

## PROGRAM COORDINATORS DUTIES FOR CRIME STOPPERS

The program coordinator be they law enforcement or civilian of a Crime Stoppers type program has many duties. First and foremost, the selection of a Coordinator is extremely important. The law enforcement agency, whether they use a sworn officer, or a civilian needs to select an individual that has an excellent reputation in the organization and community. This individual should be a person who is outgoing, friendly, enjoys working with people, and is not adversed to working long hours. The key to the relationship between law enforcement and the volunteer board is the communication skills of the program coordinator.

As stated the duties of a program coordinator are many. Following is a list of the duties and responsibilities that may be expected of the coordinator.

1. The main liaison between the volunteer board, and the law enforcement community.
2. The individual who deals with the tipsters, and then works with the investigators to ensure the tip is followed up and properly handled.
3. The individual who deals with media personnel to ensure the reenactments, crime of the week, and fugitive programs are handled correctly, as well as publicized properly.
4. The individual who writes scripts, obtains locations, and people to produce the reenactment.
5. The individual who writes the script for the Crime of the Week, and gives voice bites to the radio stations.
6. The individual who will present the cases to the Board of Directors for payments.
7. The individual who will field calls regarding the operation of the program, and explain how funding is provided.
8. The individual who will assist the Board of Directors with any project they are involved with when time permits.
9. The individual who will make presentations to civic groups, schools, and any other people who ask for a speaker. The rule we like to impress on all coordinators, is that presentations are to be made as a team, a member of the board accompanied by the coordinator.

10. The individual who will compile all statistics for the program.
11. The individual who will work with all other programs in the community to promote a positive relationship between Crime Stoppers and the community.
12. The individual who maintains security of the TIPS, and ensures the anonymity of each caller.
13. The individual who deals with other Crime Stopper programs on a state, national, and international level.
14. The individual will be the most visible with the media and in most cases the spokesperson for the program.
15. The Programs Coordinator IS NOT a voting member of the Board of Directors.
16. The main concern of the Program Coordinator is to answer the TIPS LINE, and deal with the callers, and investigators. The Coordinator is not normally involved in fund raising. In some jurisdictions, fund raising by law enforcement is prohibited by law or department policy.