

Posting rewards for investigations

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Policy statement and principles

What

Rewards are posted to encourage the public to supply material information leading to the conviction of an offender(s) responsible for committing a serious crime, or the whereabouts of a long-term missing person suspected of being the victim of crime, or the return of lost or stolen property, or to clarify and/or resolve Police investigations.

Rewards are usually offered after all practical leads have been exhausted and an investigation stalls but they may be offered at any stage within an operation and should be part of an overall investigation plan.

Certain criteria and procedures need to be satisfied when Police employees make a request to post a reward. Funding the reward is a district responsibility and should be sourced from either [Police budgets](#), or in conjunction with [Police and external agency or individual funding](#).

Why

In the interest of public satisfaction and safety, victim focus and offender apprehension, Police have a responsibility to explore all options and avenues in reducing and resolving crime(s).

How

Police will ensure that:

- if deemed appropriate under the circumstances, staff will consider and/or request to post a reward for material information
- all procedures will be adhered to and transparent in obtaining approval to fund and post a reward
- all staff remain diligent and victim focused in achieving incident resolution.

Note: Read in conjunction with the '[Community disclosure of offender information](#)' Police Manual chapter.

Requesting authority to post a reward

Internal funding

When internal funding is available through Police budgets to post a reward for an unsolved investigation, the steps in this table apply.

Step	Action				
1	<p>The officer in charge (O/C) of the investigation:</p> <ul style="list-style-type: none"> - prepares a report: <ul style="list-style-type: none"> - detailing the enquiry to date and circumstances of the investigation - reasons for posting the reward - recommended amount for the reward - sends the report to the District Commander. 				
2	The District Commander may support the request (see step 3) for reward or decline it.				
3	<p>If the District Commander supports the request for a reward, then the report must:</p> <ul style="list-style-type: none"> - show the District Commander's acceptance of funding responsibility (Note: A request without the District Commander's recommendation must not be approved by the Commissioner) - be sent to the Manager: Investigative Excellence at National Criminal Investigations Group, NCIG, PNHQ. 				
4	<p>The Manager: Investigative Excellence, on receipt of the endorsed report:</p> <ul style="list-style-type: none"> - prepares a sample reward notice (Appendix 1 refers) with details of the immunity (if sought) and investigation - sends the report and draft notice to Legal Services at PNHQ. 				
5	<p>Legal Services, PNHQ should verify other matters raised in the notice, such as immunity. If immunity is:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">included...</th> <th style="width: 50%;">not included...</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> - send the report and draft notice to the Crown Law Office (Solicitor General) to confirm the legality of the immunity. <p>The Crown Law Office (Solicitor- General):</p> <ul style="list-style-type: none"> - makes a decision to: <ul style="list-style-type: none"> - approve immunity, or, - suggest amendments to the immunity, or - declines immunity (see below); - provides an explanation outlining its decision; and - returns the report and notice to Legal Services. <p>Legal Services advise the Manager: Investigative Excellence of the Solicitor General's decision and any suggested amendments.</p> </td> <td> <p>advise the Manager: Investigative Excellence of any suggested amendments to the notice.</p> </td> </tr> </tbody> </table>	included...	not included...	<ul style="list-style-type: none"> - send the report and draft notice to the Crown Law Office (Solicitor General) to confirm the legality of the immunity. <p>The Crown Law Office (Solicitor- General):</p> <ul style="list-style-type: none"> - makes a decision to: <ul style="list-style-type: none"> - approve immunity, or, - suggest amendments to the immunity, or - declines immunity (see below); - provides an explanation outlining its decision; and - returns the report and notice to Legal Services. <p>Legal Services advise the Manager: Investigative Excellence of the Solicitor General's decision and any suggested amendments.</p>	<p>advise the Manager: Investigative Excellence of any suggested amendments to the notice.</p>
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6	<p>The Manager: Investigative Excellence should:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">if immunity is declined</th> <th style="width: 50%;">if immunity is approved or requires amendments</th> </tr> </thead> <tbody> <tr> <td>return the decision and correspondence to the District Commander.</td> <td>make the necessary amendments to the notice.</td> </tr> </tbody> </table>	if immunity is declined	if immunity is approved or requires amendments	return the decision and correspondence to the District Commander.	make the necessary amendments to the notice.
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Step	Action
7	<p>On completion of the consultation process, the Manager: Investigative Excellence must:</p> <ul style="list-style-type: none">- submit the notice, report and advice from Legal Services to the Commissioner for approval via the Director: National Criminal Investigations Group- if approved, retain a copy of the notice, report and original signed reward notice- send the original notice and report and a copy of the signed reward notice to the O/C Investigation through the District Commander- record in the reward directory:<ul style="list-style-type: none">- the issuing of the reward, and- any subsequent payment of the reward.

External funding

Where a private company or individual is offering to fund a reward, the O/C Investigation must apply to the Commissioner through the District Commander for approval to post the reward.

The Police reward should be an amount in excess of the private contribution as this ensures that the Crown is seen as the reward instigator.

All procedures for [internal funding](#) also apply to external funding. In addition to the internal steps above, Police should follow the steps in this table for external funding.

Step	Action
1	<p>Make every effort to avoid the inference that the private company or individual is:</p> <ul style="list-style-type: none">- using their funds for rewards to buy the inquiry from Police, or- purchasing immunity from prosecution of an offender, or- paying off witnesses. <p>Note: Hence the need to bind Police to also contribute towards payment of the reward.</p>
2	<p>The Manager: Investigative Excellence must prepare a formal letter for the private individual, or head of the private company confirming that:</p> <ul style="list-style-type: none">- they must reimburse Police for up to 50% of any reward that Police might pay; and- it is the sole prerogative of the Commissioner of Police to determine if and to whom the reward should be paid.

Approving or declining a reward

Approving a reward

The Commissioner of Police may approve a request to post a reward.

The relevant District Commander recommending the posting of a reward must accept funding responsibility and endorse the file accordingly.

Declining a reward

The Commissioner of Police may also decline a request to post a reward even after it has been recommended by the District Commander.

The District Commander can decline a request to post a reward. When the request is declined, the District Commander must return the file to the O/C to continue the investigation without posting a reward.

Claiming the reward

When a formal claim is made for the reward, The O/C investigation should:

- seek verification that person claiming is legitimate
- prepare and forward a report (see [Appendix 2](#)) including the verification to the Manager: Investigative Excellence.


The Manager: Investigative Excellence must include their advice on how much, if any, of the reward must be paid to the recipient. This report and advice must be forwarded to the Commissioner of Police via the Director: Criminal Investigations.

Once the Commissioner of Police approves the claim, the file must be returned to the O/C Investigation through the Manager: Investigative Excellence. The District Commander must make the dedicated funds available for payment.

Appendix 1 - Sample reward notice

Download the 'Sample reward notice' that can be used for postings:

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 [Sample_reward_notice.doc](#)

52 KB

Appendix 2 - Sample report to pay recipient

Download the Sample report to be submitted to the Manager: Investigative Excellence at NCIG for payment to the recipient:

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[Sample report to pay recipient - from Sep 2022](#)

35 KB