



# DEPARTMENT OF EDUCATION OFFICE OF THE SUPERINTENDENT

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**JON J. P. FERNANDEZ**  
Superintendent of Education

March 29, 2013

## MEMORANDUM

**TO:** Principals  
**FROM:** Superintendent of Education  
**SUBJECT:** School Crime Stopper Program Data Requirements

Buenas! As you may know, the Guam Education Board adopted Board Policy 472 (School Crime Stoppers Program) on March 21, 2012. The policy requires that all 40 schools establish a program and identify a School Safety Coordinator (SSC).

As a result of Board Policy 472, Standard Operating Procedure 1200- 008 was developed to provide guidance on data collection requirements. Each month, the designated SSC is responsible for submitting data to the Student Support Services Division for compilation and quarterly reporting on the DOE website.

To facilitate this requirement, SSSD has developed a 15 question survey for each SSC to complete the last week of each month. (See link below) Please ensure that they are informed and comply.

<https://docs.google.com/a/gdoe.net/spreadsheet/viewform?formkey=dEEySVRDeldmZTQzTWtOdIU2YndFTVE6MQ#gid=0>

If you have any questions or need clarification you can contact Mr. Christopher Anderson, SSSD Administrator at your convenience. Your support is greatly appreciated. Thank you.

  
JON J. P. FERNANDEZ

## ATTACHMENT

Cc: DSESC   
SSSD Administrator   
School Safety Coordinators (SSC)

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Descriptor Term:

Descriptor Code:

Issued Date:

472

03/21/12

**School Crime Stoppers Program**

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Rescind:

Issued:

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**BOARD POLICY**

In accordance to 17 GCA 3112.2., Safe Schools Program: School Crime Stoppers, the Board intends to address the continual rash of crimes that have victimized our students and our community for years, and that there is a need to implement measures so students, faculty, staff, administrators, and the entire community can take ownership of the protection of our island schools and put a stop to these senseless acts so that school communities can continuously function with a sense of security and safety.

At a minimum, the program will include:

**School Safety Coordinator**

Each school *shall* identify a School Safety Coordinator (SSC) (an Administrator, School Counselor, School Resource Officer (SRO) or designee) who will be responsible for overseeing the Program for individual GDOE schools as a collateral duty. Specific duties for the SSC shall be stipulated in the Standard Operating Procedures developed by the Superintendent.

**School Crime Stoppers Coordinator**

A School Crime Stoppers Coordinator (SCSC) who is an employee of the Guam Police Department assigned by the Chief of Police will work with GDOE School Safety Coordinators, and to serve as liaison to Guam Crime Stoppers, Inc. and the Guam Police Department.

- 1) The School Crime Stoppers Coordinator will be responsible for organizing awareness and education events for students, and the broader community, with the Guam Police Department, the Guam Crime Stoppers, the Office of the Attorney General, the Mayors Council of Guam, and other relative agencies and organizations, as well as training events for administrators, faculty, staff, school parent organizations and families.
- 2) Partnership with Guam Crime Stoppers, Inc. The School Principal or assigned personnel in partnership with Guam Crime Stoppers, Inc. shall identify the School Crime Stoppers Program needs, such as securing phone services, the possible implementation of procedures for online web tips for the reporting of crimes that occur on GDOE campuses, and other related needs.
- 3) The School Crime Stoppers Coordinator will forward reports of tips and calls that have led to arrests for crimes to the Guam Crime Stoppers Board of Directors for disposition, in accordance with the organization's current procedures. For infractions or instances where the event is *not* a criminal activity, the School Safety Coordinator and the School Crime Stopper Coordinator will determine, *or* make a referral for, the appropriate disciplinary action, *or* make a referral to the appropriate entity.
- 4) The School Crime Stoppers Coordinator and the School Safety Coordinators *shall* coordinate with the Guam Crime Stoppers, Inc., and make recommendations to support the School Crime Stoppers program.

### **Data Collection**

The Guam Department of Education School Safety Coordinators and School Crime Stoppers Coordinator will work in tandem to collect statistical data generated from call-ins or web tips of crimes or violations.

- 1) Statistical data may be used to obtain grants intent on increasing student involvement and achievement, and the promotion of safe, crime-free schools and communities.
- 2) The data *shall* be published quarterly for public review on the Guam Department of Education website.

The Principal or designated personnel is be responsible for determining what appropriate disciplinary action will be taken or referrals will be made to appropriate authorities if what is reported is *not* a crime. If what is reported, however, is a crime, the SSC and SCSC coordinators shall forward it to the appropriate authorities for disposition.

### **Implementation**

The Program *shall* be implemented in all Guam Department of Education schools.

**ADOPTED by the Guam Education Board: 03/20/12**



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JON J.P. FERNANDEZ  
Superintendent of Education

## STANDARD OPERATING PROCEDURES

SOP#. 1200-008

**SUBJECT:** School Crime Stoppers Program

**EFFECTIVE DATE:** November 1, 2012

**INQUIRIES:** Student Support Services Division

### I. REFERENCES:

- A. 17 GCA 31-100 §3112.2, Creating a Safe Schools Program-School Crime Stoppers
- B. Board Policy 472 School Crime Stoppers Program
- C. Guam Crime Stoppers Inc.
- D. Crime Stopper USA

### II. APPLICABILITY: DOE Public Schools

**III. PURPOSE:** To establish the duties and responsibilities of DOE School Safety Coordinators (SSC) and their collaboration with the School Crime Stoppers Coordinator (SCSC). The SCSC is an appointed Guam Police Department Officer.

**IV. GENERAL:** School Safety Coordinators will provide a way for students, school staff and parents to give information anonymously regarding crime in schools and the community.

**V. POLICIES:** This document is based on Board Policy 472. Each school Principal will assign a School Safety Coordinator (SSC) to establish and oversee a School Crime Stoppers Program. The SSC can be an Administrator, School Guidance Counselor, Safety Resource Officer, or designee.

### VI. PROCEDURES:

- A. The Principal shall appoint a School Safety Coordinator (SSC) annually no later than three (3) weeks after the first day of school.
- B. The School Crime Stoppers Program shall be in place no later than six (6) weeks after the first day of school.
- C. The procedures shall follow the "School Crime Stoppers Flow Chart of a Tip" (See Page 3 of 3)
  - 1. A crime occurs on campus or in the community.
  - 2. A student reports the crime by either calling the Guam Crime Stoppers Hotline at 477-HELP, drops off a tip at the school's Tip Box, or submits a tip online. Student identifies self as a student caller and a tip code is

assigned

- i. If the tip is not a crime but a violation of school rules, the information will be forwarded to the school administration.
  - ii. If the tip is criminal in nature, the School Crime Stoppers Coordinator will refer information over to the Guam Police Department or other Law Enforcement Agency and School Administration.
  - iii. Complete student anonymity and confidentiality shall be maintained.
- 3 Information received by the School Crime Stoppers Coordinator (SCSC) will be shared with School Administration and the School Safety Coordinator
  - 4 The Guam Crime Stoppers Board of Directors determines the reward. (note: If the case is successfully concluded )
  - 5 The SSC will work in tandem with the SCSC to collect and submit data using a standardized form to the Student Support Services Division to be published quarterly on the DOE website.

#### VII RESPONSIBILITIES:

##### A. School Safety Coordinator:

1. Responsible for overseeing the DOE School Crime Stopper Program as a collateral duty.
2. The SSC will coordinate with the SCSC to organize awareness and education events for students and the broader community.
3. Check the "Tips Box" daily and notify the SCSC, if there are tips for disposition and action.
4. Collaborate with the SCSC in the collection and reporting of statistical data involving tips on a quarterly basis.
5. The quarterly report format will itemize each tip, how it was received, and whether it was a crime or school rules. The report is submitted to the Student Support Service Division and published on the DOE website.

#### VIII. INTERNAL CONTROL: Deputy Superintendent, Educational Support and Community Learning

#### IX. TRAINING:

- A. The SSC shall be trained by the SCSC and/or the Guam Crime Stoppers Inc.
- B. Students, parents, faculty, and staff shall be educated on the School Crime Stoppers Program

#### X. REPORTS:

- A. The school administrator or designee shall ensure that Tips Data is submitted quarterly using a standardized format to the Student Support Services Division for publication on the DOE website.

#### XI. PENALTY: Failure to adhere to this SOP may result in disciplinary action in accordance with the DOE Personnel Rules & Regulations

#### XII. EFFECTIVE DATE: Upon date of approval and signature, unless otherwise noted.

#### XIII CHANGE(S): Changes to this policy shall be effectuated by the Superintendent of Education.

( ) APPROVED  
( ) DISAPPROVED

  
✓ **JON J. P. FERNANDEZ**  
Superintendent of Education

11/1/12  
Date



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graph TD
    A([Crime occurs on campus or in the community. The case may or may not be advertised by students.]) --> B([Student calls Guam Crime Stoppers Hotline at 477-HELP, drops off a tip at the school's Tip Box or goes online. Student identifies self as a student caller and a tip code is assigned. There is no caller I.D. or recording of the call.])
    B --> C([Information received by Police Coordinator is shared with School Administration, School Safety Coordinator or other designated school person.])
    C --> D([Investigation by Police or other Law Enforcement Agency.])
    C --> E([Investigation by School Administration])
    D --> F([Guam Crime Stoppers Board of Directors determines reward. (If the case is successfully concluded)])
    E --> F
    F --> G($$ REWARD IS PAID $$ (IF DESIRED BY TIPSTER))
    G --> H[Statistics Data]
    H --> I[Guam Crime Stoppers Inc. Board]
    H --> J[DOE School Safety Coordinator]
    B --> K[Student may be referred to other agencies when their problem is not a criminal or school matter.]
    B --> L[Complete student anonymity and confidentiality.]
  
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