

Anne Arundel County Sheriff Office
Communications

MEMORANDUM

Standard Operating Procedure:

Ten minute hits on Protective Orders

Purpose: The Sheriff's Office is modifying its confirmation process as it pertains to Protective orders. This change is in response to concerns that a "Hit" or confirmation in the form of a copy being sent to the requesting districts FAX machine serves as a confirmation, this current procedure is not adequate. Due to an Officer being in the field, on a traffic stop or field interview, they are not in a position to access the FAXED copy.

Effective immediately the following procedure will be followed to assure that the confirmation has been received in a timely manner. It also creates an electronic trail to confirm mandated steps are followed.

Procedure:

- First confirm the order
- Then confirm the hit with "admin message to follow" somewhere in the confirmation.
- Then pull up the order in secured case search as standard operating procedures and highlight the conditions of order.
- After that create an admin message with the title "name vs name" and paste conditions to message.
- Then send back to teletype accordingly. This eliminates any liability from our office.