
I. POLICY STATEMENT

It is the policy of Texas Southern University to monitor and account for amounts owed to the University as a result of court-ordered restitution. The University may seek restitution in accordance with applicable state law governing court-ordered restitution and the collection of obligations owed to the State.

II. PURPOSE AND SCOPE

This policy establishes the process for identifying, monitoring, and accounting for amounts owed to the University as a result of court-ordered restitution. This policy applies to all acts resulting in a loss of University assets where a court has ordered restoration to the University and shall be adhered to as outlined below.

III. DEFINITIONS

- A. **Court-Ordered Restitution.** A monetary payment (or services) ordered by a court as part of an offender's condition of his/her sentence to provide restoration to the victim for damages or losses.
- B. **District Attorney.** An elected or appointed public official of a county who represents the government in the prosecution of criminal offenses.
- C. **OGC.** Texas Southern University's Office of General Counsel.
- D. **Probation Officer.** An officer of the court who supervises offenders placed on probation.
- E. **University.** Texas Southern University.
- F. **Custodian of Records:** The officer or employee responsible for the preservation and care of University records. For the purposes of this policy, the General Counsel (or designee) serves as the primary Custodian of Records for all restitution-related legal documents.
- G. **Insurance Carrier:** The insurance company or entity providing coverage to the University for financial losses.

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IV. **POLICY PROVISIONS**

- A. **Initiating Claims:** The President (or designee) of Texas Southern University (“University”) may request that the District Attorney’s Office seek restitution for any loss to the University as a result of criminal activity.
- B. **Award Specification:** When restitution is awarded, the court order shall specify that payment shall be transmitted to the University in care of the Office of General Counsel (“OGC”).