



## SAFETY DIRECTIVE

<p>Title: <b>Restraining Orders/Orders of Protection</b> Issuing Department: Town Manager's Safety Office Effective Date: September 01, 2014 Approved: Gilbert Davidson, Town Manager Type of Action: New</p>
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### 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

3.2 Town of Marana website - Municipal Court:

<http://www.marana.com/index.aspx?NID=17>

3.3 Pima County Courts website –

[http://www.cosc.pima.gov/home.asp?Include=pages/order\\_of\\_protection.htm](http://www.cosc.pima.gov/home.asp?Include=pages/order_of_protection.htm)

### 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 and/or prohibits various other acts. A restraining order is also sometimes called an Order of Protection, a Protective Order, an Injunction against Harassment, or some other similar name.

### 5.0 POLICIES AND PROCEDURES

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

5.2 Department Procedure. When the employee informs the Department/Division, the Department shall take the following action:

- 5.2.1 Obtain a copy of the restraining order.
- 5.2.2 Inform the Director of Human Resources and the Town Attorney's Office.
- 5.2.3 Obtain a physical description of the defendant listed in the restraining order and/or a recent photograph.
- 5.2.4 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 to or frequently carries a weapon.
- 5.2.5 Provide a description and/or photograph to the reception personnel and provide instructions on contacting emergency services personnel (911) if the subject is seen on Town property and/or is found to be in violation of the restraining order.
- 5.3 Security Guard. If there is a security presence in the workplace (contract security), information and description should be conveyed to the security desk or guards.
- 5.4 Confidentiality. In situations where notice of a restraining order is conveyed to the employer, the employee should be accorded as much confidentiality as possible, when conveying the necessary information to other affected staff.

## 6.0 RESPONSIBILITIES

- 6.1 The Safety Coordinator has overall responsibility for the Town's safety programs. The Safety Coordinator shall consult with the Town Manager regarding appropriate changes and amendments to this administrative directive.
- 6.2 Department Heads, managers and supervisors are responsible for ensuring that the requirements of this directive are fully implemented in their work areas.
- 6.3 Employees are responsible for attending all mandatory training classes, and understanding the policies and procedures outlined in this directive, as well as all Town health and safety procedures.
- 6.4 The Safety Coordinator and the Safety Committee are authorized to halt any operation of the Town where there is danger of serious personal injury.

## 7.0 ATTACHMENTS

- 7.1 NONE

**REVISION HISTORY**

<i>REV</i>	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
<b>OR</b>	Original Release	09/01/2014

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