

OFFICE OF OPERATIONS

NOTICE

December 13, 2021

1.11

TO: All Office of Operations Personnel

FROM: Director, Office of Operations

SUBJECT: RESTRAINING AND PROTECTIVE ORDER - INTAKE AND TIMELY ENTRY INTO THE CALIFORNIA RESTRAINING AND PROTECTIVE ORDER SYSTEM

The purpose of this Notice is to establish the procedures for date and time stamping restraining and protective orders (RPOs) to ensure entry into the California Restraining and Protective Order System (CARPOS) in a timely manner.

A recent audit conducted by Audit Division on the RPOs revealed there was no process in place at the geographical Area level to determine if a restraining or protective order was entered into the CARPOS in a timely manner.

*Note: "Inputting the RO should be a priority over other tasks due to the victim being placed in a high risk situation and should be completed no later than **24 hours** from receipt of a restraining and/or protective order." Department Manual Section 4/216.03, Restraining Orders.*

PROCEDURES

Office of Operations personnel shall follow the procedures listed in Operations Order No. 6, *Restraining and Protective Order Handling Procedure*, dated November 30, 2016. In addition to the Order, the following is to be included as part of the intake procedures to ensure RPOs are entered into CARPOS within 24 hours of receipt:

- When a RPO is received by Area Records Unit personnel or an officer, whether by mail or hand delivered, the receiving employee shall verify its validity. Once the RPO is validated, it will be hand delivered to an Area Records Clerk;
- Once it is received by an Area Records Clerk, the RPO shall be date and time stamped using the department approved automated time stamp machine;
- The date and time stamp should be placed on the front page of the RPO to ensure minimal impact on the contents;
- Once the stamp is applied, the Area Records Clerk shall enter the data into CARPOS within 24 hours;

- Once the RPO is entered into CARPOS, the CARPOS printout shall be attached to the RPO;
- A second Area Records Clerk shall verify the documents for accuracy evidenced by a red stamp placed on the bottom right-hand corner of the first page and documented as delineated in Operations Order No. 6; and,
- The RPO and CARPOS printout shall be forwarded to the Subpoena Control Officer and filed into the Restraining Order Control Log. The Subpoena Control Officer shall initial in red ink, next to the Area Record Clerk's stamp.

If no Area Records Clerk is present at the time of officer submission, the officer with the RPO shall contact an Area Records Unit within their respective bureau. Once an Area Records Clerk is located, the RPO shall be sent via fax or email to ensure the necessary data is entered into CARPOS within 24 hours. Once entered, the completing Area will forward the RPO back to the originating Area where the second party check is to be completed and filed.

If you have questions regarding this matter, please contact the Inspections Unit, Office of Operations, at (213) 486-6960.



BEATRICE M. GIRMALA, Assistant Chief
Director, Office of Operations

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