

403.5 TRESPASS WARNING FORM (TPD 709):

Officers will complete a Trespass Warning Form (TPD 709) when a complainant, in the presence of the officer, issues a verbal warning of trespass to an individual or when an officer authorized to act on behalf of a property owner, manager, or lessee elects to issue the trespass warning himself under the appropriate circumstances. See SOP 541.1 – Trespass Warning. **The obtaining of the information on TPD 709 is via a consensual encounter, and a person is not required to provide their name or identification solely for the purpose of receiving or documenting a trespass warning.**
See Legal Bulletin 15-04.

1. Date Issued: Enter the date the warning is issued.
2. Time Issued: Enter the time the warning is issued.
3. Effective Duration: Check the applicable box for the time period that the warning will be in effect (180 or 365 days).
4. Issued To: Enter the name of the person warned not to return.
5. I.D. Type/Number: Enter the type of identification produced (if any) and the number.
6. Address: Enter the address of the person warned not to return.
- 7 - 13. Enter the vital information of the person warned not to return.
14. Restricted From:
 - a. Address: Enter the address or place the suspect is restricted from.

NOTE: For trespass warnings on Tampa Housing Authority property enter "All Tampa Housing Authority Property."
 - b. Location/Business Name: Enter the name of the location or business to which the warning applies.
15. Check the applicable box to indicate whether the warning is for Tampa Housing Authority (THA) property or for City parks or other public property.
16. Justification for Issuance of Warning: Write a concise statement of the facts that support the officer's decision to issue a trespass warning.
17. Complainant's Name: Enter the name of the person requesting the warning.
18. Place an "X" in the appropriate box to describe the complainant's authority.

19. Officer Issuing Warning: Entering the name of the officer who issued the warning.
20. Employee Number: Enter the officer's employee number.
21. Badge Number: Enter the officer's badge number.
22. District/Division: Enter the officer's district or division.
23. TPD No.: Enter the TPD event number.
24. Grid: Enter the grid number.

Supersedes SOP 403.5, dated 12/20.