



*Sedgwick County...
working for you*

Sheriff's Office

Jeff Easter
Sheriff

PFA/PFS Police Service Packet Information from the Sedgwick County Sheriff's Office

- Upon filing a Protection from Abuse or Stalking Order, you will receive a **police service packet** that you should **keep with you at all times** until the hearing date.
- This service packet is to assist you in getting the PFA or PFS served should the person you filed against comes to your residence, employment, or any other known location.
- If the person you filed the PFA or PFS against attempts to personally contact you prior to the hearing date you should call **911**, call or go by a law enforcement substation from the list below to have a law enforcement officer come to your location to serve the order and make a report, or go to the location where the person is to have the order served.
- **You will have to provide the police service packet to the law enforcement officer so it can be served.**

List of local law enforcement agency contact points

<u>WPD NORTH BUREAU</u>	3015 E. 21ST ST. N	350-3400
<u>WPD EAST BUREAU</u>	350 S. EDGEMOOR	350-3420
<u>WPD SOUTH BUREAU</u>	211 E. PAWNEE	350-3440
<u>WPD WEST BUREAU</u>	661 N. ELDER	350-3460
<u>SHERIFF OAKLAWN SUBSTATION</u>	4804 S. CLIFTON	660-0750

Law Enforcement Officer Service Instructions **from the Sedgwick County Sheriff's Office**

- To any law enforcement officer requested to serve this protection order, use the information below in regards to service.
- Separate the summons on top from the rest of the service packet.
- Serve the rest of the packet; which will include copies of the petition, summons and temporary order, to the defendant.
- Make sure you've read through the temporary order to know if all you need to do is just serve the order, or if you need to remove the defendant from the home. If you do need to remove the defendant from the home, only allow enough time for the person to gather some personal and work clothing, as well as any medication they need. The order may also require you to make a child custody exchange. Some judges will also write in specific property that law enforcement will be required to assist the plaintiff or defendant in getting, which will also be listed on the order.
- If you have any questions regarding service of a protection order you are given to serve during the hours of 8:00 am to 5:00 pm, you may call the Civil Section of the Sheriff's Office at 660-3990 or contact a civil deputy on the Investigations channel for assistance.
- Once you've completed service, call Sheriff Records at 660-3888 to advise them of the service place, date and time.
- Fill out the return of service located at the bottom of the summons that you separated from the part you served and return it to the Judicial Division of the Sheriff's Office.