



**CRIME STOPPERS USA®
COORDINATOR
JOB DESCRIPTION**

This position, which is not a voting Director's position on the Board of Directors of the non-profit Crime Stoppers organization, is normally occupied by a Law Enforcement officer, but can also be a civilian employee of a Law Enforcement agency or organization if the person possesses the skills, experience, and desire required. The Coordinator is responsible for overseeing the day to day operations of the program, and also serves as a liaison between the Board of Directors, Media, and Law Enforcement. The Coordinator should have an outgoing personality, impeccable reputation amongst the police, excellent communication skills, and a good deal of self motivation. A Coordinator's position is a demanding task, and may require overtime, as well as being on call. The position is diverse and challenging due to the ever changing information from tipsters and the types of cases in which Crime Stoppers is involved.

Daily:

Make sure all Crime Stoppers tips are received by all anonymous means utilized (i.e. telephone, web, instant messaging) and distributed to Law Enforcement in a timely manner. Tip information should be as detailed as possible, accurate, timely, and anonymous.

Screen all tips, verify the information, and forward the tip on to the appropriate Law Enforcement agency or department to investigate. This includes updating Law Enforcement with all additional information from the tipster as received.

Track each Crime Stoppers tip to a conclusion. Follow up with investigators to determine the status of their investigation and determine if additional information is needed from the tipsters.

Assist with the maintenance and security of all Crime Stoppers confidential tips and communication records owned by Crime Stoppers pursuant to the directives and standard operating procedures of the Board of Directors.

Maintain statistics for the program, including the number of calls received, the number of cases solved, the number of arrests made, and the amount of stolen property and narcotics recovered as a result of successful tips.

Weekly:

The Coordinator shall process all incoming and outgoing mail for the program and forward such to the appropriate person.

Work with the local media and Board of Directors to publicize the program. Make sure that re-enactments, Crimes of the Week, wanted fugitives, cold cases or other projects are accurately written and produced. Disperse the information to all relative Law Enforcement as well. Publicity is a priority for the program as it increases interest and awareness of the program and helps to raise funds.

Monthly:

Prepare a comprehensive monthly Coordinators report and present to the Board of Directors at the monthly board meeting.

Coordinate with tipsters to ensure they understand the payout process, they are paid as scheduled and in a timely manner once the Board of Directors has approved the reward. The Coordinator must NEVER meet with tipsters directly or pay an award.

Post statistics in the CSIM database.

Meet with the School Crime Stoppers program(s) if a program exists.

At Regular intervals:

Liaison with the Board of Directors, participating Law Enforcement Agencies and the Media.

Maintain contact with all areas of the Law Enforcement Agency, to explain the program and gain interest from officers, as well as being able to contact any department that a tip should be passed on to.

Coordinate and cooperate with other Law Enforcement Agencies on Crime Stoppers matters including weekly contact with each Agency.

Assist members of the Crime Stoppers Board of Directors with Crime Stoppers public relations matters including public speaking functions and publicity management (booths, speaking engagements, interviews).

Handle other duties as assigned and required by the Board of Directors such as follows:

1. Update Inventory.
2. Keep Computer Software Current.
3. Gather Information For The Newsletter and/or Web Site.
4. Refer all fund raising opportunities and requests received to the Board of Directors. A Coordinator should not engage in the actual soliciting of funds while in uniform or use the Law Enforcement position to entice or enhance donations.