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“INTEGRITY...FAIRNESS...SERVICE”

SPECIAL ORDER #01-11

DATE: January 28, 2011

TO: All Police Department Personnel. To be Announced at Roll Call and a Copy Posted on the Bulletin Board for 30 Days.

RE: Victim Information & Notification Everyday (VINE) Protective Order Notification.

EFFECTIVE: Immediately.

BACKGROUND: During the 2009 Session of the Maryland General Assembly, House Bill 1196 was passed and signed into law, providing additions to the Annotated Code of Maryland, Family Law Article, Section 4-504. The new legislation allows for a petitioner of an interim, temporary, or final protective order to register for a free automated service to receive information and service notification/confirmation within three hours of a protective order being served on a respondent. The law requires that the serving law enforcement agency, within two hours after service of the order on the respondent, electronically notify the Department of Public Safety and Correctional Services (DPSCS). The DPSCS will in turn have one hour to notify VINE that the order has been served by a law enforcement officer. Once notified by DPSCS, VINE will notify the petitioner of the protective order's service.

PURPOSE: To establish Department procedures for notifying the DPSCS of the service of all interim, temporary and final protective orders within two hours after the order is served on the respondent.

RELATIONSHIP TO DEPARTMENTAL VALUES: This program supports the Department's value of **SERVICE** by providing dedicated and compassionate assistance to victims while ensuring that departmental policy is consistent with Maryland law.

POLICY: Within two hours following the service of any and all interim, temporary and final protective orders, the serving officer will ensure that a confirmation of service is entered into METERS. This information will trigger a notification to the DPSCS, who will then notify VINE and ultimately the petitioner. This policy is in conjunction with existing procedures and in no way supersedes any current policy (e.g., Field Manual, Training Bulletin 09-09, SOP's, etc.).

PROCEDURES: Department members serving any interim, temporary or final protective orders, whether issued from Baltimore County or another jurisdiction, will ensure that the two hour VINE notification is completed in conjunction with all existing policies.

Generally, Final Protective Orders will be served in court or by U.S. Mail with a copy being forwarded to the Records Management Unit, who will in turn enter the information into the METERS database for the VINE requirements. When a member of this Department serves a final protective order or an interim/temporary protective order, these procedures will be followed:

SPECIAL ORDER #01-11 (Continuation)

SERVING OFFICER:

- Within two hours following the service of any and all interim, temporary and final protective orders, regardless of the issuing jurisdiction, will ensure that a confirmation of service is entered into METERS.
- Indicate in the report that the VINE Protective Order Notification was sent.

MEMBER ENTERING NOTIFICATION INTO METERS:

- Does not necessarily have to be the serving officer (e.g., desk officer, supervisor, etc.).
- Will access the VINE notification screen by selecting:
 1. The **FORMS** tab;
 2. **PROTECTIVE ORDERS;**
 3. **VINE NOTIFICATION (DVN).**
- Will complete the following fields in the Vine Notification screen:
 - Protective Order Number.
 - Originating Agency Code (This is the ORI of the agency which served the order).
 - Respondent Name.
 - Serving Officer's Name.
 - Serving Officer's I.D. Number.
 - Date of Service.
 - Serving Officer's Duty Phone Number.
 - Holder of Record ORI (The ORI of the agency that owns the record, which is the jurisdiction where it was obtained).
- Will transmit the information once it is entered. A confirmation message will be forwarded to the METERS "mailbox" stating the message was transmitted successfully.
- Will print a copy of the confirmation message and attach it to the station copy of the report.

RECORDS MANAGEMENT UNIT:

- Once notified by the issuing court, will complete the VINE Protective Order notification for those Final Protective Orders that are served in open court or via U.S. Mail.
- Will retain a copy of the confirmation message with the Final Protective Orders.

IMPLEMENTATION: A copy of this Special Order will be given to all sworn members and non-sworn supervisors of the Department.

By order of,

James W. Johnson
Chief of Police