

 <b>CITY OF TUCSON</b>	<b>City of Tucson</b> Central Safety Services Number: SD-010 Subject:	Page 1 of 2
	<b>Restraining Orders/Order of Protection</b>	Effective Date: July 17, 1996
		Reviewed/ Revised: January 1, 2011

## **SAFETY DIRECTIVE**

### **1.0 SCOPE**

This procedure will apply to all instances when an employee informs their supervisor they obtain a court-ordered restraining order against another person.

### **2.0 PURPOSE OF SAFETY DIRECTIVE**

To establish a procedure for informing employees of a restraining order placed against a person who may appear at the work site.

### **3.0 DEFINITION**

***Restraining Order:*** A restraining order is a legal order issued by a state court which requires one person to stop harming another person. It is also sometimes called a **Protection Order, Order of Protection, Protection from Abuse Order, Police Protection, Protective Order** or some other similar name.

### **4.0 DIRECTIVE**

1. Employees may elect to inform their Department/Division if they have obtained a court-ordered Restraining Order or Order of Protection against another individual.
2. When the employee informs the Department/Division, the Department shall take the following action:
  - a. Obtain a copy of the Restrain Order/Order of Protection.
  - b. Inform the Director of Human Resources and the City Attorney's Office.
  - c. Obtain a physical description of the subject delineated in the Restraining Order/Order of Protection and/or a recent photograph.
  - d. Interview the employee on the behavioral aspects of the subject, recent state of mind, recent threats of violence, etc., and determine whether the subject has access too or frequently carries a weapon.
  - e. Provide a description and/or photograph to the reception personnel and provide instructions on contacting emergency services personnel (9-911/911) if the subject is seen on City Property and/or is found to be in violation of the Restraining Order/Order of Restraint.

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- f. If there is a Security presence in the workplace (Contract Security), information and description should be conveyed to the security desk or guards.
3. In situations where notice of a Restraining Order/Order of Protection is conveyed to the employer, the employee should be accorded as much confidentiality as possible, when conveying the necessary information to other affected staff.