

MAR 11 2019

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

Approved

SUBMITTED BY: Sheriff Adam King

TODAY'S DATE: 2-20-19

DEPARTMENT:

X Sheriff's Office

SIGNATURE OF DEPARTMENT HEAD:

X *Adam King*

REQUESTED AGENDA DATE:

X 3-11-2019

SPECIFIC AGENDA WORDING:

Memorandum of Understanding for Crime Stoppers Agency Coordinator

PERSON(S) TO PRESENT ITEM:

____ Sheriff Adam King _____

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: ____ 3 min. ____

ACTION ITEM: _____

WORKSHOP: _____

(Anticipated number of minutes needed to discuss item) CONSENT: ____ X ____

EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: ____ X ____

ISS DEPARTMENT: _____

AUDITOR: _____

PURCHASING DEPARTMENT: _____

PERSONNEL: _____

PUBLIC WORKS: _____

BUDGET COORDINATOR: _____

OTHER: _____

*****This Section to be Completed by County Judge's Office*****

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____

Memorandum of Understanding Crime Stoppers Agency Coordinator

This Memorandum of Understanding ("Memorandum") is entered into by and between the **Johnson County Sheriff's Office** (hereinafter referred to as the Agency) and the Board of Directors of Johnson County Crime Stoppers Inc. (hereinafter referred to as Crime Stoppers). The **Johnson County Sheriff's Office** and Johnson County Crime Stoppers, Inc. by this Memorandum, desire to memorialize their relationship and outline the respective obligations of the parties.

Johnson County Crime Stoppers, Inc. program's purpose is to achieve citizen interest and involvement through anonymity for the tipster and establishing a rewards system to pay for information leading to the arrest of or charges being filed on persons involved in crimes.

The **Johnson County Sheriff's Office** has identified the following reasons for supporting Johnson County Crime Stoppers, Inc.

1. Law enforcements successes, due to Crime Stoppers, increases community and media respect for law enforcement.
2. By encouraging persons to come forward with tips, the program helps solve cases that might otherwise go unsolved.
3. Crime Stoppers helps foster cooperation between various law enforcement agencies, resulting in more efficiency.

Johnson County Crime Stoppers, Inc., is a nonprofit and tax-exempt charitable organization, governed by a Board of Directors, who are comprised of volunteers interested in assisting law enforcement agencies in their ongoing efforts to detect and prevent crime.

Crime Stoppers is a separate entity from the **Johnson County Sheriff's Office**, governed by its own Articles of Incorporation and Bylaws, and responsible for its own liability in respect to the organization's operations under the direction of the Board of Directors. Likewise, the Agency is a separate entity from Crime Stoppers and is responsible for its own liability in respect to its operations under the direction of the Chief Law Enforcement Officer for the Agency. The Agency recognizes the Board of Directors of Crime Stoppers to be the administering and governing body of the Crime Stoppers program.

Crime Stoppers recognizes that by entering into a partnership with the Agency, it must operate in a manner that is above reproach and acceptable to the general public. Crime Stoppers will provide the Agency, a copy of the Articles of Incorporation and Bylaws of the organization. Crime Stoppers will provide annually, a copy of the annual financial statements of the organization, a copy of all new Bylaws amendments, and a current list of Officers and Directors of Crime Stoppers.

The Agency agrees to provide at least one law enforcement officer to serve as Crime Stoppers' Agency Coordinator. The Agency Coordinator will be mutually acceptable to Crime Stoppers and the Agency. The Agency Coordinator will not be a voting member of the Board of

Directors. The Agency will notify Crime Stoppers within 30 days of any personnel changes made to the Agency Coordinator including name and contact information. The Agency also agrees to assist, as permissible under applicable statutes and policies, Crime Stoppers in performing background checks on potential board members of the program.

The Agency Coordinator will attend Crime Stoppers meetings and be familiar with the operations, members, and duties required. The Agency Coordinator will produce a monthly report of activity for the Board of Directors and recommend rewards for tips that have resulted in an arrest or charges filed.

Crime Stoppers will assume responsibility for raising funds and paying tipsters any rewards deemed appropriate by the Board of Directors. Crime Stoppers will not be responsible for the offering or payment of any non-Crime Stoppers rewards, nor for determining who, if anyone may be entitled to rewards not offered or approved by Crime Stoppers. The Agency will be responsible for having the Agency Coordinator attend Crime Stoppers training bi-annually with approved expenses reimbursed by Crime Stoppers. The Agency agrees that it will endeavor to investigate all Crime Stoppers tips provided to the Agency by the Agency Coordinator. It is understood that all tip information is the property of Crime Stoppers and that access to tip information is restricted to the Agency Coordinator and the investigating officer(s)/ investigator(s).

The Agency further agrees to identify policy grievances regarding the Agency Coordinator or Crime Stoppers with the Chairman of the Board of Directors. The Chairman of the Board of Directors will address grievances with the Chief Law Enforcement Officer of the Agency.

This agreement remains in force subject to annual review and confirmation by all parties and will be subject to amendments upon request of signatories and mutual consent.

The undersigned officers and/or agents of the parties hereto are the properly authorized officials and have the necessary authority to execute this agreement on behalf of the parties hereto.

Agreed and signed on the 11th day of March, 2019.

Adam King
Chief Law Enforcement Officer
Johnson County Sheriff's Department

Bill Sanders
Bill Sanders, Chairman
Johnson County Crime Stoppers, Inc.

Mark D. Reinhardt
Agency Coordinator Signature

MARK D. REINHARDT
Coordinator Name

817-776-1704
Coordinator Phone #

mreinhardt@johnsoncountytx.org
Coordinator Email

Crime Stoppers Policy

Purpose and Scope

This policy has been established to ensure that all personnel of the **Johnson County Sheriff's Office** understand the Crime Stoppers program, the role of the Crime Stoppers Agency Coordinator, and the role and duties of the **Johnson County Sheriff's Office** personnel in regards to Crime Stoppers. Johnson County Crime Stoppers, Inc. is a valuable ally to law enforcement but is a private, non-profit organization consisting of a civilian board and a law enforcement Agency Coordinator.

Policy

Johnson County Crime Stoppers, Inc. and the **Johnson County Sheriff's Office** expects law enforcement personnel to make a diligent effort to complete a timely and thorough investigation of tip information received from Crime Stoppers, and to report, in a timely manner, to the Crime Stoppers Agency Coordinator the findings of the investigation.

Definitions

Anonymous:

Unknown or unnamed.

Crime Stoppers:

A private non-profit entity, primarily funded by private donations, that provides information to the public on selected crimes, establishes a mechanism for taking anonymous tips on criminal activity, and pays cash rewards for information that leads to arrests or grand jury indictment of felony crimes.

Agency Coordinator:

The law enforcement officer designated to perform the duties as the Agency's Law Enforcement Coordinator of the Johnson County Crime Stoppers program.

Funneling:

A term referring to the situation where an informant who has already given law enforcement officials information is sent ("funneled") to Crime Stoppers for a reward. The informant may not have known the reward was offered or available. Sometimes an investigator gets the information first; keeps it; then has the known informant call Crime Stoppers and pretend that the information is given for the first time. There are variations of this tactic but all are prohibited, and depending upon the circumstances, could be considered as:

- Fraud perpetrated against a non-profit, charitable corporation (Crime Stoppers) in order to cause it to part with reward money;

- Perjury if it is discovered that the informant's identity was known to the officer and the informant was not an anonymous Crime Stoppers tipster, and the officer testified falsely in court or made untrue allegations in an affidavit for a warrant; or
- Grounds for attacking all the officer's and informant's cases for credibility.

Tipsheet:

Information, whether printed, faxed, emailed, verbal, or digital/online, provided to law enforcement personnel by Johnson County Crime Stoppers, Inc. that include anonymous tip information, any supplemental information, and the Disposition Report form.

Tipster:

A person who provides information to Johnson County Crime Stoppers, Inc.

Procedures

A. The Agency Coordinator shall:

1. Distribute tip information to an officer/investigator of the law enforcement agency or agencies with jurisdiction over the matter;
2. Distribute tip information to an officer/investigator of a law enforcement agency or agencies with vested interest in the matter;
3. Serve as liaison to the Board of Directors for Johnson County Crime Stoppers, Inc.;
4. Maintain knowledge of Crime Stoppers procedures, legal issues, and laws regarding Crime Stoppers;
5. Ensure the integrity of the program;
6. Refer fund-raising questions or requests to the Board of Directors;
7. Coordinate and cooperate with other Crime Stoppers programs and law enforcement agencies in Texas and elsewhere on Crime Stoppers tips and related matters;
8. 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 Agency Coordinator also maintains record custody and control on the Board's behalf, until the Board authorizes expungement;
9. Report to the Board of Directors for Johnson County Crime Stoppers, Inc. and to the head of the applicable law enforcement agency a failure to return a tipsheet, if in a printed/hardcopy form, or a tip disposition report form; and
10. Upon receipt of a subpoena for Johnson County Crime Stoppers, Inc. records or required court appearance to testify about Crime Stoppers records, immediately notify the Chief/Sheriff and the Board Chairman for the appropriate action.

B. Law Enforcement personnel receiving Crime Stoppers tips shall adhere to the following procedures:

1. Promptly and thoroughly review and investigate tips received from the Agency Coordinator, including tips relayed verbally. Tips given verbally will be followed up with a written tipsheet at the earliest time possible;
2. Following the investigation of a tip, provide the Agency Coordinator the tipsheet (if in a printed/hardcopy form) and a completed Disposition Report form;

3. Within thirty (30) days of the date received, whether or not the investigation is complete, unless the Agency Coordinator grants an extension, provide the Agency Coordinator the tipsheet and a completed Disposition Return Sheet;
4. Request an extension of the tipsheet return date for investigations requiring more than the allotted thirty (30) days;
5. At the conclusion of an investigation of a tip or at the expiration of the allotted thirty (30) days, permanently delete a tipsheet received in the digital form (e.g.; tipsheets received via email);
6. Never photocopy a tipsheet;
7. Never include a tipsheet in a case file or attach a tipsheet to a law enforcement report;
8. Do not rely solely on the anonymously-provided information contained within a Crime Stoppers tip as probable cause for an arrest. Information contained within a Crime Stoppers tip must be corroborated through investigative means prior to the taking of enforcement action; and
9. The existence of a Crime Stoppers tip may be noted in a law enforcement report but a tipsheet shall not to be shown or provided to anyone who is not law enforcement personnel directly involved in the investigation of the tip information, including, but not limited to; prosecutors, defendants, defense attorneys, and witnesses.

C. Crime Stoppers tipsters must remain anonymous. The integrity and basis of the entire program is that tipsters remain anonymous as they provide information on crimes or wanted persons. Law Enforcement personnel shall not attempt to learn or reveal the identity of a Crime Stoppers tipster. Should, during the regular course of an investigation, a tipster's identity become known to an officer, the fact that they called Crime Stoppers and gave information shall be kept confidential – such knowledge shall not be included within a report and shall not be revealed to anyone, including other Law Enforcement personnel or those within the Crime Stoppers program.

The prohibition on revealing a tipster's identity includes the identity of a person who reveals themselves as a tipster. Such persons will not receive a Crime Stoppers reward but their anonymity must be protected. Crime Stoppers tips are received anonymously. Therefore, neither Johnson County Crime Stoppers, Inc. nor the investigating Law Enforcement officer can, with certainty, determine that a person identifying themselves as a tipster is the person who anonymously provided the information.

No exigency-exception exists to the prohibition on identifying a Crime Stoppers Tipster.

Tipsheets and the information contained therein are the property of Johnson County Crime Stoppers, Inc. and therefore are not subject to Public Information Act requests, subpoena, or discovery under Texas Code Crim. Pro. Art. 39.14 (The Michael Morton Act). For this reason, **TIPSHEETS ARE CONFIDENTIAL AND CANNOT BECOME PART OF A CASE FILE, REVEALED OR RELEASED TO A PROSECUTOR, OR SUBMITTED AS EVIDENCE.**

Tipsheet information cannot be delivered to any other officer, investigator, or agency without authorization of the Crime Stoppers' Coordinator. A person, including a peace officer, may commit a crime, a Class A Misdemeanor to a Third Degree Felony, if the

person intentionally or knowingly divulges the content of a Crime Stoppers Tip or the identity of the Tipster (Tex. Govt. Code Sec. 414.009).

- D. Funneling is strictly prohibited and will be grounds for disciplinary action. Information known to police before a tip was received will not be rewarded.

- E. Tipsters will only be paid one reward per crime solved and law enforcement informants are not eligible for Crime Stoppers rewards. If an informant is paid by a Law Enforcement officer or agency, Johnson County Crime Stoppers, Inc. ordinarily will not pay a reward for an anonymous tip related to the same crime. If Crime Stoppers pays a reward to a tipster, Johnson County Crime Stoppers, Inc. expects that a Law Enforcement officer or agency will not pay a second reward for the same information. This does not affect a private person or company from paying an additional reward from a private source if they choose to do so. Additionally, this does not prevent a Law Enforcement officer or agency, or a private person or company from partnering with Johnson County Crime Stoppers, Inc. to offer a combined reward, provided such partnership is established prior to Crime Stoppers authorizing a reward.

Johnson County Crime Stoppers

How can Crime Stoppers help you?

Unsolved crimes featured on our website, Facebook, Twitter, YouTube & local newspapers
Onsite program training for all officers
Program training for agency coordinator via TX Crime Stoppers (TCOLE credit & no agency cost)
Tipsoft training for agency coordinator
McGruff costume (shared between agencies & Crime Stoppers)
Grant \$ (available to agencies who regularly exhibit participation & support of the program)
Brochures, business cards, metal street signs, etc.
Other: (let us know)

How can you help Crime Stoppers?

Activities: National Night Out
Drug Take Back Day
Agency Open House
Other

Presentations: Citizens Police Academy
Citizens on Patrol
Citizens Awareness Training
Explorer Program
Other

Website: Include/Update Crime Stoppers info
Phone numbers 800-794-8477 (TIPS) or 817-295-5323 (LEAD)
Web tip link <https://www.p3tips.com/tipform.aspx?ID=2001&C=980100>
Mobile app link <http://www.jccstexas.org/sitemenu.aspx?P=P3App&ID=2001>
Link to Crime Stoppers page www.jccstexas.org

Meetings: Coordinator/representative attend monthly meetings, please
2nd Tuesday, 12:00 p.m. @ Joshua PD

Crime Info: Submit any unsolved crimes, most wanted / anytime
Submit High 5 Warrant List / each agency one month per year

Website Wording

Crime Stoppers

Overview

The Johnson County Crime Stoppers program has been asking for tips on felony crimes and offering rewards since the 1980s. Crime Stoppers is a program that involves the public, media and law enforcement agencies in the fight against crime. Crime Stoppers offers anonymity and up to \$1,000 cash rewards to people who offer information leading to the arrest and/or indictment of felony offenders.

Tips

The Crime Stoppers numbers, 800-794-TIPS (8477) or 817-295-LEAD (5323) do not have Caller ID and are answered 24 hours a day, 7 days a week. Tips can also be submitted online at www.icctexas.org or through the [P3 mobile app](#). Each tipster is issued a code number to ensure anonymity. If the information given leads to an arrest and/or indictment, the law enforcement agency that is handling that case requests approval from the Crime Stopper board of directors for the cash reward.

Nonprofit Organization

Crime Stoppers is a nonprofit organization consisting of a board of concerned citizens who are united with representatives of law enforcement agencies in Johnson County, including Burleson, Alvarado, Cleburne, Godley, Grandview, Johnson County Sheriff's Office, Joshua, Keene, Rio Vista and Venus. The board establishes the policy, the amount and method of the reward system, and how to raise funds.

For more about the Crime Stoppers program, go to [Texas Crime Stoppers](#) or call Detective Cindy Huggins, Joshua Police Department at 817-558-3194.