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# Trespass Form Guide

## Purpose of the Trespass Form

The Trespass Form serves as written documentation that an individual has been notified they are not permitted to return to the property. This form would allow law enforcement to take appropriate action for criminal trespass.

## Who Can Issue This Form

Any business owner, property manager, or an employee may complete and issue the form. The City is not the issuing authority—this is a private business tool.

## Step By Step

**Incident Occurs:** Someone causes a disturbance, damages property, steals.

1. The business representative informs the individual(s) that their behavior is disruptive and must stop immediately
2. Notify the individual(s) that a Trespass Form is being completed
3. Notify individual(s) that they are to leave the premises and not allowed back
4. Inform that failure to comply may result in law enforcement involvement
5. If the individual refuses to comply call 911

## Completion of the Form

1. Complete the Trespass Form with as much information as possible.  
*Individual's name (if known), physical description, and camera images if accessible.*
2. The individual is **not required** to complete or sign the form
3. Providing a copy of the form is not required; however, a copy may be given.
4. Notify staff this individual was issued a trespass form and are not allowed to return

## When the Person Returns OR refuses to leave

1. Contact 911 immediately and provide a copy of the form to Law Enforcement.
2. Officers can then take enforcement action (citation or arrest) for criminal trespass.

## Important Notes

1. The ban applies only to your business property, not to the entire downtown area.
2. Inform nearby businesses and share information on GroupMe

*In partnership with Downtown Topeka businesses and local law enforcement to maintain a safe, welcoming environment for everyone.*

