

GENERAL ORDER 42.5.1

Crime Victim Compensation

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Describes the crime victim's compensation program. Explains employee responsibilities with reference to citizen victims and also Department employees who become victims as a result of their employment.

DISCUSSION

The crime victim's compensation program (ORS 147.005 through 147.035) was enacted to lessen the financial burden on citizens who become victims of crimes through no fault of their own. Medical, hospital, funeral expenses, loss of earnings, and support for dependents may be compensable under this program. Program benefits and monetary limitations are listed in ORS 147.035. Criteria for eligibility are listed under ORS 147.015 and on citizen information cards or brochures provided by the Police Department for issuance to victims.

POLICY

I

When an employee contacts the victim of a crime of violence, the employee shall provide the victim with a crime victim's information card or brochure which explains the crime victim's compensation program. Employees are not required to discuss compensation with victims or make decisions regarding eligibility. Victims should be referred to the Oregon Department of Justice which has the responsibility for the operation of this program.

II

Victims of crime shall be informed of the case number associated with the respective incident and relative steps that will occur in processing that particular case. Employees shall provide instruction to victims in the event that the victim must perform certain acts, such as the signing of a complaint, obtaining a restraining order or contacting prosecutors. The victim shall be provided a telephone number that will enable the victim/witness to contact the Department to report additional information about the case or to receive information concerning the status of the case.

Victims of crime should be advised to contact the Department in the event that the suspect or associates threaten or intimidate victims or witnesses in the case.

III

Department employees who receive a check for restitution shall:

1. Endorse the check.
2. Attach it to a memorandum explaining the reason for which you received the check.
3. Include pertinent information such as defendant's name, case number, etc. in the memorandum.
4. Submit the check and memorandum to their Division Commander via chain of command.

The Division commander shall determine whether the check should be deposited in the City's general fund, the Department's budget or returned to the employee prior to sending the check to the Finance Department.

IV

Employees will usually have already been compensated by the City for any losses (i.e., lost time, torn uniforms, medical expenses, etc.). Employees may not keep that portion of reimbursement funds for losses for which they have already been or will be compensated by the City. In the event the employee feels he/she is entitled to the money, he/she shall state that in the memorandum.

Richard L. Lewis
Chief of Police