



Apex Police Department General Order



Title Trespass Agent Agreements		Order Number 1311-21
Effective Date: April 6, 2021	Amends 1311-13	
CALEA Standard:	Rescinds:	
Reference:	Pages: 2	
Forms: <u>F1311- Authorization for the Apex Police Department to Act as an Agent in the Identification, Notification and Removal of Trespassers Form</u> <u>F1311a - Application for Trespass Agent Authorization</u> <u>F1311b - Trespass Agent Inspection Worksheet</u>		

Trespass Agent Agreements

Purpose

The purpose of this policy is to establish guidelines and standards which grant the Apex Police Department authority to act as agents of property owners/managers to enforce the trespassing laws set forth in GS 14-159.13.

Policy

It is the policy of the Apex Police Department to assist property owners/managers during non-operational hours by using trespass agent agreements. This program is not designed for apartment complexes, hotels, or businesses which have on-site managers, security officers, or any other on-site property owner designee who can alert the police to trespassers or illegal activity.

Procedure

Property Owner/Manager Responsibilities

1. Property owners/managers should contact the Community Policing function and complete forms F1311a – *Application for Trespass Agent Authorization* and F1311 – *Authorization for the Apex Police Department to Act as an Agent in the Identification, Notification and Removal of Trespassers*.

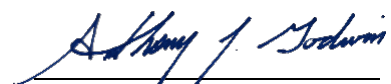
2. Property owners/managers will be required to post “No Trespassing” signs in conspicuous locations on their property. These signs must list the specific times when the public is not allowed on the property. Signage must be posted in a manner reasonably likely to come to the attention of intruders, with notice not to enter the premises. The sign should not be smaller than 24 square inches and should not exceed 5 square feet and 42 inches in height.
3. The property owner must notify the department of any changes in the status of ownership/management of the property as soon as possible.
4. Agreements must be renewed annually. The Apex Police Department is not be responsible for notifying property owners/managers at the end of each year and ascertaining if they wish to continue the agreement.

Department Responsibilities

1. An officer or supervisor from the Support Services Unit will inspect the property to ensure it meets the requirements outlined in form F1311 – *Authorization for the Apex Police Department to Act as an Agent in the Identification, Notification and Removal of Trespassers Agreement*. The inspection will be documented on form F1311b - *Trespass Agent Inspection Worksheet*.
2. If a violator is observed on property and “No Trespassing” signs are posted and conspicuous, the responding officer will warn, cite, or arrest the violator, based upon officer discretion.
3. The Apex Police Department will maintain a record of persons trespassed from properties with active agreements as well as all documents related to the agreements.
4. As necessary, officers will prepare and present cases to district court for prosecution and coordinate the appearance of property owners/managers.
5. Officers will notify the Community Policing function of any inconsistencies with a business who fails to comply with the guidelines detailed within *Property Owner/Manager Responsibilities* section listed above.

Text in “Green” denotes a significant change in policy

BY ORDER OF:



Anthony L. Godwin
Chief of Police