A. Policy

The department objective of the Trespass Notice shall be to assist in removing unruly or unwanted guests from properties throughout the City of Lakewood. The department seeks to achieve this objective through the issuance and enforcement of the Trespass Notice.

Upon request of a property owner, manager or other authorized property representative an agent has discretion as circumstances and situations dictate, to issue a Trespass Notice when criminal behavior has occurred and the agent believes the Notice is necessary and warranted to prevent further problems.

B. Procedure

1. The following procedure shall be used when issuing the Trespass Notice.

   a. Completed and signed copies are distributed to the property owner or representative, trespasser, and the police department Records Section.

   B. Trespass Notice information, which will be entered by the Records Section, is available through a city contact search of the person’s name.

   c. Property owners or representatives shall be authorized to modify, amend, or rescind this Notice in writing with a copy forwarded to the Lakewood Police Department, Neighborhood Action Team.

2. Upon a subsequent trespass response involving a party previously issued the Trespass Notice, agents shall use discretion to determine if trespass charges are appropriate. Arrest for the charge of trespass is not mandatory.