



Policy Revision Request

Requestor Name Christopher Juusola Emp # 5930

This revision applies to Existing Policy

If new, recommended section _____

This revision is necessary to comply with Best Practices

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$ _____

Brief reason for the revision:

Several business owners have requested the ability to issue a criminal trespass notice (CTN) for multiple locations. The current practice is to enter a CTN for each address, and each location would have a separate offense number for each location. If an officer did not enter a CTN for each address, a dispatcher or other officer would not be notified of a CTN at an address different than the one entered that had a valid CTN.

A solution to this problem is to create an extension to the existing title code of criminal trespass (2730-2, "CRIMINAL TRESPASS NOTICE MULTIPLE LOC"). This title code would prompt an officer or dispatcher doing a criminal trespass search that an owner/agent has issued a criminal trespass notice at multiple locations and not just at the address for the created report. When this title code is observed, an officer could then read the text and observe the circumstances of the CTN issued at other locations.

Feedback for this solution (and other solutions) was solicited from Central Records, Arrest Review, and District Representatives Units. City Legal and the Travis County Attorney's Office were also consulted. These entities have all agreed that this solution will solve the initial problem and is a good way to document CTNs at multiple locations.

437 Criminal Trespass

437.3 REPORTING PROCEDURES

437.3.1 CRIMINAL TRESPASS NOTICE

When an officer witnesses a ~~subject being given a~~ criminal trespass notice issued to a subject by an owner/agent, the officer shall document the incident by either writing incident report Title Code 2730a - "Criminal Trespass Notice." ~~incident report (title code 2730) or complete a Criminal Trespass Notice Incident Form (PD0040 or PD0040E).~~ A subject does not need to be on the property at the time when the notice is given ~~in order~~ for the notice to be valid.

If the notice is to be temporary and the suspect leaves when told to do so by the owner/agent, the officer will title the report "Assist Complainant" and document that the notice was temporary and ~~should~~is not ~~be~~ considered a permanent (e.g., up to one year) notice.

(a) Criminal Trespass Notice Report

1. Use the offense ~~title~~ Code 2730-0 "Criminal Trespass Notice" ~~(title code 2730)~~.
2. Use the Trespass Notice template when writing the narrative.
3. The narrative should contain the following information:
 - (a) Location of occurrence.
 - (b) Date and time of occurrence.
 - (c) Witnesses to the incident.
 - (d) Type of notice issued (e.g., oral, written, posted sign).
 - (e) Name and identifying information on the owner/agent who issued the notice.
 - (f) Reason the owner/agent wants to issue the notice.
4. ~~Under no circumstances will~~ Do not use "Criminal Trespass Warning" or "CTW" ~~be used~~ in the body/narrative of the report under any circumstances. ~~Instead, R~~refer to it as a criminal trespass notice, ~~not a warning~~.
5. When a business owner/agent requests to issue a criminal trespass notice for multiple properties within the City of Austin, the officer will add the offense Title Code 2730-2 Criminal Trespass Notice Multiple Loc to the report. The officer will document all the locations within the City that the business owner/agent wants to be covered by the notice in the narrative section of the report.