

NOTICE OF PRIVATE/CIVIL TRESPASS
CHECK LIST

These instructions are a general list of instructions to assist the property owner or designated agent to issue, document, and retain paperwork for future identification and prosecution.

Upon identifying a subject to be trespassed
follow the instructions below:

Contact police to assist with security and the proper identification of the subject.

Note: Gresham Police must prioritize calls, consequently immediate response may not be available depending on the nature of existing calls.

List the name, date of birth, perceived sex and race of the subject to be trespassed.

Check or write in the length of time for the trespass.

Write a short reason for the trespass.

If possible, take a photo of the subject to attach to the trespass notice at a later time.

Sign and date the trespass order.

If police are present request the assigned incident number for the call and write it the CASE/INCIDENT # line.

Notify the trespassed subject they are mandated to leave and advise them of the length of the trespass.

TRESPASS DOCUMENTATION RETENTION

All trespass order documents are to be held by the property owner/designated agent. If the trespassed subject returns to the property in violation of the civil trespass order, contact police for assistance. Please have the original trespass order available for police when they arrive.

A representative from the property must be available for case prosecution if an arrest is made.

GRESHAM POLICE NON-EMERGENCY # 503-823-3333

NOTICE OF PRIVATE/CIVIL TRESPASS

LOCATION OF TRESPASS:		DATE OF TRESPASS:	
LAST:	FIRST:	MI:	DOB:
PERCEIVED SEX:	PERCEIVED RACE:	HEIGHT:	WEIGHT:

*** Pursuant to ORS 164.205, 164.245, this notice serves as written notice to leave this property immediately and serves as written notice not to re-enter this property.**

*** If you fail to leave this property immediately or re-enter the property during the period of the trespass stated below, your re-entry may result in arrest and prosecution for the crime of Criminal Trespass II.**

LENGTH OF TRESPASS

THIRTY (30) DAYS	NINETY (90) DAYS	ONE (1) YEAR	OTHER _____
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Narrative:

Basis for exclusion (list the subject's actions which violated one or more Criteria for Exclusion including date, time, and location). If police report was filed, indicate case number below:

NOTICE ISSUED BY:

Signature/Title: _____

Printed: _____

Agency: _____

Case/Incident #: _____

