back in one week. The detective shall also record the Personal Identification Number in the NWK-GUNS Log Book. All calls, whether valid or not, shall be entered into the NWK-GUNS Call Sheet. The monetary reward for any gun arrest shall be a mandatory amount based on the discretion of the Crime Stopper Board of Directors. (Indictment is not needed for a gun arrest)
  - 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 Communications Division so a patrol unit can be dispatched immediately. The NWK-GUNS Report Form must still be completed and forwarded appropriately.
  - b. If the call provided information on a past crime then the NWK• GUNS Report Form is to be forwarded to the particular Newark Police Department Investigative Unit to be appropriately addressed.
  - c. If a Crime Stopper 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 they are 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 Confidential Informant calls the 1-877- NWK-GUNS hotline and the information is not urgent in nature then all pertinent information is to be





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documented on the NWK-GUNS Report Form and forwarded to the CI's respective Squad/Unit at the earliest possible time. The Confidential Informant shall then be advised to call the respective Squad/Unit when it reports to duty. The Confidential Informant shall also be informed to call the Crime Stopper Unit back in one week for the results of a monetary reward.

- ii. If the Squad or Unit does not have personnel on duty at the time the Confidential Informant calls the 1-877- NWK-G UNS hotline and the information is urgent in nature or an "in-progress" assignment then the Communications Division shall be immediately notified to send a patrol unit. The Confidential Informant's information shall still be documented on the NWK• GUNS Report Form and forwarded to the CI's affiliated Squad/Unit. The Confidential Informant shall be notified to call the Squad/Unit when it reports for duty. The Confidential Informant shall also be informed to call the Crime Stopper Unit back in one week for the results of a monetary reward.

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

2. The Crime Stopper detective shall document on every NWK-GUNS 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 the NWK• GUNS Report Form.
3. The Crime Stopper detective shall be responsible for documenting every phone call received from the 1-877-NWK-GUNS hotline. The calls shall be entered on a NWK-GUNS Call Log Sheet. A verifiable call, which results in a Personal Identification Number being given to the caller, shall also be documented in the NWK-GUNS Log Book with the notation of "G09-01" and proceeding in sequential order.

## C. Web and Text Based Tips

1. When a Crime Stopper 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, (example, T09-1 and then proceed in sequential order) 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:



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- 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 Communications Division so a patrol unit can be dispatched immediately. The NWK-TIPS Report Form must still be completed and forwarded appropriately.
  - 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 Crime Stopper 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 Crime Stopper 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. A message which results in a Personal Identification Number being given to the person, shall also be documented in the NWK-TIPS Log Book with the notation of "T09-01" and then proceeding in sequential order.
- D. Crime Stopper detectives 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 Stopper Program van. The goal of such a deployment shall be to advertise via posters, leaflets, public address or other means the Crime Stopper Hotline numbers and reward possibilities. This encouragement may lead the citizenry to call those numbers with any information they may have in relation to a particular crime. Anonymity shall be stressed in all instances to the public. The Crime Stopper detectives shall also coordinate information which will lead to the creation and distribution of Crime Posters.
- E. The Crime Stopper detectives shall be tasked with the responsibility of compiling all data concerning the Crime Stopper Unit and presenting that data to the Crime Stopper Board of Directors during its monthly meetings. The information for the monthly meeting 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 which are eligible for payment
  5. Monetary reward totals (\$)
  6. Number of guns recovered





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The detectives shall review the data with the Commander of the Criminal Investigations Bureau prior to the monthly meeting with the Board of Directors.

- F. The Web based and Text based tip resources shall be received by the personnel of the Crime Stopper Unit and the Commander of the Criminal Intelligence Unit. The aforementioned personnel shall receive the tips via computers in the Crime Stopper Unit and through City issued "Blackberry" devices.
- G. Access to the Crime Stopper's computers shall be password protected. The passwords shall be made known to personnel of the Crime Stopper Unit and the Commander of the Criminal Intelligence Unit. A copy of the passwords shall be maintained by the Commander of the Criminal Intelligence Unit.

### **VI. RESPONSIBILITIES OF CRIMINAL INVESTIGATIONS BUREAU**

- A. The Commander of the Criminal Investigations Bureau shall be responsible for maintaining coverage of the Crime Stopper Unit Hotlines on a twenty-four hour (24) basis.
- B. The Commander of the Criminal Investigations Bureau or his/her designee shall insure that Log Books and Crime Stopper Reporting Forms as well as all other necessary equipment are readily available for the Crime Stopper Unit detectives in order for the Crime Stopper 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 at the monthly Crime Stopper Board meeting. A mandatory reward, determined by the Crime Stopper Board of Directors, shall be paid to a caller for any information which results in a firearm arrest.
- D. The Commander of the Criminal Investigations Bureau shall meet with the Crime Stopper Unit detectives prior to their monthly meeting with the Crime Stopper Board of Directors in order to review the material that will be presented to the Board. The status of tips shall be classified by the Commander of the Criminal Investigation Bureau or his designee as one of the following:
  - 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 which involved the recovery of firearms from caller relayed tips
- E. The Commander of the Criminal Investigation Bureau shall ensure the operability of the Crime Stopper Program van. Prompt notice to Fleet Management of any maintenance problems shall be reported and rectified. (The Crime Stopper Van shall be utilized strictly by the



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Crime Stopper Unit detectives 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 relative Crime Stopper Program activities.
- G. The Criminal Investigations Bureau shall also forward a monthly report on all relative Crime Stopper Program activities to the Office of the Police Director by the 5th day of each month. The monthly report shall indicate the following:
  - 1. Total of Calls/Messages received
  - 2. Total Number of Texts and E-Mails received
  - 3. Total of Personal Identification Numbers given out
  - 4. Number of Arrests and /or Indictments resulting from previous given information
  - 5. Individual cases which are eligible for payment
  - 6. Monetary reward totals (\$)
  - 7. Number of guns recovered

## VII. RESPONSIBILITIES OF ADMINISTRATION BUREAU

The Commander of the Administration Bureau, through Management Information Systems (MIS), shall ensure that the website, npd.org, is updated in order to provide a link to the **TipSoft** website.

**BY ORDER OF:**

  
**GARRY F. MCCARTHY**  
**POLICE DIRECTOR**

GFM:ASP:DL:jp