



## Divisional Intelligence Unit

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### **CRIMESTOPPERS STEP PACKAGE**

Please find attached to this STEP package a Crimestoppers intelligence log received by the Divisional Intelligence Office.

Could the **Supervising Officer** in receipt of this STEP Package please allocate it to an Officer, in order that they may take ownership of it and carry out the necessary investigation in an attempt to resolve or develop the information. The Officer best suited to follow up the information will depend upon workload and shift pattern, the decision for OIC will clearly be best decided by you.

They can become the single point of contact even though many Officers may assist with the investigation.

#### **Requested Tasks for the OIC**

- The attached Crimestopper package has been allocated to you by a Supervisor for you to carry out the necessary investigations within the specified Target Date.
- As the OIC in charge of investigation you are required to update STEP as you proceed with your enquiries. This information can be placed in the **Package Updates** section.
- Once all the necessary enquiries have been carried out you are required to **Complete the Package Result** section with details of any arrests and / or the result of your findings. If you require further time to complete enquiries then please request this by using the 'Send A Message' option in the **Package Updates** section to either your Supervisor or the Originator of the Package.
- When all investigations complete, please allocate the package back to your Supervisor who can then return it back to the originator (Intelligence Unit) . This can be carried out in the **Package Status** section.

Managing Crimestoppers is not arduous task, but I hope that with the co-ordination of everyone we can continue to improve figures and obtain some positive results from the information that has been provided by the general public.

**Many Thanks**

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