

## GUIDANCE NOTES

### PROCESS FOR KENT POLICE INPUTTING 'SERVED' NON-MOLESTATION ORDERS / RESTRAINING ORDERS / PROHIBITIVE STEPS ORDERS, ETC. ONTO THE APPROPRIATE DATABASES

#### 1. OBJECTIVE

The objective of these guidance notes is to set out the mechanisms for the appropriate procedure for Kent Police to input 'served' Orders onto the relevant databases to enable Kent Police to take suitable action should any Order be reported as having been breached.

#### 2. UNDERSTANDING

Kent Police's mission is to provide a first class service by protecting and serving the people of Kent. It is therefore paramount that once an order is served and acknowledged by the party(ies) the Order is followed through via the process as identified within Annex A and sent to the designated Kent Police single point of contact (Civil Court Orders team (CCOT)) (identified within attached Annex B) for input onto the relevant databases as soon as possible.

#### 3. CONTACT DETAILS

The Kent Police CCOT will act as the sole point of contact for all submitted 'served' Orders. All civil orders and correspondence should also be sent to the Kent Police CCOT.

If you are submitting via email, please title the email '**Non-Molestation Order**' or '**Restraining Order**' and send to the following Kent Police designated email address: [civil.court.orders@kent.pnn.police.uk](mailto:civil.court.orders@kent.pnn.police.uk). Please also submit any 'sealed' hard copy by post (or DX). CCOT will ensure any 'sealed' hard copy Order is retained appropriately for its duration period.

#### 4. DUPLICATION WITH OTHER UNITS

In order to avoid duplication, delays and unnecessary use of Kent Police's resources any 'served' Orders should **only** be submitted to the CCOT. If you have submitted an Order to another location within Kent Police, please clearly detail this as failure to do so may result in a confusion and delay in inputting the information onto the appropriate databases. All hard copies will be retained by CCOT. Any investigators may request a copy or the original at any time.

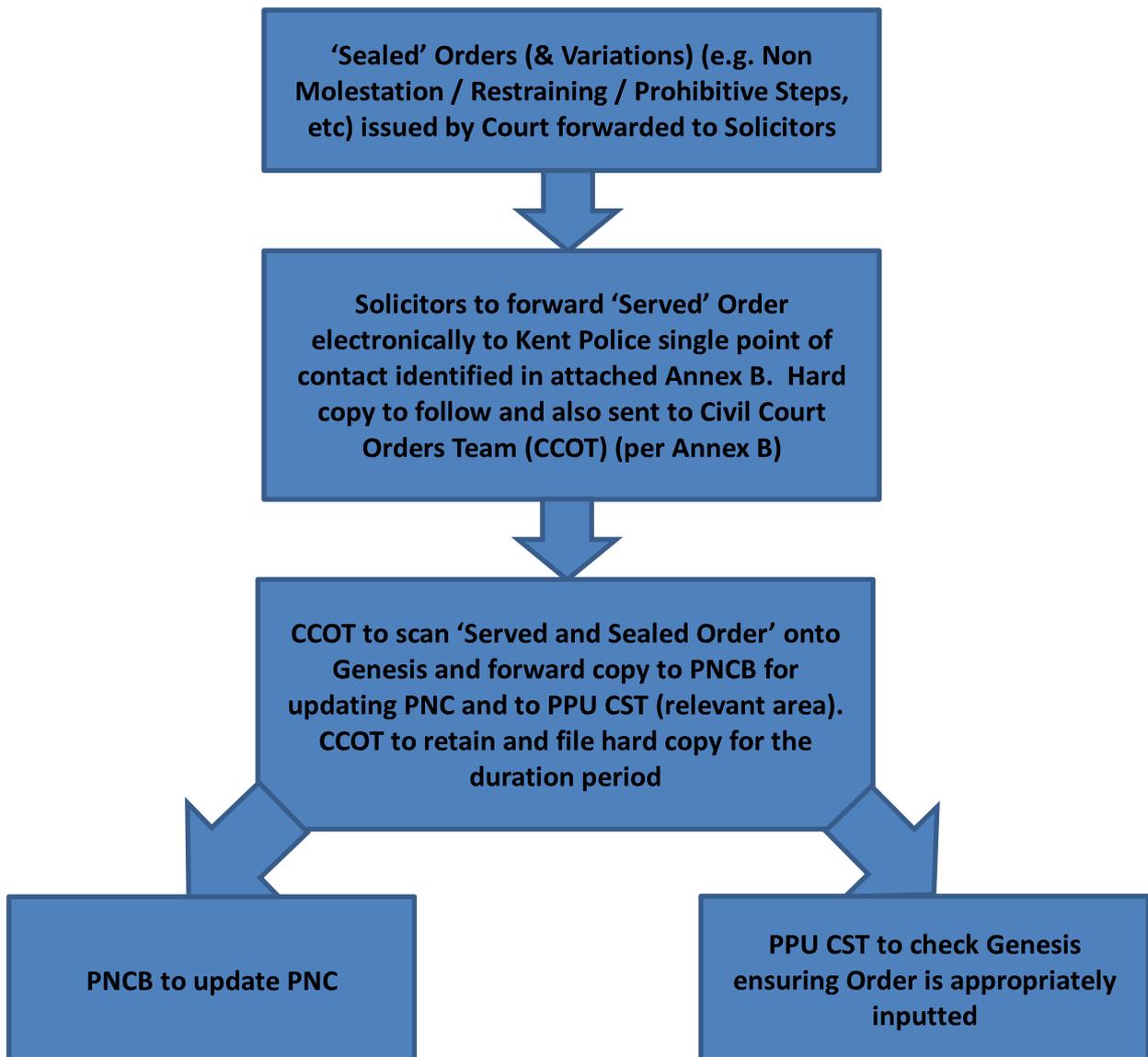
#### 5. REPORTING OF ANY BREACHES

Any reporting of breaches should be done by calling 101 (non-emergencies) or 01622 690690 for callers outside Kent or 999 if life is in danger or crime is in progress. The designated CCOT will only be dealing with inputting any Orders onto the appropriate databases.

#### 6. VARIATIONS

It is imperative that any variations agreed and officially sanctioned by the court are sent to the CCOT immediately as failure to do so may increase risks for the applicant or result in wrongful arrest for the respondent.

## Annex A – Process for service of ‘sealed’ Orders





## Annex B – Details of single point of contact within Kent Police

**Civil Court Orders team (CCOT)**

**Kent Police**

**Public Protection Unit (HQ)**

**Sutton Road**

**Maidstone**

**Kent ME15 9BZ**

**DX 134270 Maidstone 8**

**Tel: 01622 652026 | 01622 652022 | 01622 654715 | 01622 652524**

**Fax: 01622 654710**

**Email: [civil.court.orders@kent.pnn.police.uk](mailto:civil.court.orders@kent.pnn.police.uk)**