

SANTA ANA POLICE DEPARTMENT

DAVID VALENTIN · CHIEF OF POLICE

TRAINING BULLETIN

"Education promotes professional and responsive law enforcement"

Domestic Violence Restraining Order Violations Message Form

Purpose

This Training Bulletin will introduce the Domestic Violence Restraining Order Violation Message form, which has been created by the Department of Justice (D.O.J.) as an on-line enhancement to the Domestic Violence Restraining Order System (DVROS). This bulletin will explain the new "Violation Message Form", its need, its usage, how to properly fill out the form, and what happens to the information once it has been entered into the CLETS system.

Introduction

D.O.J. requires a Violation Message be sent any time an agency takes a report regarding a violation of a restraining order. When officers take a report regarding a violation of a current restraining order, they shall complete a [Violation Message Form](#), which will be available in the report writing room. This will enable them to send information regarding the violation of the DVROS directly to D.O.J. for storage within the existing restraining order.

The Violation Message Form will provide pertinent information from the report to be entered directly into the DVROS via CLETS. All violation messages become a permanent part of the DVROS record. By entering violation messages, an agency establishes a statewide history of violations that are accessible to any law enforcement or criminal justice agency who may be conducting an investigation, building a stalking case, pursuing possible prosecution, or seeking a sentence enhancement on the subject of the restraining order.

I. The D.V.R.O.S. Violation Message Form

The violation message is the format used to establish a permanent record of violators of restraining orders within the D.V.R.O.S. The violation message form identifies the agency, the date and time of violation, officer's name, the type of violation and other pertinent information regarding the violation.

1. All portions of the form are mandatory except for the comments section.
2. FCN stands for File Control Number. When filling out this portion of the form, the FCN number associated to the violated restraining order will be found on the DVROS readout either on your Mobile Data Terminal in your police unit or from Records.
3. The subject's complete name, the case number, the officer's name and badge number, and the date and time occurred will be written at the top of the form.

4. In the mandatory sections of the form once you have given the subject's name, and the date and time of occurrence, all other fields are simply check the box for the appropriate information.
5. In the How section this refers to how the violation occurred. This is the only section that allows for multiple answers. You can choose up to five categories. Use whichever ones are applicable to the situation.
6. The comment section allows the officer to further describe the violation. This is the only optional section. The officer can use from 1 to 500 alpha/numeric characters.

Submit the completed violation message, with the printout of the associated restraining order attached, to Records. A Record's Specialist will enter the information into the CLETS system.

Once the violation message has been entered into CLETS, D.O.J. will make the entry a permanent part of the existing record.

II. Violation Message Retrieval

It is possible to retrieve previous violation messages. The FCN from the DVROS printout is required. To retrieve previous violation messages, complete a Records blue slip with the subject's name and the FCN. On the bottom of the form write "previous violation messages".

Summary

The DVROS and the Violation Message was designed to provide a permanent record of violations to existing restraining orders. This record establishes a statewide history of violations that are accessible to any law enforcement agency requiring the data. This establishes a record that can be used for investigative purposes, building a stalking case, pursuing possible prosecution or seeking a sentence of enhancement on the subject of the restraining order. An officer accesses the system simply by running a records check (968) on a MDT, through Control 1, or via Records.

Acknowledgment: This training bulletin was researched and prepared by Marcia Blaschak.**Date Published:** June 2004.

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Review Date: January, 2009