

Victim Restitution

Effective Date:	9/24/25
Revised Date:	9/24/25
Issuing Authority: Chief Probation Officer	

905.1 PURPOSE:

To establish guidelines for victim restitution.

905.2 RESPONSIBILITIES:

I. Juvenile Probation Officers:

A. Investigations and Supervision Officers shall:

1. Send the Victim of Juvenile Crimes letter (located in CE) and Victim Services pamphlet (located in ProbTools) when applicable.
2. Save all documents (written, generated, and mailed) to CE Documents and include copies in the physical file.
3. Make every effort to determine restitution. However, if this is not possible, recommend restitution "to be determined" or "TBD" to allow further efforts to contact the victim, or more time for the victim to provide detailed documentation for their loss.
4. Complete and send a Financial Order (located in CE) to the Revenue Recovery Division after restitution is ordered.
5. When a youth is being committed to a Secure Youth Treatment Facility (SYTF) include the restitution order in the Ancillary section of the report.
6. In cases where the Court has ordered victim restitution, within the first sixty days, make all required notifications pursuant to W&I 730.7(a). Notifications shall include, but are not limited to:
 - (a) The name and address of the youth and their parent(s)/guardian(s).
 - (b) The offense sustained by the youth.
 - (c) A notice of joint and several liability in accordance with Civil Code 1714.1 and 1714.3.
7. If the victim has not responded within 30 days of disposition, the assigned officer shall repeat efforts to contact victim(s) to establish loss.

B. Dismissing/Closing a Juvenile Case:

San Bernardino County Probation Department

MANUAL

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1. Prior to dismissing a case in which a set amount of victim restitution has been ordered (excluding cases with restitution set "to be determined/ TBD"), the assigned officer shall:
 - (a) Send the Abstract of Judgment (CR-110/JV-791) to the victim(s) for signature, ensuring the document clearly states where to sign, along with a Victim's Services pamphlet.
 - (b) When the signed Abstract of Judgment is returned, ensure the signed Abstract of Judgment is submitted to the Juvenile Court for processing alongside the Order for Victim Restitution (CR-110/JV-790) for signature by a Juvenile Court Judge.
 2. If restitution cannot be determined, the officer shall clearly articulate the efforts that have been made and include this information in the request for dismissal.
- II. Adult Probation Officers:
- A. Investigations and Supervision Officers:
- (a) Pursuant to PC 1191.2, provide each victim with written notice of their rights, including:
 - (a) The right to civil recovery and court-ordered restitution.
 - (b) The right to receive and enforce restitution as a civil judgement.
 - (c) The duty to submit loss information to the Probation Department, District Attorney, and the Court.
 - (d) Eligibility for compensation from the Restitution Fund (if applicable).