



TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Legal
AREA: Restitution

Policy 08.05.01

SUBJECT: Court-Ordered Restitution Policy
--

I. POLICY STATEMENT

It is the policy of Texas Southern University to monitor and account for amounts owed to Texas Southern University as a result of court-ordered restitution.

II. PURPOSE AND SCOPE

The purpose of this policy is to establish the process for accounting for amounts owed to the University as a result of court-ordered restitution. This policy 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.
- 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.

IV. POLICY PROVISIONS

- A. The President (or designee) of Texas Southern University (“University”) shall ask the District Attorney’s Office to seek restitution for any loss to the University as a result of criminal activity.
- B. 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”).

- C. The OGC will maintain a copy of court and legal documents related to each award of restitution.
- D. The University’s Risk Management Department will notify the insurance company of the award of restitution, when appropriate.
- E. The OGC shall record the amount of restitution awarded and forward all payments to the University’s Office of Student Accounting, or other applicable department. The Office of the Student Accounting, or other applicable department, shall record the payments as a receivable in the books and records of the University.
- F. The OGC shall monitor the status of restitution payments and communicate with the probation officer, or other appropriate parties, to confirm the outstanding restitution balance. The OGC will notify the probation officer in a timely manner if the terms of the restitution are not met.
- G. The OGC is responsible for pursuing the appropriate legal action in cases where the payment of restitution is in default and legal action is considered appropriate.

V. REVIEW AND RESPONSIBILITIES

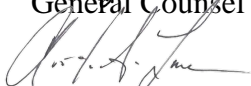
Responsible Party: General Counsel

Review: Every three years, on or before July 1

VI. APPROVAL

Cheryl Cash

General Counsel



President

Effective Date: 11/13/2017