


The Tarrant County College District Police Department

GENERAL ORDER

	SUBJECT ISSUANCE OF CRIMINAL TRESPASS	GENERAL ORDER NUMBER 301.00
	CALEA/ IACALEA STANDARDS	EFFECTIVE DATE May 1, 2015
		REVISION DATE
	APPROVAL Shaun Williams, Chief of Police	PAGES 2

301.00 – ISSUANCE OF CRIMINAL TRESPASS

- A. **Purpose** – Arrest without warrant can be made for entering onto and remaining on property for which a person(s) has received notice either verbally or in writing that such presence is prohibited the Tarrant County College District Police Department has established this Standard Operating Procedure to enforce and/or track Criminal Trespass warnings and/or notices.

The Tarrant County College District considers all properties to be public to the extent that visitors are welcome and urged to utilize properties. However; from time to time there are causes that warrant the issuance of Criminal Trespass warnings to be enforced. Criminal Trespass warnings should be reserved for those involved in Offenses/Arrest and/or Incidents that would warrant such notice.

301.01 – CRIMINAL TRESPASS NOTICE DOCUMENTATION

- A. If a Criminal Trespass (CT) is issued in writing or verbally in conjunction with an offense or an arrest, the NOTICE given will be documented in the offense and/or arrest report narrative. If there is no offense or arrest, the NOTICE will be documented in an Incident Report stating the cause and effect requiring the NOTICE of Criminal Trespass to be issued.
- B. Personnel of the Tarrant County College District Police Department are **NOT authorized** to issue Criminal Trespass NOTICE. All Criminal Trespass Warnings must be authorized and/or issued by the President or Vice President (or duly designated Administrative Official classified as Dean or higher) of the Campus at the time the NOTICE is given.
1. The Criminal Trespass notice states that the warning includes the entire property/properties of the Tarrant County College District to include but not limited to common areas, hallways, etc.
 2. Personnel of the Tarrant County College District Police Department shall utilize the department approved Criminal Trespass Warning form to be signed by the issuing Administrative Official.

3. The identifying information of the President or Vice President (or duly designated Administrative Official) must be documented on the Criminal Trespass Notice and any supporting report narrative.

301.02 – RECORDING OF THE DOCUMENTATION

- A. Once the Offense/Arrest/Incident report has been completed the Criminal Trespass Warning form will be scanned into the ARMS database accompanying any other documentation for the Criminal Trespass Warning.

301.03 – TEXAS PENAL CODE

- A. The Texas Penal Code defines Criminal Trespass as:

§ 30.05. CRIMINAL TRESPASS.

(a) A person commits an offense if he enters or remains on or in property, including an aircraft or other vehicle, of another without effective consent or he enters or remains in a building of another without effective consent and he:

- (1) had notice that the entry was forbidden; or
(2) received notice to depart but failed to do so.

(b) For purposes of this section:

- (1) "Entry" means the intrusion of the entire body.
(2) "Notice" means:

(A) oral or written communication by the owner or someone with apparent authority to act for the owner;