

# DIRECTORY OF RESOURCE INFORMATION



## CLOVERDALE POLICE DEPARTMENT

112 Broad Street

Cloverdale, CA 95425

(707) 894-2150

## TEMPORARY RESTRAINING ORDER CLINIC

If you need help in completing the forms required to obtain a Domestic Violence or Civil Harassment Temporary Restraining Order, the volunteer staff at the Temporary Restraining Order (TRO) Clinic can help you. The volunteers who staff the clinic have been trained to assist you. In addition to helping you complete the forms, they also provide resource and referral information in the form of community resources and emergency services.

The TRO Clinic is located at the Sonoma County Hall of Justice, 600 Administration Drive, Santa Rosa. When you pick up the forms you need from the Forms Division in Room 110-J, the staff will advise you where the Clinic is being held.

**When:** Monday, Tuesday, Wednesday, and Friday – No TRO Clinic on Thursday.

**Time:** 1:00 p.m. to 4:00 p.m. – It may take all three hours to complete your forms. Please make sure you are on time. If you arrive later than 1:10 p.m. or cannot make it to the Clinic, you may call the YWCA Hotline at 546-1234. Please do your best to find childcare and do not bring your children to the Clinic.

**Parking:** Free parking is available in the long-term parking lot on Ventura Avenue. Please allow yourself adequate time to park and get to the Clinic by 1:00 p.m.

**Security:** You will be required to pass through the security screening (metal detectors) prior to entering the clinic. Please make sure you are not carrying any knives. If you are, you will not be permitted into the building.

**Review:** A judge reviews TRO applications every court business day. Your forms must be completed and dropped off at the Clerk's Office, Family Law Division, Room 108-J, by 8:25 a.m. in order for the judge to review your paperwork the same day. Your paperwork will be ready for you to pick up after 1:00 p.m. You will not be meeting the judge at this time. The judge will either grant or deny you application for the restraining order based on the information you have provided in your documents.

OR

You may drop your paperwork off at your convenience between 8:30 a.m. and 4:00 p.m.; however, a judge will not review it until the following court business day.

**CLETS:** If your application for a TRO is granted, the order granting the TRO, as well as the terms and conditions, will be entered into the California Law Enforcement Telecommunications Systems (CLETS) on the same date the order is granted. This information is available to all law enforcement personnel in the State of California.

## RESTRAINING ORDER INFORMATION

### Who can get a restraining order?

Anyone who has been threatened, harassed, abused, or assaulted, whether or not you're married and whether or not you live with the person threatening or attacking you. If you're married, you don't have to get a divorce to get a restraining order.

### How much does it cost?

Fees vary depending upon the type of restraining order you are applying for, service to the defendant is relatively inexpensive. If you receive any kind of government aid such as AFDC, SSI, Food Stamps, or if you work and feel you do not have the financial resources to live on, a judge may be asked to waive the fee. If you have a friend serve the defendant, you can save the service fee, but before you make that decision, the threat of violence to the friend should be considered.

### What can the restraining order do?

1. Order the defendant to stay a specific distance away from you, your family, and/or your household.
2. Order the defendant to stay away from your home, work, family's home, children's school, childcare center or babysitter's.
3. Order the defendant to move out of your home or apartment, even if the defendant's name is on the lease or he/she is co-owner.
4. Give you custody of your children and make visitation orders.
5. Give you child support.
6. Order the defendant not to call you, your family and/or household.
7. Give you the use of some of your property.
8. Reimburse you for lost earnings and/or actual expenses cause directly by the violence.
9. Order the defendant to pay some of the debts.

### Who can help in obtaining a restraining order?

- |                                 |          |
|---------------------------------|----------|
| 1. Sonoma County Legal Services | 546-5297 |
| 2. Women's Shelter (YWCA)       | 546-1234 |

### How long does it take to get a restraining order?

It is possible to get a TRO (Temporary Restraining Order) within as little as 24 hours, and as long as a week. (Call all numbers to see who can help you in the least time.)

### What do I do if the defendant violates the restraining order?

NOTE: Best practice is to always have a copy of the restraining order with you. Have proof of service against the defendant and have a copy of the restraining order on file with the Police Department AND proof of service.

1. Call the police.
2. Ask that a formal report be taken, even if the defendant has left.
3. If the defendant is still there when the police arrive, and he/she is aware of the restraining order, the police will arrest him/her or you could request a citizen's arrest.
4. It is a crime to violate a restraining order! For information on how to follow through with the criminal case, contact your local police department. It is important to follow through on criminal charges so the defendant understands that he/she cannot violate the order. If you back down from enforcing the order, the defendant may not feel the order is serious and continue his/her behavior.

## DOMESTIC VIOLENCE

Domestic violence is a crime. If you are being harassed, threatened, or physically abused by your partner or ex-partner, you have a right to be protected. The Cloverdale Police Department is committed to protecting all victims of domestic violence. If you are, or have been, involved in a violent relationship and require police assistance, please call the Cloverdale Police Department immediately. When the police arrive, they can protect you from immediate danger or harm. In order to provide for your safety, the following legal options are available. Read these carefully and remember that no one deserves to be abused.

### A. Officer Arrest

The Cloverdale Police Department is committed to protecting persons who are victims of abuse/ assault. Officers will arrest and take to jail those offenders who cause serious injuries or who commit repeated abuses/ assaults.

### B. Citizen's Arrest

In certain cases, officers cannot make an arrest themselves but will encourage you to make a citizen's arrest. If you wish to make a citizen's arrest, the officer will in most circumstances be able to take the offender to jail.

### C. Citation and Release (Misdemeanors)

If the offender has no history of abuse/ assault, and there is no threat of continued abuse, the officer may opt to cite and release him/ her. The officer will write the citation number on the form. **BE SURE TO KEEP THIS FORM AND SHOW IT TO THE OFFICER WHO ASSISTS YOU IF YOU ARE ABUSED/ ASSAULTED AGAIN.** The offender may be taken to jail if he/ she had been cited for a prior abuse/ assault or for previously violating a court restraining order.

### D. Court Restraining Orders

If you have obtained a restraining order which restricts the offender from abusing/ assaulting or harassing you and the offender knowingly violates the order, he/ she will be arrested and, in most cases, taken to jail. **MAKE SURE THE POLICE DEPARTMENT RECEIVED A COPY OF THE RESTRAINING ORDER AND THAT THE OFFENDER HAS BEEN SERVED WITH A COPY.**

### E. Emergency Protective Orders

The Police Department can assist you in your application for an Emergency Protective Order (EPO). The EPO is issued to provide immediate protection to the victims of domestic violence and their families.

### F. Legal Questions/ Victim Assistance

If you have questions regarding criminal or civil issues, or if you need information about how to press charges against the offender, contact Victim/ Witness Assistance, 565-8250.

### G. Comments

If you are confused, need assistance or have comments about the way in which the Police Department handled your case, contact Victim/ Witness Assistance, 565-8250, or the Cloverdale Police Department, 894-2150.

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|----|---|----------|
| 3. | North Bay Regional Center                           | 569-2000 |
| 4. | Step-Up (Mentally disabled with drug problems also) | 795-4336 |

#### MISCELLANEOUS AGENCIES

- |    |   |          |
|----|---|----------|
| 1. | Child Protective Services                               | 565-4304 |
| 2. | Social Advocates for Youth (SAY)                        | 544-3299 |
| 3. | District Attorney Family Support Unit                   | 565-4000 |
| 4. | Council on Aging (various services for senior citizens) | 525-0143 |

#### VICTIM/WITNESS RIGHTS

As a victim/witness of violence you have the right to...

- \* be treated with respect, dignity and courtesy no matter what your race, age, lifestyle, or occupation.
- \* file a complaint and receive services regardless of the relationship between you and the suspect.
- \* the form of communication you find most comfortable.
- \* have an advocate throughout the entire process.
- \* privacy when meeting advocates or law enforcement officers.
- \* receive an explanation about all procedures and forms.
- \* voice complaints and expect to have them heard.
- \* talk about, or not talk about, what happened to you.

#### VICTIMS' FINANCIAL HELP

"If you have been the victim of a crime that meets the required definition, you or others may be eligible to receive payment from the California State Restitution Fund for losses directly resulting from the crime. To learn about eligibility and receive an application to receive payments, call the Victims of Crime Program at (800) 777-9229 or call you local county Victim/ Witness Assistance Center." (565-8250)

The following people are eligible to file a claim for compensation: the victim of a crime of violence, a person dependent upon the victim for support or anyone who legally or voluntarily assumes responsibility for funeral or burial expenses. The victim or the applicant must be a resident of California. If the victim is a minor, the application must be filed by a parent or guardian for the victim.

Victim of Crime Website: [www.boc.ca.gov](http://www.boc.ca.gov) Computer Services available at your local libraries.

Local Victim/ Witness Assistance Center, 565-8250 or Victims Legal Resource Center @ 1 (800) Victims.

**\*\* Please save this pamphlet. It contains information that may be valuable to you in the future \*\***

## DRUG AND ALCOHOL COUNSELING

1.	Athena House	526-3150
2.	Azure Acres	823-3385
3.	Circuit Rider Productions	838-6641
4.	Drug Abuse Alternative Center	544-3295
5.	Narcotics Anonymous Hotline	575-7837
6.	Petaluma People Services Center	765-8484
7.	Redwood Empire Addiction Program	526-2999
8.	West County Community Service	887-2226 829-5717
9.	Santa Rosa Treatment Center	576-0818
10.	Sonoma County Associates in Youth Development (SCAYD)	793-9030
11.	Sonoma County Indian Health Center	544-4056
12.	Perinatal Day Treatment Program	544-3295
13.	Turning Point	544-1731

## COUNSELING/ SHELTER FOR MALE OFFENDERS

1.	MEN (Men Evolving Non-Violently)	528-2636
2.	Marin Men's Hotline	(415) 924-1070
3.	Alcohol Abuse (Orenda)	528-4141
4.	Redwood Gospel Mission (6 <sup>th</sup> & Wilson St, Santa Rosa)	542-4817

## COUNSELING

1.	Outreach Service:	
	Petaluma	769-5270
	Sonoma	996-3644
	Guerneville	887-1331

## COUNTY MENTAL HEALTH

1.	Psychiatric Emergency Services (24 hours a day)	576-8181
2.	Orenda Center (Alcohol Abuse) 24-Hour Hotline	528-4141
3.	Drug Abuse Service (TASC)	528-4141

## RESOURCES FOR THE MENTALLY DISABLED

1.	California Department of Rehabilitation	576-2233
2.	Sonoma County Citizen Advocacy	578-6070

## LEGAL ASSISTANCE

If you need an attorney, contact any of the following agencies:

1. Sonoma County Legal Services 546-5297
2. Sonoma County Legal Aid Program 542-1290
3. Women's Shelter Legal Advocates (YWCA) 546-1234
4. Commission on the Status of Women (Information & Referrals on Equality for Women) 565-2693
5. Victim/ Witness Assistance (Restitution and Court Assistance) 565-8250
6. Operation "Getting In Together" (Income of \$1,500 per month or less for a family of four) 823-6967

## SHELTER AND/ OR CRISIS COUNSELING

If you need a place to stay or advice about your immediate problems, contact any of the following agencies. Feel free to contact shelters which are located far from your home. You may be safer if you are harder to find.

1. Women's Shelter (YWCA) 546-7115  
(24-Hour Hotline) 546-1234
2. Manna Home Long-Term Treatment 576-1471
3. People for Economic Opportunity- Business Line 544-6911
4. United Against Sexual Assault (Shelter Only) 545-7270  
(24-Hour Hotline) 545-7273
5. Marin Abused Women's Services (24-Hour Hotline) (415) 924-6616
6. WOMAN, Inc. Keeps track of openings in all the Shelters in the greater Bay Area (San Francisco) (415) 864-4722
7. Child Abuse Recovery (CARE) 575-9166
8. California Parenting Institute 585-6108
9. Sonoma County Mental Health  
Children 565-4810  
Adult 565-4900
10. Family and Community Counseling Services 545-4551

# Incident Information Card

Crime Report #: \_\_\_\_\_

Date: \_\_\_\_\_

Victim: \_\_\_\_\_

Suspect: \_\_\_\_\_

Arrested:     Yes     No

Cited:         Yes     No

Citation #: \_\_\_\_\_

EPO:          Yes     No

Advised of EPO Conditions? <sup>1</sup>

Yes     No

Specify Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Officer & ID #: \_\_\_\_\_