



DEPARTMENTAL  
GENERAL  
ORDER

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Standard N/A

Probation, Restitution as a Condition  
of  
Restitution as a Condition of  
Probation

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## RESTITUTION AS A CONDITION OF PROBATION

The purpose of this order is to establish procedures for obtaining reimbursement from offenders as a condition of probation when they have damaged City property.

### I. POLICY

- A. It shall be Departmental policy to seek restitution from offenders for damage to City vehicles, uniforms, equipment, and other property when such offenders are convicted and placed on probation.
- B. Members and employees shall document property damage as set forth in this order so that requests for restitution can be monitored as cases proceed through the criminal justice system.

### II. REPORTING OFFICERS AND EMPLOYEES

- A. Members shall note in the Crime Report (536-933), Vehicle Collision Report (TF-3047/3047-1), or Consolidated Arrest Report (536-252), any damage to uniforms, radios, vehicles, or other City property that is caused by suspects.
  - 1. Members shall describe the damage on the appropriate report and list the asset number of the property or the vehicle number (e.g., left rear window broken in unmarked vehicle #1855).
  - 2. Damage to City property must be reported on a form that is detailed to an investigating unit. It shall be unacceptable to report vehicle damage to the Transportation Unit alone or to report uniform damage only on the Uniform and Equipment Damage Claim Form (TF-711).

- B. Correctional Officers shall report damage in the Jail Division to the commander in accordance with Departmental General Order G-5, DAMAGE TO CITY PROPERTY.

### III. INVESTIGATORS

Upon receiving a report which indicates that City property has been damaged by a suspect, the investigator shall complete the Notice of Loss (TF-879) if charges are going to be filed. The original shall be filed with the prosecuting attorney at the time a charge is requested. A copy of the Notice shall be forwarded to the Budget and Accounting (B&A) Division at the same time.

### IV. BUDGET AND ACCOUNTING DIVISION

- A. Upon receiving a Notice of Loss form from an investigator, the B&A Division shall place it in a suspense file until one of the following occurs:
  - 1. A copy of a Court Probation Order (court form) is received, indicating that the defendant has been tried, found guilty, placed on unsupervised court probation, and ordered to make restitution in person at the B&A Division.
  - 2. A check from the County Central Collections Office is received, indicating that the defendant has made restitution through the County Probation Department after being tried and convicted and placed on formal supervised probation.
  - 3. When two years pass without any activity regarding the person named in the Notice of Loss, the B&A Division shall destroy the form.
- B. Whenever a Court Probation Order is received, the B&A Division shall complete the Restitution Report, notifying the Prosecuting Attorney's Office whether or not the defendant makes restitution as ordered.

- C. Whenever a defendant makes restitution in person, the B&A Division shall give him/her a receipt, credit the revenue to the appropriate activity and object code, and deposit the money in the City General Fund.
  
- D. Whenever a check is received from the County Central Collections Office, the B&A Division shall credit the appropriate activity and object code and deposit the money in the General Fund.

By order of

Richard L. Word  
Chief of Police