



**OFFICE OF THE DIRECTOR OF POLICE  
THE UNIVERSITY OF TEXAS SYSTEM  
TRAINING BULLETIN 032  
PROTECTIVE ORDER REGISTRY PORTAL  
May 14, 2021**



## **I. Purpose**

The purpose of this training bulletin is to inform and provide guidance to University of Texas System Police (UTSP) personnel on the use of the Protective Order Registry Portal, a new resource for law enforcement agencies regarding family violence and the protection of victims.

The registry web portal was created pursuant to SB 325, 86th Legislature, Regular Session (Texas Government Code 72.151-72.158). The dedicated website for law enforcement and prosecutory personnel is called the Protective Order Registry of Texas (PROTECT) and is located at <https://protect.txcourts.gov/>.

PROTECT allows criminal justice personnel to view more comprehensive protective order information (including images of signed orders), intended to improve enforcement, investigation, and safety planning for survivors of family violence and other violent crimes. Texas Courts have been entering applications, protective orders (POs), and magistrate's orders of emergency protection (MOEPs) into the registry since October 15, 2020. Courts are required to complete entry of the information into the registry within 24 hours of issuance.

## **II. Definitions**

Terminal Agency Coordinators (TACs)- Person who is responsible for the TLETS terminal and all functions of security for that TLET terminal. This person is usually the dispatch supervisor.

Office of Court Administration (OCA)- Texas government office that will upload approved protective orders and magistrate's orders of emergency protection into the portal.

## **III. Operability**

Terminal Agency Coordinators (TACs) at each institution police department should have been contacted and added to the registry. If your TAC does not yet have access, please contact OCA at [OCA-legalsupport@txcourts.gov](mailto:OCA-legalsupport@txcourts.gov) with the name and email address of the person within your agency that you have designated to manage users within your office. Once OCA enters his or her information into the registry as a restricted user, OCA will send instructions on how he or she can then add the personnel that you choose for access to the registry.

The institution Chief of Police will designate who will be given access to the portal within their respective police departments. The TAC will be required to enter the names of those designees into the registry as Restricted Users.

#### IV. Policy

As a matter of policy and to conform to the applicable statute, those designees given access to the Protective Order Registry of Texas will only log into the portal for law enforcement purposes and shall treat the information gained from the portal as law enforcement sensitive information.

#### V. Portal

An example of the portal screen has been attached for your reference:

The screenshot displays the OCA Court Tools website interface for the Protective Order portal. The page title is "Protective Order" and it includes a navigation menu with options like "Home", "Citation by Publication", "Certify Citations", and "Manage Protective Orders". A search bar is prominently featured with the heading "Search for Protective Order". Below the search bar, there are input fields for "Cause Number", "County of Issuance", and "Court of Issuance". A table below the search bar shows the results of a search, with columns for Cause Number, First Name, Last Name, Birth Date, SID, County, and Court. The table lists five entries, each with a "View" link.

Cause Number	First Name	Last Name	Birth Date	SID	County	Court
CCL21-17162	ADRIAN	BARRETT	9/23/1985		Anderson	Anderson County Court at Law
CCL-20-17042	AUSTIN	PECK	11/23/1992		Anderson	Anderson County Court at Law
CCL-21-17226	BILLY	MILLER			Anderson	Anderson County Court at Law
CCL-18-16083	BOBBY	LEE			Anderson	Anderson County Court at Law
OCCV21-2216-369	BRANDON	SAMBRANO	9/21/1991		Anderson	369th District Court - Anderson County

  
Michael J. Heidingsfield  
Director of Police