



ADMINISTRATIVE DIRECTIVE

Title: Restraining Orders/Orders of Protection/No Contact Orders
Issuing Department: Legal
Effective Date: October 1, 2018
Approved: Jamsheed Mehta, Town Manager
Type of Action: Revision

1.0 PURPOSE

The purpose of this directive is to establish a procedure for informing employees of a restraining order placed against a person who may appear at the work site.

2.0 DEPARTMENTS AFFECTED

This directive applies to all departments and employees of the Town of Marana.

3.0 REFERENCES

3.1 A.R.S. §§ 12-1809, 12-1810, 13-3602, 13-2810, 13-3967

4.0 DEFINITIONS

4.1 Restraining order: A restraining order is a legal order issued by a court which commonly prohibits a person from have contacting with another person, prohibits a person from going to specific locations, and/or prohibits various other acts. A restraining order is also sometimes called an Order of Protection, a Protective Order, an Injunction against Harassment, a No Contact Order or some other similar name.

5.0 POLICIES AND PROCEDURES

5.1 Notice. Employees may elect to inform their Department Head if they have obtained a restraining order against another individual.

5.2 Department Procedure. When the employee informs the Department Head, the Department Head shall take the following actions:

5.2.1 Obtain a copy of the restraining order.

5.2.2 Inform the Police Department, the Human Resources Director, and the Legal Department.

5.2.3 Obtain a physical description of the defendant listed in the restraining order and, if possible, a recent photograph.

- 5.2.4 Ask the employee about the defendant's recent state of mind and any recent threats of violence, and determine whether the defendant has access to or frequently carries a weapon.
- 5.2.5 Provide a description and/or photograph to the reception personnel at the employee's worksite, if any, and provide instructions on contacting emergency services personnel (911) if the subject is seen on Town property or is found to be in violation of the restraining order.
- 5.3 Security Guard. If there is a security presence in the workplace, information and a description or photograph should be conveyed to the security desk or guards.
- 5.4 Confidentiality. When conveying the necessary information to other affected staff, Town personnel shall provide only the amount of information that is necessary and shall maintain confidentiality to the maximum extent practical.

6.0 RESPONSIBILITIES

[Reserved]

7.0 ATTACHMENTS

[Reserved]

REVISION HISTORY

	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
OR	Original Release	9/1/2014
REV	Revision	10/1/2018

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