

Supervisor's Guide to Order of Protection Short Form Notification

An officer encountering a Respondent to an Illinois Order of Protection who has not been served with that order will immediately call for a supervisor. Desk sergeants are also responsible for ensuring that the Short Form Notification is completed before an offender is released on bond, released without charging or sent to court. Upon verification of the identity of the Respondent and the existence of an unserved Order of Protection, the Respondent may be detained for a reasonable time to complete the short form and serve the Respondent.

Supervisor's Responsibilities

1. Working from LEADS or from the Petitioner's copy, the supervisor will complete all fields of the form.
2. Ensure the address of the Sheriff's Office is entered on the back of the Respondent's copy.
 - Cook County: 555 W. Harrison Chicago, IL 60607
 - Other counties: Direct Respondent to contact the Sheriff's Office in that county.
3. Read the following information to the Respondent:
 - Name of the Petitioner and protected parties.
 - Remedies listed on the Order of Protection.
 - **All** of the information contained on the back of the Respondent's copy.
4. Complete the Affidavit of Service (notary is not necessary).

(See reverse side for more information)

5. Distribution of forms
 - Give white copy to the Respondent.
 - Via interoffice mail, send yellow copy to Field Services Section, Unit 166, Attn: Central Warrants
 - Fax a copy to the Cook County LEADS Unit at 312-603-5433.
 - Mail pink and gold copies, in an envelope, to:
 - Cook County order:**
 - Cook County Leads Unit
Daley Center
50 W. Washington, Room 701
Chicago, IL 60602
 - Other counties, to the appropriate Sheriff's Office**
 - Contact Central Warrants for address
6. Ensure a General Offense Case Report is made:
 - Document service of the order of protection in the Narrative Section.
 - If no criminal act occurred, enter "Other Non-Criminal" in the primary box. "Notification of Order of Protection" in the secondary box, "5082" as the UCR code.
 - If other crime committed and case report required, document notification in the narrative and enter "Notification of Order of Protection" in the "Unusual Circumstances" field.

CPD-21.127 (12/10)