



**CITY OF FORT BRAGG**

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**COUNCIL COMMITTEE ITEM SUMMARY REPORT**

**MEETING DATE: MARCH 17<sup>TH</sup>, 2021**

**TO: PUBLIC SAFETY COMMITTEE**

**FROM: COMMUNITY SERVICE OFFICER KATELYNN HOLAWAY**

**AGENDA ITEM TITLE: UPDATE ON TRESPASSING LETTER PROGRAM**

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**BACKGROUND AND OVERVIEW:**

The Trespassing Letter Program was greatly expanded shortly after the City Manager started with the City in approximately April of 2018.

Trespassing Letters are available on the [City's website](#) or they can be picked up at the Police Department. Many times our Officers and Community Service Officers deliver and assist individuals with preparing and submitting the letters.

Letters may be mailed in, e-mailed to a staff member, or dropped off at the Police Department.

Trespassing letters expire after one year and must be renewed annually.

There are two types of trespassing letters:

- General Trespass Letters allow Officers to advise individuals of trespassing and make arrests on behalf of the property/business owner.
- Individual Trespass Letters identify specific individuals who are prohibited from being on a property.

We currently have 18 active business trespassing letters and 12 individual trespass letters.

There have 212 arrests or criminal cases filed for charges related to trespassing since the program was started.

**RECENT PROGRAM IMPROVEMENTS:**

Our Department has always maintained a spreadsheet of active trespassing letters.

Starting this week we have expanded the program to include notifying individuals via phone that letters are within 30 days of expiring.

We are in the process of auditing expired trespassing letters and notifying property owners via phone that their trespassing letter is no longer active.

### **ADDITIONAL SERVICES**

Our Department is in the planning stages of implementing a program where we assist victims with the restraining order process including preparation of paperwork and seeking out funding for the filing fees.

### **RECOMMENDATION(S):**

None.

### **ATTACHMENTS:**

Trespassing Letter Examples