



TRESPASS WARNING

Date: ____/____/____

1. **City Employee Name, Title and Department:** _____
Complainant Name (If not City Employee): _____ **Phone Number:** _____

2. **Trespasser Information:**

- **Name:** _____ **Date of Birth:** _____
- **Race:** _____ **Sex:** _____ **DL:** _____
- **Address:** _____
- **City, State, Zip Code:** _____
- **Phone:** _____

3. **Notice:**

- This Trespass Warning is to inform you, _____, that you must immediately leave and you are excluded and no longer permitted to enter or remain on City property located at and described as: _____
- For a duration of _____ days
- Reason for exclusion: _____

4. **Administrative Review of a Trespass Warning:**

- **Request for Review.** You may request an administrative review of all or any part of the Trespass Warning. The request for review must be in writing and received by the City Secretary's office no later than three (3) days after the Trespass Warning issue date. If you do not meet this three-day requirement, the Trespass Warning becomes final. Such a request for review does not stay or suspend the Trespass Warning. You must submit information and argument in writing to be considered. The burden of proof is on you, the person requesting the review.
- **Review Procedures.** The City Manager or designee shall perform an informal review. Findings should generally be issued by written memo upon receipt of a timely request. The City Manager or designee conducting the informal review should decide the issues based on the known evidence. The City Manager or designee should make a written determination on the issues not later than five (5) days after receiving the review request. The City Manager may alter the response time for good cause. The written determination shall be promptly provided to you at the provided address or made available in the City Secretary's Office. The determination shall be to affirm, reverse or modify the Trespass Warning, and shall state the reasons for the determination. The decision of the City Manager or designee on a request for review is final. The City Manager or designee should consider all relevant information provided which should include the following: whether the Trespass Warning was issued for a reason set out or otherwise consistent with this Criminal Trespass policy; and whether the area and duration of the Trespass Warning are appropriate under the facts and circumstances.

5. If you return to the above stated location during the exclusion period you may be arrested for criminal trespass.

6. A copy of this Trespass Warning will be filed with the Manor Police Department and a copy of the City Trespass Policy is on file with the City Secretary and on the City's web page.

Refusal or Inability of trespasser to sign Trespass Warning