

**GUIDELINES AND POLICIES OF THE  
SALINE COUNTY PROPERTY CRIME COMPENSATION BOARD CRIME  
VICTIMS' REPARATION BOARD AND FUND**

**I. NAME, PURPOSE AND GOALS**

- A. The name of this board shall be the Saline County Property Crime Compensation Crime Victims' Reparations Board and established under authorities in K.S.A. 19-4803.
- B. The purpose of this board and the fund it controls is to fiscally aid victims of crime. To meet this end, the board has the following common goals:
  - 1. To maintain a properly funded account to aid victims to fiscally recover from their loss.
  - 2. To promote public awareness of the Saline County Property Crime Compensation Crime Victims' Reparations Fund to the community, victims and local criminal justice system
  - 3. To promote cooperation between victims and law enforcement agencies and Court Officials.

**II. MEMBERSHIP**

- A. The membership of the Saline County Property Crime Compensation Crime Victims' Reparations Board will consist of, at minimum, the following five one (1) citizen-at-large, the Saline County Victim/Witness Coordinator, and the Saline County Restitution Officer a representative of a local law enforcement agency, a representative of the County Attorney office, and a member of the general public at large. A maximum of five (5) persons can be on the Board.
- B. The law enforcement and Citizen-At-Large positions will be appointed by the Saline County Commission on an annual basis for a one-year (1) term and there are no term limits. Should a vacancy occur on the Board then the opening will be filled by the person replacing that position. Should the position not be filled by the respective agency, then the County Commission will appoint a new member. By virtue of position, the Saline County Victim/Witness Coordinator and Saline County Restitution Officer are permanent positions on this board that do have voting rights.

- C. The Chair of the Saline County Property Crime Compensation Crime Victims' Reparations Board will be the Saline County Victim/Witness Coordinator, who will be responsible for chairing each meeting, reviewing each application and , obtaining any additional information as needed by other board members, monitoring the fund, taking care of necessary paperwork and maintaining the ledger for the fund, and be responsible for all correspondence as a result of the normal business operation of the board.

### III. REPORTING RELATIONSHIP

- A. The Board operates under the sanction of the Saline County Board of Commissioners and the Saline County Attorney's Office. The Saline County Attorney will act as a monitor of the fund and will be administratively responsible for the fund. The Chair of the Saline County Property Crime Compensation Crime Victims' Reparations Board shall make regular written monthly reports to the Saline County Attorney regarding the fund and board decisions.

### IV. MEETINGS

- A. The Saline County Property Crime Compensation Crime Victims' Reparations Board will meet a minimum of once a month. Additional meetings may be called as necessary by the Chair after personal notice to each board member. All meetings are open to the public.

### V. FUNDS

- A. The Saline County Property Crime Compensation Crime Victims' Reparations Fund receives its money from the following sources:
  - 1. Diversion fees.
  - 2. Reimbursements or restitution collected from offenders.
- B. The Diversion Coordinator through policies set by the Saline County Attorney's Office is responsible for the collection of diversion fees.
- C. The account is maintained through the Saline County Treasurer's Office and deposits as well as disbursements must follow all local county policies and procedures.

### VI. APPLICATION PROCEDURE

- A. The Saline County Property Crime Compensation Crime Victims' Reparations Board will accept applications from any Saline County resident who was the victim of a

crime that occurred in Saline County if the following requirements are met as outlined in K.S.A. 19-4804:

1. Only crimes that occurred after June 1, 1987 are eligible for claims.
  2. The crime must have occurred in Saline County, Kansas.
  3. The crime must be reported to the appropriate law enforcement agency within 72 hours of the discovery of the crime.
  4. The victim must cooperate fully with all law enforcement and court officials.
  5. Claims must be filed within 60 days after discovery of the crime.
  6. Claims must also be filed with all other available agencies.
  7. The claim must not benefit the offender in any way.
  8. The crime must not be the result of the victim's wrongful act or actions incited by the victim.
- B. A ceiling level for claims to victims may be set by the Board and reviewed on an annual basis. The purpose of a ceiling level for claims is to ensure that the fund would remain solvent.
- C. Application forms for claims through the Property Crime Compensation Crime Victim's Reparations Fund may be obtained at local law enforcement agencies, the Saline County Attorney's Office and the offices of Saline County Community Corrections or on the county website: [www.salinecountyks.gov/attorney](http://www.salinecountyks.gov/attorney).

## VII. BOARD PROCEDURE

- A. All Board members shall be present to hold a meeting and to review and award claims.
- B. Awarding of claims and the amounts are determined by the Board following these guidelines and procedures. Should a claim be denied, a letter will be sent to the victim listing the specific reasons or guidelines that were not met for payment.
- C. The guidelines may be overridden by the Board if they find aggravating or mitigating circumstances. Should the guidelines be overridden, the Board must specifically record the circumstance that led to the decision.
- D. The Board may make some payments directly to agencies or businesses that have provided services directly to the victim as the result of the crime of which the victim is asking for fiscal relief.

- E. Members of the Property Crime Compensation Crime Victims' Reparations Board and their immediate families are disqualified in filing claims with the board for fiscal relief.
- F. Upon dissolution of the Saline County Property Crime Compensation Crime Victims' Reparation Board and Fund, all remaining assets of the fund will be deposited to the Saline County General Fund.

#### VIII. AMENDMENTS TO GUIDELINES AND PROCEDURES

- A. The guidelines and procedures may be amended or repealed by the Saline County Board of Commissioners. Any such changes or amendments shall be formally proposed by resolution at one a regular meeting of the Board of County Commissioners.

These guidelines and policies approved on August 19<sup>th</sup>, 2025 by the Saline County Board of County Commissioners.

A handwritten signature in cursive script, appearing to read "Robert Sparks", is written over a horizontal line.

Chairman, County Commission