

TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: OFFICERS ACTING AS AGENTS FOR PROPERTY OWNERS		NUMBER: 624
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AUTHORITY: Chief Ronald A. Ricucci		TOTAL PAGES: 1

01 Purpose: To establish guidelines for officers of this Department acting as agents for Takoma Park private property owners in the enforcement of trespass laws.

02 Policy: It is departmental policy to encourage owners of private property within the City of Takoma Park to authorize Takoma Park Police Officers to act as their agents for the enforcement of trespass laws. Such authorization shall be contractual; each contract shall be signed by the Chief of Police or designee, representing the City, and the property owner (or his/her designee).

03 Statutory Authorities: Trespass laws applicable to private property are contained in the Maryland Code, Criminal Law Article, §6-401 thru 6-404, 6-406 and 6-408.

04 Procedures: Officers may act as agents for property owners only to the extent authorized in this Order and a signed written contractual agreement (TPPD Form 600-026). When a call for service is received from a City property owner requesting assistance in enforcing trespass laws on his/her property, the responding officer(s) will inquire whether the owner has a current signed agreement with the Department. If not, and the owner wishes to execute one, a form will be provided to him/her. Upon completion of the agreement by both parties, the following procedures will be followed:

A. Master copies of the contractual agreements will be maintained in the Office of the Executive Assistant to the Chief of Police. An updated list of the agreements and a copy of each current agreement will be posted on the “H” drive in the Property Owner Agreements Folder.

B. The Department shall provide the property owner(s) with signs, which will be prominently displayed at the main entrances to their property. These signs shall be clearly marked with the message; “Police are Authorized to Act as Agents for Owners.”

C. In any court actions resulting from this arrangement, the officer will have with them a copy of the written agreement for court presentation.

D. First-time trespass violators will be issued a Warning/Field Investigative Report (TPPD Form 700-009) indicating their being Posted for Trespassing from the private property specified in the applicable agreement. Subsequent trespass violations by an individual posted from the same private property are cause for arrest.

E. The Department recognizes that a warning by one officer of this Department to any person shall be considered a warning given by all officers of this Department.