


GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

	TITLE Trespassing	ACCREDITATION CALEA Chapter 82	
	PROPOSER UNIT Patrol Operations Bureau	PRIOR REVISIONS: 09/14/2016 ATTACHMENT: 2	
NUMBER 40.37	ISSUE DATE 09/11/2008	REVISION DATE 11/18/2021	TOTAL PAGES 16

- I. **PURPOSE:** This order is to establish guidelines for the proactive enforcement of Trespass Violations.
- II. **POLICY:** The Gainesville Police Department will enforce Florida Statutes and City Ordinances relating to trespassing.

III. DEFINITIONS:

Authorized Person: Any owner, his or her agent, or a community association authorized as an agent for the owner, or any law enforcement officer whose department has received written authorization from the owner, his or her agent, or a community association authorized as an agent for the owner, to communicate an order to leave the property in the case of a threat to public safety or welfare.

Note: Written authorization must be given to those, including community associations, acting as an agent for the property owner.

Trespass on a property other than a structure or conveyance F.S. 810.09: Whoever, without being authorized, licensed or invited, willfully enters or remains in any Property other than a structure or conveyance to which notice against entering or remaining is given, either by actual communication to the offender or by posting, fencing or as described in F.S. 810.11.

Trespass Authorizations for City Property: Trespass Authorization will normally be specific to the location where the trespass is issued, and not apply to all or similar city properties, unless otherwise stated in the TEA form. For example: Trespass at a RTS bus stop is specific to that bus stop and does not apply to all bus stops in the city. Trespass at Westside park does not apply to any other park.

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

IV. PROCEDURE:

A. Trespass Warning: The verbal or written warning to not trespass, or to depart and not return, should be given to the subject by the premise/conveyance owner, lessee or authorized person.

1. Trespass Warning Issued by the Property Owner: An officer is not required to be present for a valid warning to be given. A person to whom a warning is given should not be detained for the purpose of having an officer present to hear the warning.

Trespass warnings done by the property owner are non-expiring.

2. Trespass Warning by Officer/TEA (Trespass Enforcement Authorization): If authorized by the owner, lessee, or authorized person and a threat to public safety exists an officer may serve notice. Warnings may be given regardless if the suspect is on the property or not when contacted by the officer, trespass warnings given to an individual by an officer shall be valid for one year from the date of issuance.

B. Trespass Warning Field Interview Card: For cooperative subjects, the trespass warning shall be documented a Field Interview Card. An Officer shall not detain an individual in order to get the information below.

Trespass warnings reports shall contain: [CALEA 82.2.1.a & 82.2.1.c]

1. The trespasser's name, address, date of birth, race and sex;
2. The name, address/location of the property in question
3. The name, address and phone number of the authorized agent
4. The date and time the warning was given; and
5. The I.D. number of the communications personnel entering the subject into the Trespass Warning file for the given location.

C. Trespass Enforcement Authorization Form (GPD form #135): [CALEA 82.2.1.b]

1. Florida State Statute provide for the protection of private property from unauthorized intrusion by a person. It is further dictated that the property owner may authorize an individual, agent, or community association to act as his/her agent during the property owner's absence in the case of a threat to public safety or welfare. The threat to public safety is only a restriction when an officer is acting on behalf of a TEA (See Section H of this policy).

2. In an effort to assist property owners who wish to designate authorized agents, the Gainesville Police Department shall provide a Trespass Enforcement Authorization form to interested property owners.

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

3. The property owner must complete the Trespass Enforcement Authorization form, have it notarized, and provide the original copy of the notarized affidavit to the Gainesville Police Department.

4. The original copy of the Trespass Enforcement Authorization form shall be provided to Records. The Records Section will then create a FI Card and scan the original TEA into RMS, attaching it to the FI Card.

5. Written authorization must remain current therefore Trespass Enforcement Authorization form shall be updated annually.

D. Trespass Incidents:

1. Complaint-Initiated Trespass Incidents: [CALEA 82.2.2.b & 82.2.2.c]

- i.** Contact the complainant and conduct a thorough investigation.
- ii.** Determine if the complainant has the authority to give a trespass warning (e.g. property owner, lessee, affidavit holder, etc.).
- iii.** The complainant indicates a previous documented trespass Warning was given, contact the Records Section and request a query for prior trespass warnings given to the subject for the property in question. The officer may contact records directly or request that his be done through the Combined Communications Center (CCC).
- iv.** Meet with the subject and investigate his/her reason/purpose for being on the property.
- v.** Determine if a trespass exists. Consider the following factors when making the determination:
 - a.** Whether access to the property is restricted by posting, fencing, or cultivation;
 - b.** Whether the owner or agent has provided notice via actual communication with the subject;

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

- c.** If the property is a construction site, whether the site legally posted and identified as a construction site as detailed in paragraph 6c of this procedure; or
- d.** Whether a previous documented Trespass Warning was given to the subject.

If the owner or agent asserts that he/she has previously warned the subject for trespassing, the officer shall obtain a written sworn statement attesting to the prior warning circumstances and facts. The sworn statement should also include how the subject violated the trespass after warning was provided.

- vi.** The complainant may convey his/her wish to have the subject leave the property to the subject.
 - a.** If the subject agrees to leave and the complainant wishes to trespass the subject a Trespass Warning will be given.
 - b.** If the subject refuses to leave, the officer will take the subject into custody for a Trespass after warning.
- vii.** If the officer is unable to locate the suspect a Sworn Complaint shall be completed when probable cause exists and the owner is able to identify the suspect.
- viii.** The officer will complete an incident/investigation report documenting the circumstances surrounding the investigation.

2. Officer-Initiated Trespass Incidents: [CALEA 82.2.2.d] [Suggestion: Should specifically differentiate between trespass warning previously given by owner vs. situations where officer issued Trespass Warrant pursuant to TEA.

- i.** When an officer locates a suspect he/she believes is trespassing, the officer shall determine if a documented Trespass warning has been given to the suspect for the property in question by:

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

- a** If feasible and safe check the suspect through RMS;
 - b** Contacting the Records Section directly or via CCC, and requesting a query for prior Trespass Warnings given to the suspect for the property in question.
 - ii.** An officer finding that a valid written Trespass Warning exists for the subject and property in question may arrest the suspect for Trespass after warning.
 - a** If the trespass warning was issued by the owner of the property, there is no expiration date on the warning.
 - b** If the trespass warning was issued by an officer authorized through a TEA, the member must verify the issue date is within one year of the offense.
 - iii.** Before an officer makes an arrest for Trespass after warning, he/she shall allow the subject to explain his/her reason or purpose for being there. If the suspect indicates he/she received authorization from the owner/agent/lessee to enter the property, the officer should contact the owner/agent/lessee to make this determination before making an arrest. If the officer is unable to contact the owner/agent/lessee and some doubt exists as to whether or not the subject is actually trespassing, an arrest should not be made. The officer shall complete an Incident Report and release the subject. The officer shall follow-up on the matter as soon as possible.
 - iv.** If the owner/agent/lessee is contacted and indicates authorization to enter the property was not extended to the suspect, the officer shall inquire as to whether the owner/agent/lessee will pursue prosecution of the suspect for trespassing. If the owner/agent/lessee expresses willingness to pursue prosecution, the officer shall arrest the suspect. If the owner/agent/lessee will pursue prosecution, the suspect for trespassing.

E. Trespass Statutes:

- 1. Trespass in a Structure or Conveyance (E.S. 810.08)**
- 2. Trespass on Property other than a Structure or Conveyance (E.S. 810.09)**

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

3. Trespass on Public School Grounds or Facilities (**F.S. 810.097**)
4. Trespass within a Hotel or Restaurant (**F.S. 810.08/509.141**)
5. Trespass at a Retail Establishment – Misdemeanor Exception (**F.S. 812.015**)

F. Other Trespass Situations:

1. **City Parks** – Officers shall follow the guidelines of Chapter 18 of the City Ordinances, and any City Manager Policies pertaining to parks. See Administrative Procedure Order No.39 Administered by the Parks and Recreation Department attached to the end of this general order.
2. **Community Areas on Private Property** – Complaints of trespassing in community areas of private property (e.g. condominium or apartment parking lots, pools, etc. present unique challenges to law enforcement. Please refer to applicable Legal Bulletins for further clarification.
 - i. Property managers may trespass individuals who are not guests of tenants or property owner, or who are not on route to visit a tenant or property owner.
 - ii. Apartment complexes who state in their lease or have an addendum stating that management rights trumps tenants' rights in terms of trespassing, individuals who may be a guest of a tenant can be trespassed by management at their discretion if the individual is causing a disturbance or involved in any illegal activity (i.e. Gardenia Gardens).
 - a) The lease provisions must be provided by the complex and submitted with the trespassing paperwork
 - b) Once trespassed the individual can no longer come to the property, even if invited as a guest.
 - iii. Upon the request of a property manager to trespass an individual from a community area, the officer shall determine if the individual is a guest of a tenant or property owner, or is on route to visit a tenant or property owner (**i.e. Gardenia Gardens**).

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

3. **Construction Sites** – F.S.810.09 (2)(d) provides that trespass to a construction site is a third degree felony if the property is:
- i. Greater than one acre in area and is legally posted and identified in substantially the following manner: “THIS AREA IS A DESIGNATED CONSTRUCTION SITE, AND ANYONE WHO TRESPASSES ON THIS PROPERTY COMMITS A FELONY.” (see F.S. 81Q.011(5) for signage requirements on properties larger than one acre); or
 - ii. One acre or less in area and is identified as such with a sign that appears prominently, in letters of not less than two inches in height, and reads in substantially the following manner: “THIS AREA IS A DESIGNATED CONSTRUCTION SITE, AND ANYONE WHO TRESPASSES ON THIS PROPERTY COMMITS A FELONY.” The sign shall be placed at the location on the property where the permits for construction are located.
4. **Domestic Violence Centers** – F.S. 810.09 (2)(g)(2) provides that a person commits a third degree felony if the property trespassed upon is a domestic violence center certified under F.S. 39.905 which is legally posted and identified in substantially the following manner: “THIS AREA IS A DESIGNATED RESTRICTED SITE AND ANYONE WHO TRESPASSES ON THIS PROPERTY COMMITS A FELONY.”
5. **Vacant Lots** – F.S. 810.09(3) provides that a law enforcement officer whose department has received written authorization from a property owner, his or her agent, or community association authorized as an agent for the owner, can communicate an order to leave a property in the case of a threat to public safety or welfare. In order for the GPO to enforce this statute, the following requirements must be met:
- i. The property owner shall complete a Trespass Enforcement Authorization form naming the Gainesville Police department as his/her representative. The Records Section will scan the Trespass Enforcement Authorization form and supporting documentation to the RMS module.
 - ii. The Trespass Affidavit form shall include the legal description of the property to include lot, block, section, and subdivision.

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

1. The Trespass Affidavit form shall be accompanied by a copy of photographic identification and proof of ownership (e.g. copy of Alachua County tax bill or real property record from the Alachua County property Appraiser).
2. If the property is owned by a business that is part of a chain or large corporation, this authorization should be given by at least a manager or his/her equivalent.
3. Trespass Enforcement Authorization form must remain current and shall be updated annually from the date of the signature.
4. The officer shall set forth the facts which support the finding that the situation involved a threat to the public safety or welfare.

6. Other Trespass Situations:

- a. **City Parks** - Officers shall follow the guidelines of Chapter 18 of the City Ordinance and Administrative Order No. 39 issued 2/02/21 as outlined below.

1. Officers who have probable cause to believe an individual is engaged in a law violation of any Florida State Statute in a City Park may issue a Trespass Warning to the individual upon arrest. An officer may not trespass an individual for a municipal ordinance violation. If an individual enters or remains in the City Park, property, or facility for which they have been issued a Trespass Warning, they may be subject to arrest for trespass under F.S. 910.08 or 810.09. The scope of the trespass shall not include public sidewalks adjacent to park boundaries.
2. Trespass warnings issued under this provision outlined shall be accompanied by a Trespass Warning form and issued to the individual subject to trespass. If the individual refuses to accept or sign the form officers shall document on the form that the subject refused.
3. A copy of the Trespass Warning form shall be provided to the Records Section to be scanned and attached to the original report.
4. Individuals whom Probable Cause for a misdemeanor (Florida State Statute only), exists shall be issued a trespass warning for the specific park in which

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

the misdemeanor occurred for a period of six (6) months from the issuance of the trespass.

5. Individuals whom Probable Cause for a felony (Florida State Statute), exists shall be issued a trespass warning for the specific park in which the felony occurred for a period of one (1) year from the issuance of the trespass.
6. Appeals may be filed to the Parks, Recreation and Cultural Affairs division and temporary waivers based on the First Amendment Rights may be filled to the City Manager or designee.
 - a. The trespass warning is still in effect during the appeals process.
 - b. Temporary waivers granted by the City Manager and a written waiver must be carried and presented to an officer upon request.
 - c. Any modification or granted appeal shall be provided to the PRCA or City Manager's office.
7. Documentation: Issuance of the Trespass Warning shall be documented in the Name section under Alert when completing the original incident report.

G. Posted Property: The property shall be posted in accordance with F.S. 810.011:

"Signs are placed not more than 500 feet apart along, and at each corner of, the boundaries of the land, upon which signs there appears prominently, in letters if not less than 2 inches in height, the words "No Trespassing" and **in addition thereto the name of the owner, lessee, or occupant of said land**. Said signs shall be placed along the boundary line of posted land in a manner and in such positions as to be clearly noticeable from outside boundary line."

Note: It shall not be necessary to give notice by posting on any enclosed land or place not exceeding 5 acres in area on which there is a dwelling house in order to obtain the benefits of F.S. 810.09 and F.S. 810.12 pertaining to trespass on enclosed lands F.S. 810.011 (5)(b).

H. Trespass Warnings Initiated by GPD members:

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

1. In order for an officer to give a trespass warning on behalf of a property owner that is **not present** the officer must be aware that (1) a written trespass authorization agreement exists by the person(s) presence on that property. As applies to this policy the following crime(s) must have occurred or is occurring in order to demonstrate that a threat to public safety or welfare exists:

- i. **Any Violent Crime**
- ii. **Prostitution**
- iii. **Carrying a Concealed Weapon or Firearm**
- iv. **Resisting Arrest with Violence or BLEO**
- v. **Possession of a Controlled Substance with Intent to Sell**
- vi. **Sale of a Controlled Substance**
- vii. **Disorderly Conduct (City Ordinance or State Statute)**
- viii. **Burglary**
- ix. **Loitering and Prowling**

x. If LEO's are issuing a trespass warning at the behest of a property owner, and the subject being trespassed wants to leave, as directed, he/she cannot be detained under the guise of obtaining information to complete the trespass warning documentation. It is a Citizen Encounter at this point.

xi. Unless you have an independent basis to justify an arrest, the person being trespassed does not have to provide you any identification and cannot be arrested for refusal to do so. The issuance of the trespass warning must be treated as a Citizen Encounter.

I. **Owner Notifications**: If a trespass warning is issued to an individual under the circumstances listed in Section H of this policy, the Records division shall send a notice to the property owner and/or the "authorized person" as defined in F.S. 810.09. This notice shall inform the recipient of the following: (CALEA 82.2.1.c)

GAINESVILLE POLICE DEPARTMENT
GENERAL ORDER

1. The name of the person issued the trespass warning.
2. When the trespass warning will expire.
3. A photograph of the person trespassed.
4. Information on how to rescind the trespass warning.

By Order of

*Signed Original on File in the
Accreditation Section*

Tony R. Jones
Chief of Police



Trespass Warning

You are hereby notified that you engaged in prohibited conduct under City of Gainesville Administrative Procedure 8.1 and due to your conduct, effective immediately, you are no longer authorized to enter or remain at the City Park known as _____, located at _____ [address]. Sidewalks adjacent to the Park are excluded from this Warning.

You have been given this Trespass Warning for committing the following offense(s) at the City Park described:

Misdemeanor crime, Florida Statute § _____ Felony crime, Florida Statute

§ _____

You are prohibited from entering the City park described until: _____
(exp. date)

APPEAL: You may file a written request for a hearing within ten (10) calendar days of issuance of this Trespass Warning with the PRCA Director stating the basis for the appeal. Failure to request a hearing within the ten (10) calendar-day period shall constitute a waiver of any rights to a hearing. At the hearing you will have the opportunity to be represented by counsel, to present testimony and/or evidence you believe negates or mitigates this Trespass Warning, cross-examine witnesses, and bring a court reporter at your own expense. Formal rules of evidence shall not apply, but fundamental due process shall govern. Upon a review of the evidence at hearing, the PRCA Director or designee may affirm, rescind, or modify this Trespass Warning by a written decision that shall be issued within five (5) calendar days of the hearing. In regard to the duration of the Trespass Warning, the PRCA Director or designee shall consider (1) the gravity of the violation; (2) the potential or actual harm or danger to persons or property; (3) whether there has been an acquittal or dropping of criminal charges; and (4) any mitigating circumstances. The decision of the PRCA Director or designee shall be the final administrative action by the City. The

Trespass Warning shall remain in effect during the appeal and review process, including any judicial review, except as modified on appeal/review.

FIRST A MENDMENT EXCEPTION: If you wish to return to the City Park described above to exercise your First Amendment rights during the effective period of this Trespass Warning, you must apply to the City Manager for a temporary waiver. Such waivers shall be issued within three (3) business and will not be unreasonably withheld by the City Manager or designee.

ARREST: If you return to the City park described above at any time during the effective dates of this Trespass Warning, without having and carrying on your person a waiver issued by the City, you may be subject to immediate arrest for trespass under Florida Statute Sections 810.08 or 810.09.

INFORMATION OF OFFICER ISSUING TRESPASS WARNING:

Officer Name: _____ Officer Badge Number: _____

GPD Case Number: _____ Date/ Time of Issuance of Trespass Warning: _ _ _ _

Officer Signature _____

INFORMATION OF PERSON ISSUED TRESPASS WARNING:

Printed Name: _____ Date of Birth: _____

Address: _____

Signature Acknowledging Receipt of Trespass Warning:


_____ Date _____



Administrative Procedure No. 39

Department Parks Recreation & Cultural Affairs **Division** Administration **Date** 2/2/2021

This Procedure replaces
 Number New Procedure, Prohibited Conduct
 and Issuance of Trespass Warnings
 Dated _____

Approved
 Issuing Dept City Manager's Office
 City Manager 

The purpose of this procedure is to promote the public health, safety, and general welfare of the people of Gainesville and to assure compliance with the City of Gainesville Parks, Recreation and Cultural Affairs Department's ("Department") goals and values for adhering to proper conduct in the City's parks and open spaces, as identified in Chapter 18 of the City of Gainesville Code of Ordinances.

The Department strives to provide clean and safe parks and programs for children, adults, and families to enjoy, as well as provide a clean and safe work environment for Department staff. In order to do so, the Department stands firm on this procedure and will not tolerate conduct inconsistent with this procedure. City staff that will be administering this procedure shall be trained specifically for the procedure.

Prohibited

Unauthorized destruction of property, fighting or other violent acts, disorderly conduct as defined by Florida Statutes, including verbal abuse amounting to disorderly conduct, and any other act which constitutes a crime as defined by Florida Statutes will not be tolerated in Department programs or City parks and open spaces.

Direction to Cease Conduct or Leave

Individuals who engage in such conduct may be directed to cease the conduct or leave the Department's program and/or City Park, property, or facility immediately by a member of the Department or the Gainesville Police Department ("GPD") or may be subject to law enforcement action. If a direction to leave is given by Department staff under this procedure and the individual refuses to leave, staff should contact GPD for assistance by calling the Alachua County Combined Communication Center at 352-955-1818 or, in the case of an emergency, 911. If Department staff directs an individual to leave the Department's program and/or City Park, property, or facility

and/or contacts GPD under this procedure, staff must immediately notify his/her direct supervisor and submit a written report on the Department's Incident Form within twenty-four (24) hours of the incident.

Issuance of Trespass Warnings

If a sworn officer of GPD has probable cause to believe an individual engaged in Prohibited Conduct, the officer may issue a Trespass Warning to such individual. If an individual enters or remains in the City Park, property, or facility for which they have been issued a Trespass Warning, they may be subject to arrest for trespass under Sections 810.08 or 810.09, Florida Statutes. The scope of the Trespass Warning shall not include public sidewalks adjacent to the park boundaries.

Trespass Warnings issued under this procedure shall be in writing and in the form included in this procedure, and shall state the facts and circumstances justifying its issuance, designate with specificity the Prohibited Conduct the person engaged in, and identify the City Park from which the person is trespassed by park name and address. A copy of the Trespass Warning must be provided to the individual at the time they are trespassed from the City Park and a copy should also be kept for the City's records. If the person trespassed from the City Park is not under arrest and refuses to remain while the written Trespass Warning is prepared, the person issuing the written Trespass Warning shall complete the Trespass Warning form and indicate that the individual did not remain to sign or receive the written copy.

Duration of Trespass Warnings

If a Trespass Warning is issued, the duration shall be as follows:

- If an individual engages in Prohibited Conduct that is defined as a misdemeanor at a City Park, a sworn officer of GPD may issue a Trespass Warning prohibiting such individual from entering the City Park where the Prohibited Conduct was committed, for a duration of six (6) months.
- If an individual engages in Prohibited Conduct that is defined as a felony at a City Park, a sworn officer of GPD may issue a Trespass Warning prohibiting such individual from entering the City Park where the Prohibited Conduct was committed, for a duration of one (1) year.

Appeal Process for Trespass Warnings

Any individual who is issued a Trespass Warning under this procedure may file a written request for a hearing within ten (10) calendar days of the issuance date of the Trespass Warning with the Parks, Recreation and Cultural Affairs Director or designee. The written request for a hearing shall state the basis for the appeal. Failure to request a hearing within the ten (10) calendar-day period shall constitute a waiver by the trespassed individual of any rights to a hearing. Within five (5) calendar days following the filing of the appeal, the PRCA Director or designee may rescind the Trespass Warning or shall schedule a hearing. Under special circumstances, a more expedited hearing may be conducted. Notice of the hearing shall be provided to the trespassed

individual by leaving or posting the notice at the information desk of the Gainesville Police Department, or by telephone or email if a telephone number and/or email has been provided. If the trespassed individual cannot be reached by telephone or email, then notice at the information desk shall be sufficient.

The hearing shall be held as soon as possible, but in no event later than thirty (30) calendar days from the filing of the appeal. Copies of documents in the City's control which are intended to be used at the hearing, and which directly relate to the issuance of the Trespass Warning, shall be made available upon request to the trespassed individual at no cost. At the due process hearing, the individual shall have the opportunity to be represented by counsel, to present any testimony and/or other evidence they believe negates or mitigates the Trespass Warning, to cross-examine witnesses, and to bring a court reporter at the trespassed individual's own expense. Formal rules of evidence shall not apply, but fundamental due process shall govern the proceedings. Upon a review of the evidence presented at the hearing, the City Manager or designee may decide to affirm, rescind, or modify the Trespass Warning through the issuance of a written decision, which shall be issued within five (5) calendar days of the hearing. In regard to the duration of the Trespass Warning, the PRCA Director or designee shall consider (1) the gravity of the violation; (2) the potential or actual harm or danger to persons or property; (3) whether there has been an acquittal or dropping of criminal charges; and (4) any mitigating circumstances. The decision of the PRCA Director or designee shall be the final administrative action by the City. The Trespass Warning shall remain in effect during the appeal and review process, including any judicial review, except as modified on appeal/review.

First Amendment Exception

If an individual trespassed under this procedure wishes to enter a City park, property, or facility in order to exercise his/her First Amendment rights during the effective time period of the Trespass Warning, he/she must apply to the City Manager or designee for a temporary waiver to allow him/her to exercise his/her First Amendment rights. Such waivers shall be issued in writing within three (3) business days and shall not be unreasonably withheld by the City Manager or designee. Types of First Amendment activities include, by example, religious services or ceremonies, press conferences, press coverage of breaking news, voter registration, collecting signatures on petitions or voter initiatives, public demonstration, picketing, assembly or rally for expressing opinion and views, and sale or distribution of printed material related to free expression of opinion. If a trespassed individual visits the subject City Park, property, or facility while the Trespass Warning is in effect, the individual shall carry the written waiver on their person and provide it to City staff or GPD officer upon request.