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TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

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**RESTRAINING ORDER PROOF OF SERVICE**

**I. PURPOSE**

This Training Bulletin establishes guidelines to assist personnel with proper submission of restraining order proof of service.

**II. SCOPE**

This training bulletin applies to all Department members who are required to submit or process proof of service.

**III. BACKGROUND**

The San Diego Sheriff Department's Records and ID Division/Warrant Section previously assisted the San Diego Police Department's Records Division with entering proof of service into California's Restraining and Protective Order System.

**IV. PROCEDURES**

Situations may arise where officers are presented or asked to serve restraining or protective orders. The officer should telephone the Sheriff's Office 24-hour **(Deleted – records of security)** and follow the steps detailed in Department Procedure 4.05 Protective Orders to verify the validity, status, and terms of the order. If the order shows unserved or no record of service exists, please complete the following steps.

A. If no record of service exists:

1. Advise the restrained person that there is an order in effect;
2. Give a copy of the order to the restrained person or, if no copy is available, have the terms of the order read over the phone and then verbally inform the restrained person of those terms;
3. Advise the restrained person they are now subject to the terms of the order and can be arrested for any future violations;
4. Notify Teletype that you have served a copy of the order on the defendant. (Teletype will need the TRO or FCN number to verify the order is in the system, the full name, DOB, date, time and location the order was served, the officer's name, ID, Watch and Unit).
5. Prepare and sign a Proof of Service:
  - a) Domestic Violence related: [DV-200 Proof of Personal Service \(ca.gov\)](#)
  - b) Gun Violence Restraining Order related: [GV-200 Proof of Personal Service](#)
  - c) Civil Harassment Prevention Order related: [CH-200 Proof of Personal Service](#), and,
6. File the proof of service as part of the report. Investigative personnel shall ensure the original proof of service is filed with the court issuing the order and a copy retained with the police report.

B. Emergency Protective Orders

1. A copy of the approved EPO-001 Form (front and back) and Proof of Service must be faxed by the officer to the Sheriff's Records Office at **(Deleted – records of security)**.

C. Emergency Gun Violence Restraining Orders

1. A copy of the approved EPO-002 Form (front and back) and Proof of Service must be faxed by the officer to the Sheriff's Records Office at **(Deleted – records of security)**.
2. Forward a copy to the DCA GVRO Program Manager at MS #61 and email the scanned documents to **(Deleted – records of security)**.

Department Procedure 4.05 Protective Orders will be updated to reflect the above changes.