



**Baltimore County Sheriff's Office  
Towson, Maryland**

**Sheriff  
R. Jay Fisher**

**General Order**

<b>Subject: Protective Orders</b>	<b>Effective Date 1/3/11</b>	<b>Number B-13</b>
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**Purpose:**

To establish the policies and procedures for the service of Protective Orders.

**Contents:**

- I. Definitions**
- II. Policy**
- III. Sheriff's Office Clerk's Responsibilities**
- IV. Sergeant's Responsibilities**

**I. Definitions**

- A. Petitioner** – The person filing the petition and seeking relief.
- B. Respondent** - The person to be served in the order, also the person alleged to have committed the abuse.
- C. Protective Order** - Civil order issued by a judge preventing the respondent from committing certain specified acts against the petitioner. Protective Orders typically apply to individuals in a domestic relationship.

**II. Policy**

It is the policy of Baltimore County Sheriff's Office to ensure that Protective Orders are handled promptly and professionally.

**III. Sheriff's Office Clerk Responsibilities:**

- A.** Protective Orders are received and time stamped by the Sheriff's Office clerk. The clerk will enter the order into METERS and the batch file.
- B.** The Sheriff's Office clerk will interview the petitioner and complete the Confidential Interview Form (Form 189).
- C.** The clerks will log orders into a logbook upon receipt. A copy will be faxed to central records.
- D.** A complete background, warrant, gun, and *In Pursuit* check will be performed for each order.

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1. When a gun or warrant is associated with the respondent, the check will be printed out and attached to the front page of the Protective Order.
  2. Negative results for warrant, gun, In Pursuit, and background checks are indicated on the front of the Return of Service Form (# CC-DV 9)
  3. All relevant *In Pursuit* and background information will be written on the Form #189.
- E. After all the checks are performed, the order, interview form, records of registered guns or open warrants, Return of Service Form and Firearms Possession Form # 227 will be fastened together and given to a Road Sergeant.
- F. When the Sergeant returns the order, the Sheriff's Office clerk must ensure that the Return of Service Form and Firearms Possession Form are completed.
- G. If the order has been served, the clerk records the service in the METERS and local system, as well as the logbook. **The order must be updated in METERS within 2 hours of service.**
- H. A copy of the Return of Service Form will be faxed to the originating agency. The Return of Service Form will also be faxed to Central Records. The Sheriff's Office clerk will maintain a copy of the form(s), the fax receipt, and the order until the order expires.

**IV. Sergeant's Responsibilities:**

- A. Upon receipt of a Protective Order from the clerk, the Sergeant will inspect the order to ensure that the Return of Service Form, the Confidential Interview Form and the Firearms Possession Form are attached. He/she will also ensure that results for all relevant checks are indicated on the Return of Service Form or the Confidential Interview Form.
- B. The Sergeant will read the order to determine if it indicates that the respondent shall stay away from the petitioner, discontinue contact with the petitioner, vacate the premise, and/or surrender custody of a child. Unless other duties make attendance impossible, the Sergeant shall respond to the location and oversee the service. Back up shall be present in any case involving a vacate order, or change in custody.

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- C. If the order stipulates that firearms are to be recovered, the Sergeant/designated Deputy will have the county police respond to recover them. The member will obtain the name and identification number of the county officer recovering the firearms and record it on the Return of Service Form. In the event that the county police are unable to respond, the member will recover the firearms. He/she shall complete a Property Inventory Form #72 and Event Report Form #10, including the name of the respondent and gun owner, as well as firearms serial numbers and case number on Protective Order. The member will transport the firearms to the Sheriff's Office and make arrangements to have them secured in the Armory. The Property Custodian will then arrange for the firearms to be turned over to Baltimore County Police.
- D. The member will indicate attempts for service on the Return of Service Form.
- E. When attempting to serve a Protective Order, the Sergeant/designated Deputy will notify the dispatcher of his/her location.
- F. The member may not forcibly enter a residence to serve a Protective Order unless the member feels that there is imminent danger of death or serious injury to persons present within the residence.
- F. If the respondent is found at the location, the member will read and explain the order to him/her. The serving member will be sure to advise the respondent of his/her next court date.
- G. The member will serve the respondent a copy of the order, and return one copy to the Sheriff's Office clerk along with the completed Return of Service Form and signed Firearms Possession Form. If the order is from another jurisdiction, and is served on the weekend, the Sergeant/serving Deputy must fax the Return of Service form to the originating agency.
- H. On vacate orders, the Sergeant will allow respondent a reasonable amount of time to gather necessary personal items and to vacate the premises.
- I. Lack of compliance with the order may result in the respondent's arrest (MD annotated Code, Family Law Article 4-505, 505, or 506.) If an arrest is made, the arresting member will fill out the appropriate paperwork and take the respondent to the District Court Commissioner for bond.
- J. In the event of unusual occurrences during service the serving member shall document the incident on an Event Report Form #10.
- K. **The order must be updated in METERS within 2 hours of service.**

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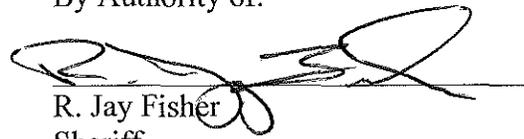
**Rescissions**

Remove from manuals/files and rescind:  
General Order 4.5.1, Subsection 11, Ex-Parte and Protective Orders

**Distribution**

All Members

By Authority of:

A handwritten signature in black ink, appearing to read "R. Jay Fisher", is written over a horizontal line. The signature is stylized and somewhat cursive.

R. Jay Fisher  
Sheriff

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Appendix 1**

**\*\*\*\*\*Confidential – Do not release\*\*\*\*\*  
Information Provided by Petitioner**

\_\_\_\_\_  
Petitioner VS Respondent

**Vacate: Yes No                      Child takeaway: Yes No**

**Respondents Full Name:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Work address:** \_\_\_\_\_  
\_\_\_\_\_

**Work Hours:** \_\_\_\_\_ **Best Place for Service** \_\_\_\_\_

**Respondent cell phone #:** \_\_\_\_\_

**Vehicle: Year** \_\_\_\_\_ **Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **Color:** \_\_\_\_\_

**Tag#:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Vehicle Description:** \_\_\_\_\_

**\*\*\*\*\*Safety Information\*\*\*\*\***

**(Circle) Armed    Drug user/Seller    Mental/Suicidal    Resists**

**Additional Cautions:** \_\_\_\_\_

**Does the Respondent have a Criminal Record? Yes No    Felon: Yes No**

**Does Respondent own or possess any guns?** \_\_\_\_\_  
\_\_\_\_\_

**Does Respondent carry any weapons, knives Etc?** \_\_\_\_\_

**Military Training: Yes No    Martial Arts Training: Yes No**

**Petitioners Name:** \_\_\_\_\_ **Contact #** \_\_\_\_\_

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\*\*\*\* Confidential\*\*\*\* page 2

\_\_\_\_\_ VS \_\_\_\_\_  
Petitioner Respondent

**Wanted: Yes No Charge:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Confirmed with:** \_\_\_\_\_ **Contact #:** \_\_\_\_\_

**Interviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Any additional Information:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Appendix 2



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# SHERIFF

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**R. JAY FISHER**  
401 BOSLEY AVE  
TOWSON, MD 21204  
PH: 410-887-3151

The Circuit Court for Baltimore County has granted a Final Protective Order against you.

Maryland State law (FL, 4-506(E)) requires you to surrender to Law Enforcement Authorities any firearm in your possession and to refrain from possession of any firearm for the duration of the protective order.

Violation of these provisions could lead to an arrest, criminal penalties and forfeiture of firearms.

I hereby certify under the penalties of perjury that **I Do / Do Not** possess firearms.  
(circle one)

\_\_\_\_\_  
Respondent's Printed Name

\_\_\_\_\_  
Respondent's Signature    Date

\_\_\_\_\_  
Deputy Sheriff / Clerk

\_\_\_\_\_  
Date                      Time