



Jennifer L. Harlow  
Sheriff

**ORLEANS COUNTY SHERIFF'S DEPARTMENT**  
PO BOX 355  
NEWPORT, VT 05855

Telephone  
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A Civil Standby is available to the public for an intermittent protective situation. Utilizing the assistance of a third party to retrieve personal items is recommended if at all possible. If you need law enforcement to accompany you to an address within Orleans County, you will need to request a civil standby. A Civil Standby can be requested by calling the Orleans County Sheriff's Department at (802)334-3333 or by coming to the customer service window at the department, located at 5578 US RT 5 in Derby. The best time to request a Civil Standby is usually between the hours of 8 A.M and 4:30 P.M. The civil process secretary or a deputy will talk to you about your situation. If you meet the criteria for a Civil Standby, and there are available deputies, two deputies will be assigned to accompany you. This may take several days to schedule, and provided documentation may need to be confirmed with the courts.

THE RESPONDING DEPUTIES ARE THERE ONLY TO KEEP THE PEACE WHILE YOU RETRIEVE BASIC PERSONAL ITEMS. NO PROPERTY WILL BE TAKEN THAT IS IN DISPUTE WITHOUT A VALID COURT ORDER. ANY CRIMINAL ACTS COMMITTED DURING A CIVIL STANDBY MAY BE ACTED UPON BY THE WITNESSING DEPUTY.

**The following criteria must be met before assistance of a civil standby will be approved:**

- The address for which you are requesting a civil standby must lie within Orleans County.
- A copy of a **Family Court Order** authorizing an individual to obtain personal property and, if applicable, **ANY OTHER COURT ORDERS IN EFFECT**, to include any/all family, criminal, and civil orders, **ANY COUNTY**.
- Civil Standby requests **WILL NOT** be approved if there is an active protection order on either party, unless that order specifically allows an individual to retrieve property when accompanied by a law enforcement officer. A list of property wishing to be retrieved must be provided. If any listed property is in dispute, it may not be retrieved. In cases where a TEMPORARY order is issued, property retrieved will be limited **only** to necessary clothing, medicine(s), and toiletry items. Civil Standby requests WILL NOT be approved under any circumstances for criminal court cases (ie; conditions of release).
- The completion of a civil standby is limited to a reasonable amount of time. The Sheriff's Department allows a reasonable amount of time to retrieve items. We will not stand by while you retrieve all your possessions.

A Civil Standby occurs when a Deputy Sheriff is present while parties in civil litigation exchange property or one of the parties is allowed to enter a residence building or vehicle to obtain property. Civil Standby is intended to keep the peace.

The availability of the Orleans County Sheriff's Department to provide Civil Standby service depends upon the current call volume and staffing. The Sheriff's Department will attempt to accommodate the parties in effecting a Civil Standby as soon as a call volume and staffing permit.

There are limitations on the actions the Deputy Sheriff's will take during a Civil Standby.

- A Deputy Sheriff will not break into and/or enter any residence, building or vehicle.
- A Deputy Sheriff will not restrain the movement of any person or vehicle
- A Deputy Sheriff will not physically remove or load any property.
- A Civil Standby authorized in a Domestic Violence Order to allow a party obtain his or her personal effect, clothing, personal hygiene items or medications or such items for his/her children, or his or her tools of the trade, business records or business equipment, shall be limited to a reasonable amount of time, after which the party retrieving property must leave the premises. \*\* See note on previous page regarding **TEMPORARY** protective order limitations.
- A Deputy Sheriff will not resolve disputes regarding the property items to be obtained or exchanged. A Deputy Sheriff will not allow removal of disputed property. The parties should bring disputes to the Court that issued the order at the next court hearing.

A Civil Standby Order does not give a Deputy Sheriff the right to trespass on real property. A Deputy Sheriff will leave the premises through civil contempt proceedings. A Deputy Sheriff will not arrest a party for refusing to complete the property exchange. However, if a party, or any person assisting a party, engages in unlawful self-help action (trespass, unlawful entry into a residence, building or vehicle, malicious mischief, or assault} or in any action constituting a criminal offense under Vermont Law, that person is subject to arrest and/or issuance of a criminal citation.



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**FREQUENTLY ASKED QUESTIONS**

**Q: How much does the service cost?**

A: \$100 deposit – No Refund – 2 Officers minimum

**Q: When do I pay for services?**

A: Payment is due at the time of the request. The secretary receives payment once it is determined that the request meets the criteria, Payment can only be made by cash or check. The Sheriff's Department DOES NOT accept credit/debit cards.

**Q: Who do I contact to schedule this service?**

A: The Orleans County Sheriff's Department. Our phone number is (802) 334-3333. Our office is located at 5578 US Route 5 in Derby (formerly the Lyndonville Savings Bank). Our office hours are Monday through Friday, 8:00 am to 4:30 pm. We are closed on legal holidays and weekends. All calls and/or in-person requests must be made during these hours. Civil standbys are not done on holidays and weekends.

**Q: If I show up at the Sheriff's Office will someone be available to go with me at that time?**

A: All requests must be made in advance either by phone or in-person so that a deputy can be Scheduled. Not all requests may be approved immediately. It may be several days for a request to be approved and additional time may be needed for scheduling.

**Q: Should I call the other party to arrange a time?**

A: No. The Sheriff's Department will make a reasonable attempt to contact the other party to arrange an amicable time. If a time cannot be arranged or the other party refuses to allow the standby, it WILL NOT be done. Depending on the court order, the requesting party may/may not be allowed to be present and simply showing up unannounced may cause additional problems for either party. Remember, (the time Schedule for a deputy to conduct a Civil Standby is limited to between the hours of 8:00 A.M. and 4:30 P.M).

**Q: Can the Sheriff's Department just go get my property and bring it to me, so I don't have to see or contact the other party?**

A: No, The Sheriff's Department does not get involved in the actual transfer of any property nor do the deputies that do the escort make any decisions about what Property can/cannot be obtained. Further, the Sheriff's Department will not take possession of any property such as, but not limited to, money, vehicles, pets or livestock, to hold for either party to pick up.