



California Exposition and State Fair Police Department

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DEPARTMENTAL GENERAL ORDER

ORDER № 3400.000

June 2019 (New)

TRESPASS ADMONISHMENTS

3400.001 PURPOSE

As a result (in part) of a recent civil settlement involving *Elijah Offrey v. California Exposition and State Fair*, Sacramento County Superior Court Docket № 34-2016-00200690, filed 09/22/2016, the police department is changing its policy and procedures involving Trespass Admonishments.

3400.002 ISSUANCE

Trespass Admonishments shall only be issued to persons who violate: a specific codified statute (i.e. Penal Code, Health and Safety Code, etc.); “Code of Conduct;” or the California Horse Racing Board’s regulations.

3400.003 SUPPORTING DOCUMENTATION

A. **All Trespass Admonishments shall be supported with** a Crime Report, Arrest Report, or Incident Report documenting the reasons the Trespass Admonishment was issued. For Trespass Admonishments not involving an arrest, a brief Incident Report documenting the reason is required.

1. The Trespass Admonishment will remain attached to the police report.
2. Whenever possible, a photograph should be taken of the person being issued the Trespass Admonishment and attached to the police report.

3400.004 ADDITIONAL REPORT REQUIREMENTS

After the report is finalized, it shall be reviewed and approved by: a Police Sergeant, a Police Lieutenant, or the Chief of Police, who will then approve the Trespass Admonishment.

3400.005 KNOWN PERSON FILE (KPF) DOCUMENTATION

The police department’s Records Personnel will then enter the Trespass Admonishment onto the person’s KPF record in the **REMARKS** section. If the person does not have an existing KPF record, a KPF record will be created. Trespass Admonishments will no longer be filed chronologically in three ring binders.

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In the future, to determine if a person has previously been issued a Trespass Admonishment, a records query through the KPF database should be conducted. The KPF record will contain the police department's report number where the original Trespass Admonishment can be located.

3400.006 FORMS

The Trespass Admonishment form is being updated and revised to accommodate these new policies and procedures. All previous versions of the Trespass Admonishment shall be discarded and no longer utilized.

All previously issued Trespass Admonishments, not supported with a police report, are rescinded and are no longer valid.

3400.007 TRESPASS ADMONISHMENT LIFESPAN

Trespass Admonishments will have an effective life span as follows:

- a. Persons issued a Trespass Admonishment for public fighting, engaging in disruptive activity, or Code of Conduct violations, shall remain in effect for two (2) years from the issuance date.
- b. Persons issued a Trespass Admonishment for: threatening a police officer(s); threatening a Cal Expo employee; or resisting or assaulting a police officer(s), etc. shall remain in effect for three (3) years from the issuance date.
- c. Persons issued a Trespass Admonishment for engaging in lewd activity, such as taking photographs of juveniles at the Raging Waters waterpark shall remain in effect indefinitely.
- d. Persons issued a Trespass Admonishment for other reasons, not referenced above, shall remain in effect for either three (3) years from the issuance date or as determined on a case-by-case basis.