



Administrative Policy
TOWN AS A VICTIM
Administration – A208

Effective Date:

May 2011

Revised Date:

CRIMINAL CASES WHEN TOWN OF PAYSON IS VICTIM

Summary

From time to time, the Town of Payson becomes the victim of crime. In such cases, in order to protect the investment of its citizens, it is the policy of the Town to seek restitution for damage to public property. This policy establishes a procedure for advocacy of the Town's interests in such cases.

Process

1. Upon receipt of a notice advising that the Town is the victim of a crime, such notice shall immediately be forwarded to the Town of Payson Legal Department. Alternatively, if any employee is aware of a specific instance where the Town is the victim of a crime, that employee shall contact the Legal Department and advise the nature of the damage and the amount of restitution sought.
2. The Legal Department shall make contact with the appropriate Court or victim services coordinator to determine the nature of the case and to obtain police report case numbers.
3. The Legal Department shall review the relevant police reports and determine if the Town is owed restitution.
 - a. If the Town is not owed restitution, the Legal Department shall so notify the Court or victim services coordinator.
 - b. If the Town is owed restitution, the Legal Department shall notify the Court or victim services coordinator of the amount of such restitution.
4. In most cases, the Town will waive its right to notice of each and every scheduled hearing.
5. The Legal Department shall take any other actions deemed necessary on a case by case basis.