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AM-227-1-3

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*Baltimore City Memorandum*

Date:

**TO:** Agency Director  
Agency Name

**FROM:** Employee's Name

**SUBJECT:** Protective Order Notification

Attached is a copy of a Protective/Restraining Order issued by \_\_\_\_\_(Court) on \_\_\_\_\_(Date) which affects city location(s). I am providing this information and am requesting the City's assistance in assuring the implementation of this order.

Should you need further information, please contact me at \_\_\_\_\_(telephone number).

**RELATED DOCUMENTS**

[AM 227-1](#) Workplace Violence Policy