



City of Manassas Police Department General Duty Manual



Effective Date: 04-08-2003	GENERAL ORDER	Number: 06-15
Subject: Domestic Violence		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed 05-30-2018 General Order #6-15 Dated: 6-1-2001		Reevaluation: <input checked="" type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input type="checkbox"/> N/A
Accreditation Standards: 74.2.1/	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 9

PURPOSE:

The purpose of this directive is to set forth the procedures for police intervention in cases of domestic violence. The provisions of this directive are intended to supplement the investigative and reporting requirements already imposed by law and existing rules, regulations and General Orders.

POLICY:

Domestic violence is a crime that differs from other crimes due to the intimate and/or familial relationship between the victim and the accused. Notwithstanding that difference, officers should respond to domestic violence incidents as they would respond to any serious crime and take appropriate action to arrest and pursue criminal remedies whenever sufficient probable cause exists. Officers ensure that victims are provided with all necessary assistance and informed of services available to victims of domestic violence. Officers should familiarize themselves with VA Codes 18.2-57.2 and 19.2-81.3, which govern the criminal violations related to domestic violence incidents, provide for a warrantless arrest and enhanced penalties for subsequent convictions of assault and battery on a family or household member.

DISCUSSION:

For the purpose of this directive, the following definitions apply:

FAMILY OR HOUSEHOLD MEMBER:

1. A person's spouse, whether or not they reside in the same home with the person.
2. The person's former spouse, whether or not they reside in the same home with the person.
3. The person's parents, stepparents, children, stepchildren, brothers and sisters, grandparents and grandchildren, regardless of whether they reside in the same home with the person.
4. The person's mother-in-law, father-in-law, brothers-in-law, sisters-in-law, sons-in-law, and daughters-in-law, who reside in the same home with the person.
5. Any individuals who have a child in common, whether or not they have been married or have resided together at any time.
6. Individuals who cohabit or who have cohabited within the previous 12 months, and the children of either of them, who live with the person at the time of the abuse.

DOMESTIC DISPUTE: Any dispute, not involving a criminal offense, in which the parties involved are family or household members.

DOMESTIC VIOLENCE: Any incident involving the use or threatened use of physical force in which the parties are family or household members.

EMERGENCY PROTECTIVE ORDER (EPO): A written or verbal order issued by a magistrate or judge when there is reasonable fear of assault by a family or household member. The order may prohibit an alleged abuser from reentering or remaining in the home. The EPO expires 72 hours after issuance. The EPO can be obtained by a law enforcement officer or allegedly abused person. Emergency protective orders are issued pursuant to VA Code §16.1-253.4.

EX PARTE HEARING: A hearing conducted by the court in which only the complaining party appears to give testimony.

FAMILY ABUSE: Any act involving violence, force, or threat including, but not limited to, any forceful detention, which results in bodily injury or places one in reasonable apprehension of bodily injury and which is committed by a person against that person's family or household member.

Effective Date: 04-08-2003	GENERAL ORDER	Number: 06-15
Subject: Domestic Violence		Page: 2 of 9

PETITIONER - refers to the complainant on the protective order.

PRELIMINARY PROTECTIVE ORDER (PPO) – A written order issued by a judge of the Juvenile and Domestic Relations (J&DR) Court to protect the health and safety of the victim from family abuse. The victim is responsible for petitioning the court for a PPO which is valid for up to 15 days after issuance. Preliminary protective orders are issued pursuant to VA Code § 16.1-253.1.

PROTECTIVE ORDER – A written order issued by a judge of the (J&DR) Court to protect the health and safety of the petitioner and/or family and household members of the petitioner against acts of family abuse and to ensure the respondent’s compliance with the conditions imposed by the protective order. A protective order may be issued for a specific period but under the provisions of VA Code §16.1-279.1 may not last for a period longer than two years.

PROJECT A.W.A.R.E. SYSTEM: An electronic alarm system installed at a domestic violence victim’s residence, enabling the recipient to quickly contact the A.W.A.R.E. System sponsor, ADT Alarms, Inc., who in turn contacts the Department’s Public Safety Communications Center to report a potential domestic violence incident. This system is installed and activated by a private organization, the Abused Women’s Active Response Emergency Project, and authorized by the Commonwealth’s Attorney.

RESPONDENT - refers to the defendant on the protective order.

PROCEDURE:

I. Communications Response

- A. Events are classified on the basis of all information available to the Public Safety Communications Specialist (PSCS). Should additional information concerning the situation become available to the PSCC subsequent to initial entry of the event, the event type should be reevaluated to determine if it properly describes the incident. As a general guideline, the following four event types are used to describe domestic cases:
 - 1. Domestic Dispute: Any dispute, not involving a criminal offense, in which the parties involved are family or household members. Normally involving a verbal dispute only.
 - 2. Domestic Violence: Any incident involving the use or threatened use of physical force, which is in progress or has recently occurred in which the parties are family or household members.
 - 3. Domestic Violence with Weapon Involved: Any criminal offense involving the use or threatened use of a specific weapon, in which the parties are family or household members.
 - 4. A.W.A.R.E. Alarm: An emergency call for service made by the recipient of an A.W.A.R.E. System, which reports that a Domestic Violence incident is imminent, is in progress, or has occurred.
- B. Domestic occurrences are prioritized in the same manner as any other call for police assistance, following the currently approved communications procedures and General Orders. Whenever possible, a minimum of two officers are assigned to a domestic call of any type.
- C. Public Safety Communication Specialists receiving a domestic call attempt to elicit information from the caller and must communicate to the responding officers as much information as time, nature and the exigencies of the reported incident allow.
- D. The Public Safety Communication Specialist examines premise history and hazard files to determine if relevant information concerning the address is available. If such information is identified, it must be relayed to the responding officers.

II. Police Response

- A. The responding officers approach the scene of a domestic dispute as one of high risk, but should remain aware of the intervention skills necessary to de-escalate the violent nature of the call.
- B. Officers should obtain all available information from the PSCC before arriving at the scene and notify the Public Safety Communications Center upon arrival.

Effective Date: 04-08-2003	GENERAL ORDER	Number: 06-15
Subject: Domestic Violence		Page: 3 of 9

C. Initial contact

1. Responding officers shall make every effort to physically locate the possible victim of a domestic dispute in order to determine if a crime has occurred.
2. The responding officers must identify themselves as police officers; explain the reason for their presence and request entry into the home. Officers should ask to see the person who is the subject of the call (who may not always be the complainant). If the person who called the police is someone other than the subject of the call, officers do not reveal the complainant's name.
3. If refused entry, or if there is no response to the contact attempt, officers should persist in their attempts to see and speak with the subject of the call alone. In the event that access is still refused, or if there is no response to the contact attempt, officers shall consider the totality of the circumstances to determine if an emergency exists, which would justify an immediate entry of the premises to determine the safety and welfare of the occupants. The assistance and notification of supervisory or command personnel should be requested as time and circumstances permit.

D. Preliminary Investigation.

1. Once inside the premises, the responding officers should establish control by:
 - a. Identifying potential weapons in the surroundings
 - b. Separating the involved parties
 - c. Controlling and removing the assailant if immediate arrest is warranted
 - d. Assessing injuries, administering first aid, and / or requesting emergency medical assistance
 - e. Inquiring about the nature of the dispute
 - f. Identifying all people at the scene to include witnesses to the incident
 - g. Separating occupants / witnesses from the victim and suspect
2. The officers must interview the parties as fully as circumstances allow, and prepare a written Incident Report.
3. The victim's safety and privacy must be ensured by interviewing the victim in an area apart from the assailant, witnesses, and bystanders. In questioning the victim, the interviewing officer should use supportive interview techniques. The officer should ask the victim about previous domestic incidents, their frequency and severity. The officer should not tell the victim what decision has been made concerning arrest of the assailant until all available information has been collected.
4. Whenever possible, the officer should obtain a legible, written statement from the victim. If the statement is not complete and detailed, the officer should ask questions soliciting responses from the victim to expand the statement. The officer will document either the existence of a written statement prepared by the victim or the responses to his questions regarding the incident. The importance of statements by the victim is paramount.
5. The officer will interview the suspect and document all responses. The officer will inquire about the suspect's relationship with the victim and attempt to have the suspect state the relationship between the two.
6. The officer must interview any witnesses as fully and as soon as circumstances allow. If witnesses provide information about prior incidents, the officer should document such incidents to establish a pattern.
7. Children must be interviewed in a manner appropriate to the age of the child. Signs of trauma and any apparent healing of abuse wounds on the child must be noted by the officer. If signs of abuse and / or neglect are noted, the provisions of Code of Virginia, §63.2-1509 and §63.2-1517, if applicable, must be followed, and the Investigative Services Division contacted in accordance with General Order 7-16.
8. Officers should check all parties for the existence of warrants and protective orders. If the investigation involves a domestic dispute in which no crime is alleged and one or more parties involved in the dispute refuse to identify themselves, officers should be persistent in attempts to identify but ultimately must recognize and respect the right of the citizen to refuse identification.

Effective Date: 04-08-2003	GENERAL ORDER	Number: 06-15
Subject: Domestic Violence		Page: 4 of 9

9. If the PSCC has not advised the officer of the existence of a protective order, the officer should ask the victim whether there is such an order, and if so, if the victim can produce a copy. If a copy of the order is available, the officer must examine any restrictions imposed by the order so that the officer can determine whether there is probable cause to believe that the order has been violated. PSCC should have a copy of the order on file if the respondent's residence is in the City of Manassas.
10. If a criminal violation has occurred and an arrest is made, the officer must ensure the collection and preservation of all physical evidence reasonable necessary to support prosecution, including evidence substantiating the victim's injuries, evidentiary articles that substantiate the attack (weapons, torn clothing, etc.) and evidence recording the crime scene.
11. When appropriate, officers are to photograph any injuries. Be cognizant of the documentary value of these photos; take a close up shot of the injury (ies) and an identifier shot of the victim. Have the suspect identify the photo of the victim.
12. The officer shall run a criminal history on persons arrested for domestic assault to see if they have two (2) prior convictions within 10 years. If so, they shall be charged with a Class 6 felony domestic assault under VA Code §18.2-57.2.
13. Ask both the victim and the suspect if there are firearms in the residence. If firearms are present and the owner consents, temporarily take them for safekeeping. Document the existence of firearms with a Hazard on the residence and also in the report narrative.
14. The officer shall provide the allegedly abused person, both orally and in writing, information regarding the legal and community resources available to the allegedly abused person as required by VA Code §19.2-81.3. See Attachment A for a sample referral card.

E. Arrest decision factors.

1. The responding officers shall arrest and take into custody the person he has probable cause to believe, based on the totality of the circumstances, was the primary physical aggressor unless there are special circumstances which would dictate a course of action other than arrest.
2. In the event the offender has already left the scene but the conditions described above are present based on the totality of the circumstances, the officer should seek a warrant for the offender.
3. Under current Virginia law, a warrantless arrest is permitted in the following circumstances specific to domestic violence pursuant to VA Code §19.2-81.3:
 - a. Probable cause to believe that a violation of the following laws has been committed: VA Code §18.2-57.2 (Domestic Assault and Battery, 18.2-60.4 (Violation of Stalking Protective Order) and §16.1-253.2 (Violation of Provisions of Protective Orders).
 - b. This obviously does not preclude arrest for felony violations applicable to the incident.
4. It is the officer's responsibility to decide whether an arrest is made, based on the facts and circumstances relevant to the criminal violation. When an arrest is made without a warrant, the officer must emphasize to both the victim and suspect that the arrest is at the officer's discretion, and the prosecution is at the discretion of the Commonwealth not the victim's.
5. If the officer arrests for the commission of a crime, the officer must legally seize all weapons used or threatened to be used in the commission of the crime, and such weapons must be held as evidence, as in any other case.
6. In the event there is evidence of a mutual assault, and the officer concludes that one party was acting in self-defense, that party must not be arrested.

F. Arrest procedures.

1. When an arrest is made for a violation of VA Code §18.2-57.2, and the officer believes there is probable danger of further acts of family abuse against a family or household member, he shall petition and the magistrate shall issue an ex parte emergency protective order as authorized in VA Code § 16.1-253.4.
2. In all cases the victim should be advised that the offender has the right to bail or release on recognizance at the discretion of the magistrate or the court, and therefore may only be in custody briefly. For this reason, they may wish to consider leaving the residence temporarily in order to ensure their safety. Officers are to keep in mind all available Victim / Witness services and to notify the victim / witness of any appropriate services as outlined in General Order 7-19.

Effective Date: 04-08-2003	GENERAL ORDER	Number: 06-15
Subject: Domestic Violence		Page: 5 of 9

3. The officer is the complainant on arrest warrant(s) in the situations previously described. The victim must not be required to obtain their own warrant(s) unless they so desire.
 4. Officers must ensure that subpoenas are issued for all victims and witnesses in domestic violence cases.
- G. Procedure when arrest is not permitted, or if permitted, is not made.
1. If an arrest is not permitted because of the absence of probable cause to believe that a crime was committed, or if an arrest is permitted but not made because special circumstances dictate a course of action other than an arrest, the officer:
 - a. Should explain to the victim the reasons that the arrest is not being made.
 - b. Should advise the victim of procedures for obtaining a warrant and/or protective order, if applicable.
 - c. Should encourage the victim to contact other resources available to assist domestic violence victims.
 - d. Shall provide oral and written information on legal and community resources available to the allegedly abused person.
 - e. Shall prepare an Incident Report for all complaints of assault or other crimes as outlined in Section III of this General Order.
 - f. May still petition for an EPO based upon the reasonable belief that the suspect has committed family abuse and that there is probable danger of further offense against a family or household member.
 2. Offenses other than assault and battery may have occurred where release on a summons is more appropriate or required by law.
 3. In the absence of a warrant or probable cause to believe a crime has occurred, officers must remain neutral and be concerned primarily with maintaining the peace and safety of those present.
- H. Written Reports
1. Report Title and Classification - Written Incident Reports **shall** be made for all incidents involving disputes between family and/or household members. The incident reports may be classified and titled as follows:
 - a. **“Domestic Dispute”** is used to describe an occurrence where no criminal offense occurred, or was complained of, and the parties are family or household members. .
 - b. **“Domestic Violence”** is used to describe an occurrence where a threat to use violence is involved (i.e., an assault without battery) between family and household members.
 - c. **“Domestic Violence / (insert the specified crime here)”** is used to describe an occurrence between family and household members where, at a minimum, an assault and battery has been committed (i.e., Domestic Violence / Assault; Domestic Violence / Malicious Wounding, etc.).
 2. Required Documentation – There are certain reporting requirements mandated by statute and other which are required pursuant to this policy. These requirements include:
 - a. The written report shall, when an arrest is not made, list the special circumstances that dictated a course of action other than arrest (i.e., subject left the scene prior to police arrival, and was not located, diplomatic immunity, etc.)
 - b. The officer shall document if an EPO was requested and if one was issued.
 - c. The officer shall document if the report is the result of an A.W.A.R.E. Alarm.
 3. Supervisors must ensure that all required elements of a report have been completed clearly and accurately. Particular emphasis must be given to the classification of the actual event, the narrative support given the classification, the presence or absence of facts warranting follow-up investigation, and whether the case status assigned by the officer is appropriate.
- I. Firearms Prohibitions Related to Domestic Violence Incidents
1. The Code of Virginia § 18.2-308.1:4 states that it shall be unlawful for a person subject to an emergency protective order, preliminary protective order or permanent protective order for family abuse or stalking to purchase or transport any firearm while the order is in effect.

Effective Date: 04-08-2003	GENERAL ORDER	Number: 06-15
Subject: Domestic Violence		Page: 6 of 9

- a. Any person with a concealed handgun permit shall be prohibited from carrying any concealed firearm and shall surrender his permit to the court entering the order.

J. Assistance to victims and dependents.

1. Whether or not an arrest is made, the responding officers should not leave the scene of the incident until the situation appears to be under control and the reasonable likelihood of further violence has been eliminated. Officers should stand by while victims gather necessities for short term absences from home, such as clothing, medication, and necessary documents. Officers must refrain from becoming directly involved in the disposition of personal property.
2. Whether or not an arrest is made, the responding officers should advise the victim of the availability of a shelter, including its telephone number and other victim / witness and domestic violence services available.
3. If the victim is unable to communicate in written or spoken English, the officer should arrange for translation of all information concerning the availability of resources.
4. The officer should inform the victim that he/she may obtain a copy of the Incident Report.
5. Pursuant to VA Code §19.2-81.3 the officer shall, upon request, of the victim, transport or arrange for transportation of an abused person to a hospital, safe shelter or magistrate.
6. The officer will provide the allegedly abused person both orally and in writing of the legal and community resources available. A list of area resource organizations for the victims of domestic violence is located in Attachment "A."

K. Domestic Violence Coordinator

1. A supervisor assigned to the Community Services Section (CSS) serves as the Department's Domestic Violence Coordinator
2. The Domestic Violence Coordinator, along with any sworn member(s) assigned to CSS, reviews all reports involving domestic disputes, domestic violence, domestic-related stalking, and domestic-related violations of protective orders.
 - a. The Domestic Violence Coordinator or any sworn member(s) in CSS may follow up with the primary reporting officer's supervisor in certain domestic-related cases to ensure proper investigation and reporting procedures in accordance with this General Order. Any follow up with a primary reporting officer's supervisor is documented by the Domestic Violence Coordinator. Some domestic-related cases involving the arrest of the offender during the preliminary investigation may not require follow up as they are assigned to the arresting officer.
 - b. The Domestic Violence Coordinator or any sworn member(s) in CSS may follow up with victims in certain domestic-related cases to ensure they have received the necessary assistance and are aware of available services. All actions involving follow up with victims shall be documented by the Domestic Violence Coordinator or sworn CSS member in a supplemental report to the corresponding primary report.
3. The Domestic Violence Coordinator submits a monthly report to the Administrative Services Division Commander summarizing all actions taken regarding domestic-related incidents.

III. Protective Orders

There are three types of Protective Orders. This section will explain each in detail regarding the statutory provisions, the method of obtaining a Protective Order, the consequences for violation, departmental processing of protective orders and the enforcement of foreign protection orders. See Attachment B for examples of all three types of protection orders.

A. Emergency Protective Orders (EPO) – A written or verbal order issued by a magistrate or judge to protect a person from further acts of family abuse committed by a family or household member. The state statute governing emergency protective orders is VA Code § 16.1-253.4.

1. When a law enforcement officer or an allegedly abused person asserts under oath to a magistrate or judge that a warrant has been issued for domestic assault and battery and there is probable danger of further acts of family abuse against a family or household member the magistrate shall issue an emergency protective order. If no arrest is made but there still exists reasonable grounds

Effective Date: 04-08-2003	GENERAL ORDER	Number: 06-15
Subject: Domestic Violence		Page: 7 of 9

to believe that the respondent has committed family abuse and there is probable danger of further such offense against a family or household member the judge or magistrate shall issue an EPO.

2. An EPO expires 72 hours (3 days) after issuance. If the expiration of the 72 hour period occurs at a time when the juvenile and domestic relations court is not in session, the EPO shall be extended until 5 p.m. of the next day that court is in session.
 3. Any of the following conditions may be imposed on the respondent as a result of the EPO:
 - a. Prohibiting acts of family abuse
 - b. Prohibiting contact with family or household members as deemed necessary by the judge or magistrate.
 - c. Granting the family or household member possession of the premises occupied by the parties to the exclusion of the respondent.
 4. The EPO is effective upon service on the allegedly abusing person.
- B. Preliminary Protective Orders (PPO) – A written order issued by a judge to protect the health and safety of a victim from family abuse. The state statute governing preliminary protective orders is VA Code § 16.1-253.1.
1. The petitioner must file a petition alleging that he/she is or has been, within a reasonable period of time, subjected to family abuse. The order may be issued in an ex parte proceeding upon good cause shown when the petition is supported by an affidavit or sworn testimony before the judge or intake officer. The order may be issued to protect the health and safety of the petitioner or any family or household member of the petitioner.
 2. The PPO shall specify a date for the full hearing which shall be held within 15 days of issuance of the order. The court may continue the hearing upon motion of the respondent. The PPO shall remain in effect until the hearing.
 3. Any of the following conditions may be imposed upon the respondent as a result of the PPO:
 - a. Prohibiting acts of family abuse
 - b. Prohibiting other contacts between the parties as deemed appropriate by the courts
 - c. Grant the petitioner possession of the premises occupied by the parties to the exclusion of the allegedly abusing person.
 - d. Grant the petitioner temporary possession or use of a motor vehicle owned by the petitioner alone or jointly owned by the parties to the exclusion of the allegedly abusing person
 - e. Require that the allegedly abusing person provide suitable alternative housing for the petitioner and any other family or household member.
 4. The PPO is effective upon personal service on the allegedly abusing person.
- C. Permanent Protective Orders (PO) – A written order issued by a judge to protect the health and safety of the petitioner and/or family or household members of the petitioner against acts of family abuse and to ensure the respondent’s compliance with the conditions imposed by the protective order. The state statute governing Protective Orders is VA Code § 16.1-279.1.
1. The process for obtaining a permanent protective order evolves from the petitioner and the respondent appearing at the Due Process Hearing for the preliminary protective order. If the judge grants a protective order at this hearing it is a Permanent Protective Order.
 2. The protective order although called permanent may be issued for a specified period; however, unless authorized by law, a protective order may not be issued for a period longer than two years.
 3. Any of the following conditions may be imposed upon the respondent as a result of the PO:
 - a. Prohibiting acts of family abuse
 - b. Prohibiting other contacts between the parties as deemed appropriate by the courts
 - c. Grant the petitioner possession of the premises occupied by the parties to the exclusion of the allegedly abusing person.

Effective Date: 04-08-2003	GENERAL ORDER	Number: 06-15
Subject: Domestic Violence		Page: 8 of 9

- d. Grant the petitioner temporary possession or use of a motor vehicle owned by the petitioner alone or jointly owned by the parties to the exclusion of the allegedly abusing person
 - e. Require that the allegedly abusing person provide suitable alternative housing for the petitioner and any other family or household member.
 - f. Ordering the respondent to participate in treatment, counseling or other programs as the court deems appropriate
 - g. Any other relief necessary for the protection of the petitioner and family or household members of the petitioner including a provision for temporary custody and visitation of a minor child.
4. The permanent protective order is effective upon personal service. This is usually affected by a sheriff's deputy in the courtroom.
- D. Enforcement of Foreign Protection Orders – The Code of Virginia § 16.1-279.1 provides that a protective order, whether temporary or permanent, issued by a court of appropriate jurisdiction in another state, the United States or any of its territories, possessions or Commonwealths, the District of Columbia, or by any tribal court shall be accorded full faith and credit and enforced in the Commonwealth as if it were an order of the Commonwealth, provided reasonable notice and opportunity to be heard were given by the issuing jurisdiction to the person against whom the order is sought to be enforced sufficient to protect such person's due process rights and consistent with federal law.
1. A person entitled to protection under a foreign order may file the order in any juvenile and domestic relations court by filing an attested copy of the order. The certification of the order in our court is not necessary to make it enforceable. Verification of its existence and current validity are sufficient to enforce the foreign order.
- E. Violation of Protective Orders – The Code of Virginia § 19.2-81.3 allows for the warrantless arrest of persons in violation of a protective order. The code specifically states that any law-enforcement officer having probable cause to believe that a violation of § 16.1-253.2 (provisions for violation of protective order) has occurred shall arrest and take into custody the person he has probable cause to believe violated any provision of the order.
- F. Departmental Processing of Protective Orders – The following section will identify the responsibilities of various members of the police department with respect to the processing of protective orders.
1. If an Emergency Protective Order is issued to an officer and not immediately served, the officer shall bring it to headquarters for processing and VCIN entry.
 2. Any Preliminary or permanent Protective Order issued for a City of Manassas resident will be processed by this department and entered into VCIN.
 3. During business hours, the protective order will be brought to Records for entry into the computer and completion of a coversheet. Records personnel are then responsible for taking it to PSCC for VCIN entry. After the VCIN entry is made, if the order has not yet been served, a Public Safety Communications Specialist (PSCS) will generate a CAD call for the service attempt and assign it to an officer. The assigned officer will respond to PSCC to retrieve the order and attempt service.
 4. After business hours, the officer assigned to pick up the protective order from the magistrate's office will bring it directly to PSCC for completion of a warrant coversheet, VCIN entry and generation of a CAD call for service attempt. **After hours is defined as beyond the normal operational hours of the department's Records Section.
 5. If service is made, the officer will execute the paperwork by completing the back side of the protective order and serving the respondent with a copy. The served paperwork is then returned to PSCC for the necessary VCIN update. The Sheriff's Office is responsible for returning the paperwork to the court. NOTE: An original EPO may only be left at the magistrate's office in the event that the EPO and the warrant are served simultaneously. The officer is still required to bring a copy to PSCC for VCIN entry.
 6. If the service attempt is unsuccessful, the officer will return the protective order to the PSCC. If the respondent is not found and the protective order has not yet expired, the PSCC will assign any subsequent service attempts. This continues until the next business day. If a midnight shift

Effective Date: 04-08-2003	GENERAL ORDER	Number: 06-15
Subject: Domestic Violence		Page: 9 of 9

supervisor has possession of an unserved protective order, they shall return the protective order to PSCC between 0600 and 0700 hrs. The Sheriff's Office will retrieve any served paperwork and take it to the Court. A sheriff's deputy is also responsible for retrieving any unexecuted paperwork and attempting service during business hours.

7. The Prince William County Sheriff's Office will utilize the services of the department for all VCIN entries of protective orders whose respondents are residents of the City of Manassas. They will also utilize the department to attempt service of protective orders after business hours for respondents who reside in the City of Manassas.
8. Protective Orders Received by Fax – Officers should only handle a faxed PO under the following circumstances:
 - a) The officer is out with a suspect and a "wanted check" returns with an active protective order. The originating agency will fax a copy of the protective order to us for service. The officer will serve the faxed copy on the respondent. The officer will then fax the served copy back to the originating agency. The officer will then take a copy of the served protective order and place it in the appropriate folder in PSCC.

G. Protective Order Files

1. Copies of all protective orders for respondents who reside in the City of Manassas are kept in a file in PSCC. This will enable an officer to access the protective order in the event that the victim does not have a copy.

Attachments: "A" - Prince William Area Services for Victims of Domestic Violence Referral Card
"B" - Protective Order Supplemental Information
"C" - Initial Police Contact Sheet Project "AWARE"

Effective Date: 04-08-2003	GENERAL ORDER	Number: 06-15
Subject: Domestic Violence		Page: 10 of 9

Index as:

- Domestic Relations
- Domestic Violence
- Domestic Disputes
- Family Abuse
- Protective Orders
- Emergency Protective Orders

References:

- VA CODE § 16.1-228
- VA CODE § 16.1-253.1
- VA CODE § 16.1-253.4
- VA CODE § 16.1-279.1
- VA CODE § 18.2-57.2
- VA CODE § 18.2-60.4
- VA CODE § 18.2-308.1:4
- VA CODE § 19.2-81
- VA CODE § 19.2-81.3
- VA CODE § 63.2-1509
- VA CODE § 63.2-1517

Available at: <http://leg1.state.va.us/000/src.htm>.