

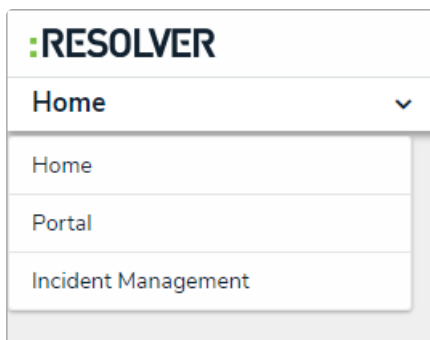
# Review Notice of Trespass Letter

Last Modified on 05/25/2022 2:16 pm EDT

A generic template for a Trespass Notice letter is available from a Person's Trespass Order record. This letter can be generated as a PDF for direct printing or sending electronically.

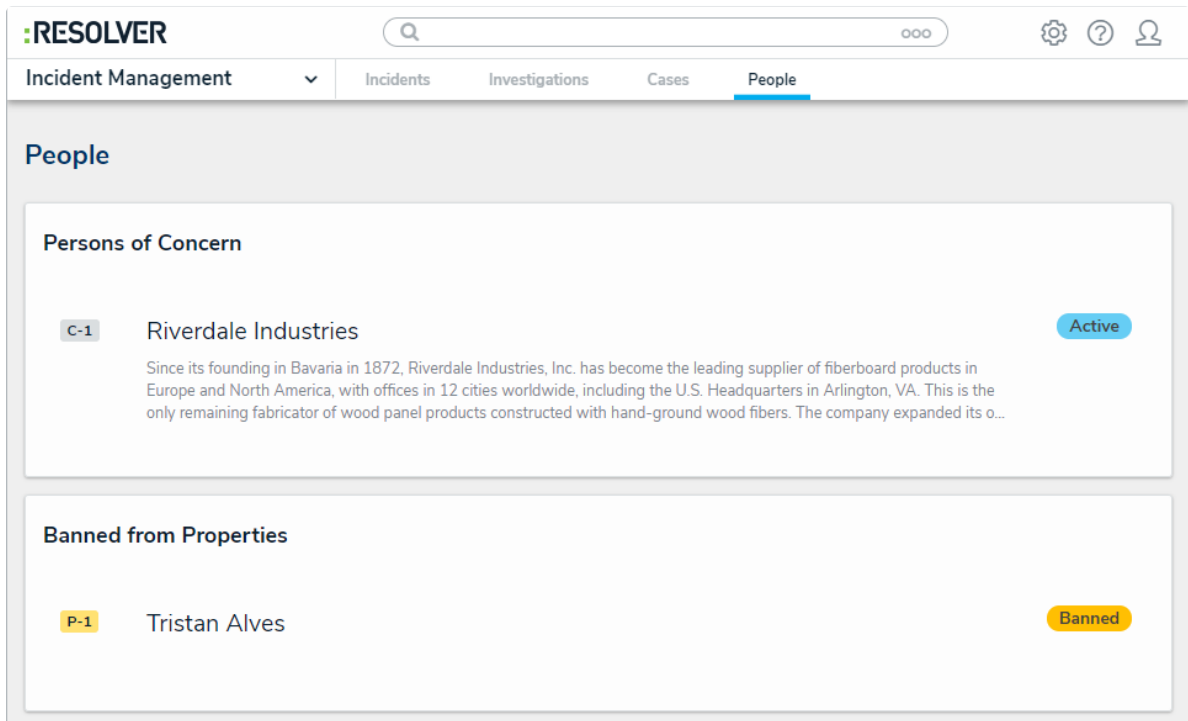
## To review a notice of trespass letter:

1. Log into a user account from the **Incident Owner**, **Incident Supervisor**, or **Incident Investigator** user groups.
2. Click the dropdown in the nav bar > **Incident Management**.



*The nav bar.*

3. Navigate to the **People** tab.




*The People tab.*

4. Click a Person record in the **Banned from Properties** or **Involved in Last 30 Days** section to open the **Person** form.

**Tristan Alves** P-1 BANNED ...

**Details** | Relationship Graph | History | Communications

**Photo**  
  
Date Uploaded: Apr 27, 2021 2:54 PM

**First Name**  **Last Name**  **Middle Name(s)**

**Person Type**  **Gender**  **Alias**

**Date of Birth**  **Age**  [PERSON REPORT](#)

**Intelligence Summary**

**Current Trespass Orders**  
**1**

**Identified as a person of interest on**  
**1**

**Related Incidents**  
**19**

**Profile** | Incidents & Investigations | BOLOs & Trespass | Related Data | Background

**Email 1**  **Phone Number 1**

**Email 2**  **Phone Number 2**

**Social Media Accounts**

Social Media Type	User Account	Site URL	Start Date	Completed Date	Workflow State
No data to display					

*The Person form.*

5. Scroll down and click the **Related Data** tab, where you can view connected **People & Organizations, Incidents,** and **Activities.**

Profile	Incidents & Investigations	BOLOs & Trespass	<b>Related Data</b>	Background
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### People & Organizations

Persons Linked From

Unique ID	Name	Person Type	Workflow State
<i>No data to display</i>			

Organizations Related To

Unique ID	Name	Organization Type	Parent Organization	Related Persons	Workflow State
<i>No data to display</i>					

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### Incidents

Evidence in Custody Of

Unique ID	Name	Date & Time	Location	Custody Of	Workflow State
<i>No data to display</i>					

*The Related Data tab.*

6. Click the **BOLOs & Trespass** tab to open the **Trespass Orders** section.
7. Click the relevant trespass order to open the **Trespass Order** palette.

TRESPASS ORDER
🗨️ ✕

Details

History

**Active**

Yes
▼

**Effective Date** ⓘ

📅
October 14, 2021
▼

**Expiry Date**

📅
October 7, 2022
▼

**Locations** ⓘ

✕

+

**Description**

EXPIRE

🖨️ PRINT TRESPASS LETTER

*The Trespass Order palette.*

8. Click **Print Trespass Letter** to open the **Person Trespass Notice** letter.

IM - Person Trespass Notice

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Last Updated: May 25, 2022 2:14 PM

TO-3

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ACME Inc., 123 Street Ave, Toronto, ON L4Y 6K8

### Notice of Trespass

Name: **Tristan Alves**  
Date of Birth: **September 2, 1980**

In accordance with relevant local laws and provisions, you are hereby notified and advised that you are not to enter upon the buildings or lands listed below, from **October 14, 2021** through **October 7, 2022** unless this notice is revoked in writing.

Electrical Engineering Building
90468 Maywood Parkway, Tucson, AZ 85743, USA

Entering upon the buildings or lands as aforementioned may result in arrest, charges and/or civil penalties pursuant to local laws and provisions, as applicable.

DATE SERVED:

SIGNED:

*The Person Trespass Notice letter.*