

Richland County Sheriff's Department

"Enriching community trust through high standards of excellence"



5623 Two Notch Road
Columbia, SC. 29223
Telephone (803) 576-3000

RESTRAINING ORDERS

TO APPLY FOR A RESTRAINING ORDER FROM A MAGISTRATE'S OFFICE YOU MUST USE THE FOLLOWING PROCEDURE. THE SHERIFF'S DEPARTMENT DOES NOT ISSUE RESTRAINING ORDERS.

Write a letter to the party that you believe is harassing you. In the letter, you **MUST** tell that person specifically what behaviors toward you that you want them to stop. For example tell them to stop, calling your home, calling your job, coming by your home, etc. This will place them on notice that if their offensive behavior does not stop, you will take further legal action against them.

Make a copy of this letter for your records and mail the original letter via the Post Office, certified mail with a return receipt. Once you have mailed the letter you will get a signed receipt back from the post Office after it is delivered. If the person refuses to sign for the letter, it will be returned to you unopened, marked "Refused". Keep the receipt or the unopened letter. If the offending party does anything that your letter told them not to do, you must document all of the incident details. If you have to call the police, get the case number and request a copy of the incident report.

If you have three (3) documented violations or police reports within 90 days, after you have mailed the letter, you can bring a copy of the letter, the return receipt or unopened returned letter, and the 3 documented violations, to the Judge's office. You then make a request for that person to be summoned to court to answer any allegations. It is at this time that the Judge can decide to issue a restraining order.

Restraining Orders and Orders of Protection, involving a husband and wife; must be handled through the Family Court at 1701 Main Street - Phone: 576-3320 or 576-3321

RCSD's Mission Statement

"It is our mission, as trusted public servants, to prevent crime and the fear of crime by providing excellence in law enforcement services, accountability and connections with our communities."