

WeTip Anonymous Reporting Line

Lines of Business: Property, General Liability, Workers Compensation, and Fleet Physical Damage

Risk Control Strategy/Key Issues: To promote the use of an anonymous crime reporting system such as WeTip to prosecute perpetrators, reduce reoccurrence, and prevent incidents from developing.

Suggested Program Elements:

1. Policy Statement:

- Assign responsibilities to one individual to drive the implementation of the program within the organization. This individual should coordinate the program for all applicable facility locations and act as the main contact between WeTip and the local law enforcement agency having jurisdiction over facility locations. All training activities and meetings should be documented and kept in a central file for review and evaluation.
- Formal assignment of accountability for program implementation should be effected. The program success depends on posting of signs, training of facility personnel and, where applicable, communication of the program to local media outlets or others, such as:
 - Housing residents
 - School students
 - College/university community members
 - Local citizens
- Reinforce zero tolerance to crime through a policy issued to all implementing or monitoring the program. This policy should become part of the operational procedure manual. This program is designed to be a formal statement of the commitment of the organization to prosecute individuals who act against the common good; damaging or destroying public property, dealing in illegal substances, carrying unlawful weapons, or assaulting other members of the community.

2. Key Program Elements:

- Establish internal personnel responsible for the implementation of the program at individual facility locations. These individuals should be responsible for ensuring that the posters are up and that any incident involving property damage is communicated to the central WeTip coordinator.
- Establish contact lines with law enforcement agencies that have jurisdiction over the facility locations. In some cases, this may involve more than one jurisdiction; the coordinator will have to determine what jurisdictions are applicable and then maintain a contact list with appropriate phone numbers. This will have to be coordinated with the WeTip contact for your organization so that the anonymous tips are provided to the correct personnel.
- When appropriate, notify the community of program participation using local media. Media statements on the WeTip program can be obtained through the WeTip contact person assigned to your account.
- Establish the contact person for WeTip to notify of tips received about your organizations operation.

- Establish wither WeTip or your organization's contact person will notify local law enforcement personnel. If local law enforcement is to be made immediately aware of the tip, the jurisdictions and contact names should be supplied. Post signs as appropriate at all facilities where they will be viewed and will reinforce the organization's commitment to providing a safe environment and intention to prevent and/or prosecute criminal activities.

3. Training:

- As an integral part of implementing this program, a plan should be established to introduce the WeTip video to staff, students, and community members.
- Review the program elements and promote the program as an activity designed to prevent criminal activity at in-service training, community meetings, PTA/PTO organization meetings, and resident meetings.
- Participation at the individual locations is essential in order to maximize effectiveness.
- Stress the anonymity of program and the fact the initial contact tells individuals not to provide their true identity. In fact, operators will hang up if the individual states their name. This is a great advantage over other crime-reporting programs.
- Communicate that potential rewards may be available in certain instances, which will be identified by management. When a reward is being offered, specific posters may be posted and media contacts notified.
- During the training, exhibit the posters to be used and provide them to facility representatives.

4. Establish a formal procedure on WeTip lead follow-up:

- If instructions have been provided to WeTip *not* to directly contact local law enforcement personnel, procedures on when law enforcement agencies are called should be established and communicated to parties responsible for these contacts.
- Outline who makes these calls, and identify who the follow-up or secondary contact is if the primary contact is not available.
- For educational institutions: Establish discipline procedure protocol to define what action to take based on the type of tip received. You should also notify the insurance company if the WeTip communication received is loss-related.

Program Activities Calendar:

- Plan to make an annual scheduled review of tips received and their disposition. This document should be kept confidential and not published unless reviewed and approved by legal counsel.
- Re-training appropriate personnel and community members annually.
- Designated personnel should visit each facility monthly to assure that WeTip posters are still in place. They should be replaced when missing or damaged.

Web Site Links:

- WeTip, Inc. Anonymous Crime Reporting Hotline
<http://wetip.com/about-us/>

Sample Policy Statement

Crime Prevention and Control

As part of our continual process to provide a safe environment and reduce property damage, we have enrolled in the WeTip Anonymous Crime Reporting service.

In order to fully use this service, we have appointed: _____ as the individual who will implement this program, provide training and act a contact point for the media and local law enforcement personnel. Management will provide full cooperation in this program implementation and, it is required of all members of our organization.

Our community (school, university, college, housing authority) will support prosecution, to the fullest extent of the law, on all property damage/destruction incidents or reported crimes in an effort to promote a safe environment for all.

Rewards on specific incidents may be offered and paid up to \$10,000. Management will specifically identify those incidents entailing rewards, and the rewards will be advertised through local media outlets. These rewards are offered through our insurance carrier, Trident Insurance Services, to individuals who provide information that leads to the arrest and conviction of individual(s) who cause damage to community property.

Trident Insurance Services provides the above program information in order to reduce the risk of insurance loss and claims. The information provided is not intended to include all potential controls or address any insured specifically. Trident also does not warrant that all loss and/or claims will be avoided if the program information is followed. By providing this information, Trident in no way intends to relieve the insured of its own duties and obligations, nor is Trident undertaking, on behalf of or for the benefit of the insured or others, that the insured's property or operations are safe, healthful, or in compliance with any law, rule or regulation. Insureds remain responsible for their own efforts to reduce risks and should consult their own legal counsel for appropriate guidance.