

Review Notice of Trespass Letter

Last Modified on 10/08/2024 1:42 pm EDT

Overview

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.

User Account Requirements

The user account you use to log into Resolver must be a part of the Incident Owner, Incident Supervisor, or Incident Investigator user groups.

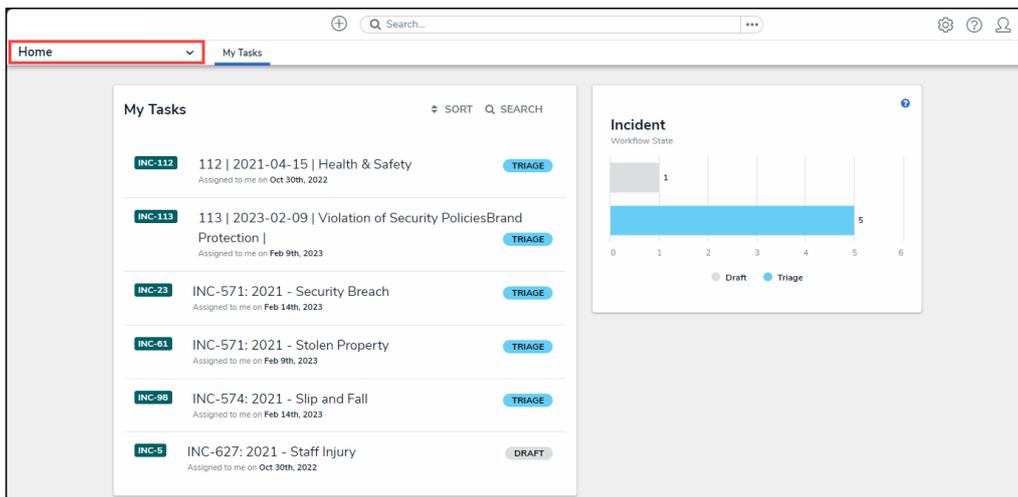
Related Information/Setup

Please refer to the [Starred Reports](#) article for further information on how to add a report to the home screen.

Please refer to the [View a Report](#) article for further information on report functionality.

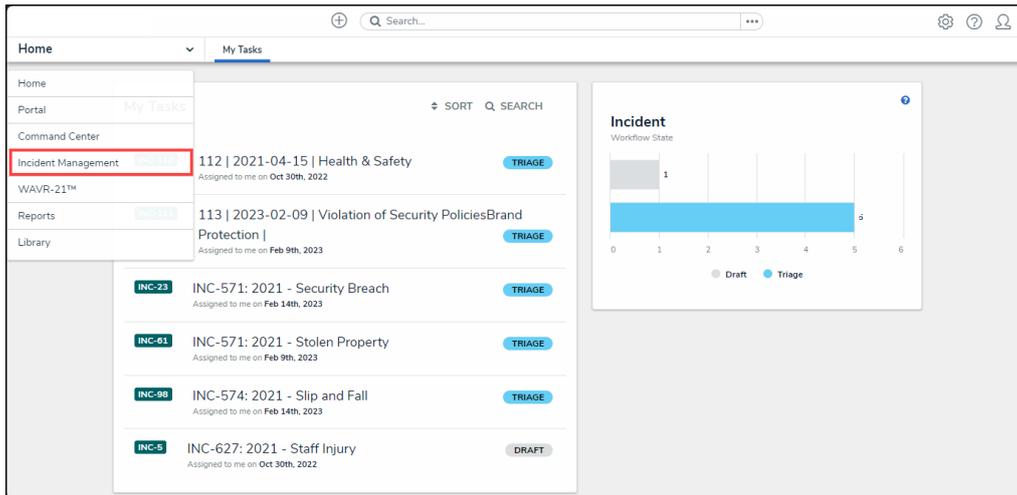
Navigation

1. From the **Home** screen, click on the **Home** dropdown menu.



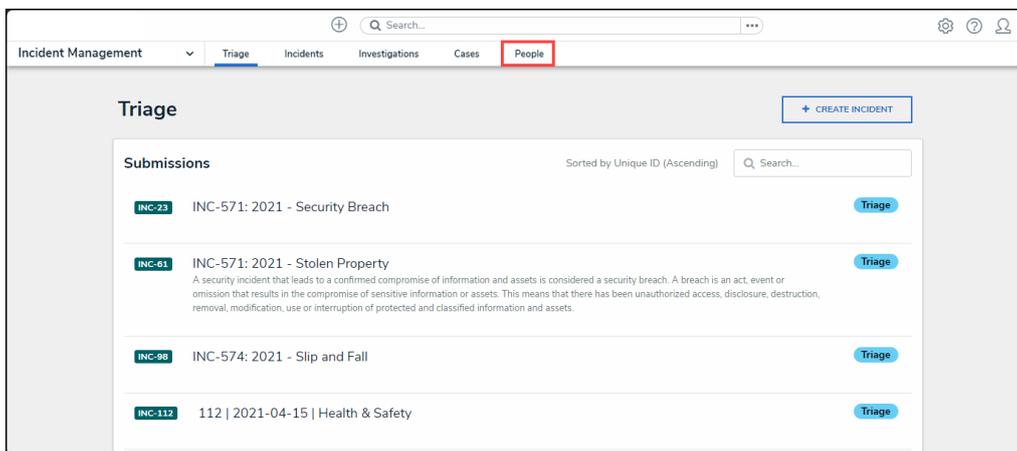
Home Dropdown Menu

2. From the **Home** dropdown menu, click on the **Incident Management** link.



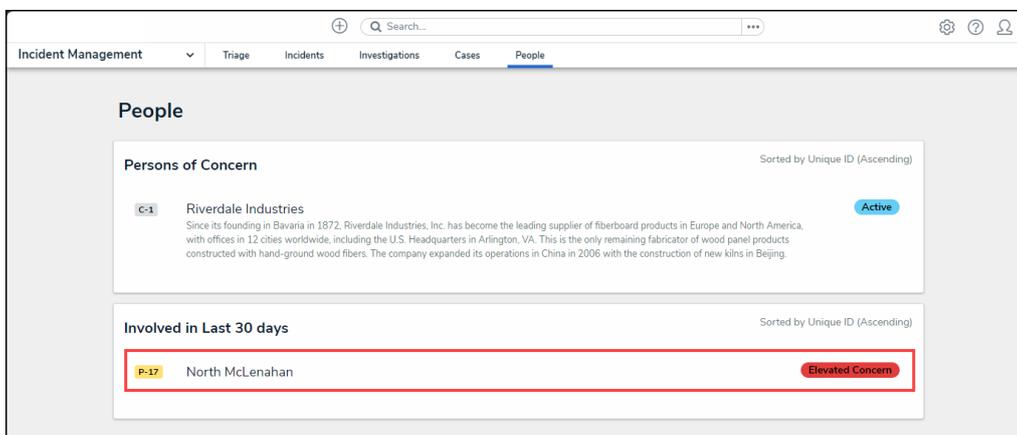
Incident Management Link

3. From the **Incidents** screen click on the **People** tab.



People Tab

4. From the **People** screen, click a person record in the **Banned from Properties** or **Involved in Last 30 Days** sections.



Person Record

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1. From the **Person Record** screen, click on the **Full Person Record** button.

The screenshot shows the 'Person Record' screen for 'North McLenahan'. The interface includes a search bar at the top, navigation tabs for 'Incident Management', 'Triage', 'Incidents', 'Investigations', 'Cases', and 'People'. The 'People' tab is active. Below the navigation, there are tabs for 'Details', 'Relationship Graph', and 'History'. The 'Details' tab is selected. The main content area contains a form with fields for 'Photo', 'First Name' (North), 'Last Name' (McLenahan), 'Date of Birth', 'Gender' (Male), 'Person Type' (Employee), 'Email 1' (nmclenahang@flavors.me), 'Dispatch User', and 'Phone Number 1' (404-898-5259). A red box highlights the 'FULL PERSON RECORD' button at the bottom left of the form.

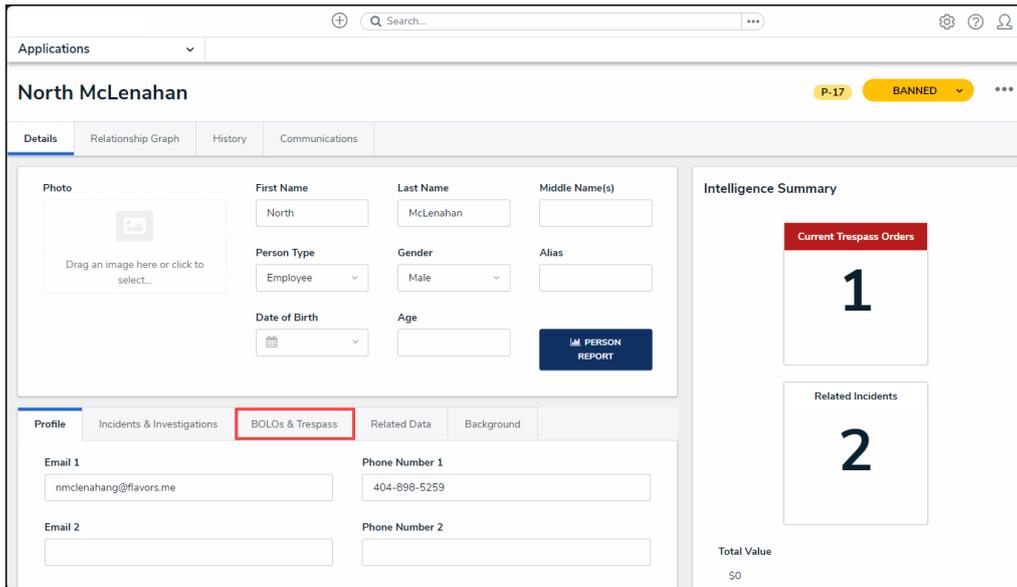
Full Person Record Button

2. **(Optional)** From the **Full Person Record** screen, scroll to the **Related Data** tab. On the **Related Data** tab, you can view the connected **People & Organizations**, **Incidents**, and **Actives** sections.

The screenshot shows the 'Related Data' tab for 'North McLenahan'. The interface includes a search bar at the top, navigation tabs for 'Applications', 'Incidents', 'Investigations', 'Cases', and 'People'. The 'People' tab is active. Below the navigation, there are tabs for 'Details', 'Relationship Graph', 'History', 'Communications', and 'Related Data'. The 'Related Data' tab is selected. The main content area contains a form with fields for 'Photo', 'First Name' (North), 'Last Name' (McLenahan), 'Middle Name(s)', 'Person Type' (Employee), 'Gender' (Male), 'Date of Birth', 'Age', and 'Alias'. A blue button labeled 'PERSON REPORT' is visible. To the right, there is an 'Intelligence Summary' section with two cards: 'Current Trespass Orders' with a value of 1, and 'Related Incidents' with a value of 2. Below these cards, the 'Total Value' is shown as \$0.

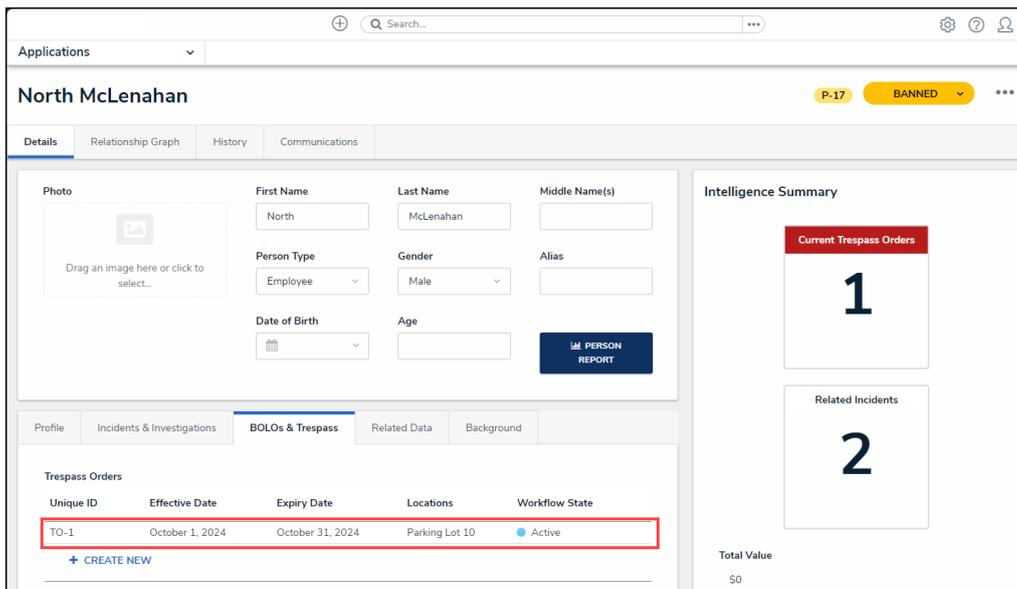
Related Data Tab

3. Click the **BOLOs & Trespass** tab.



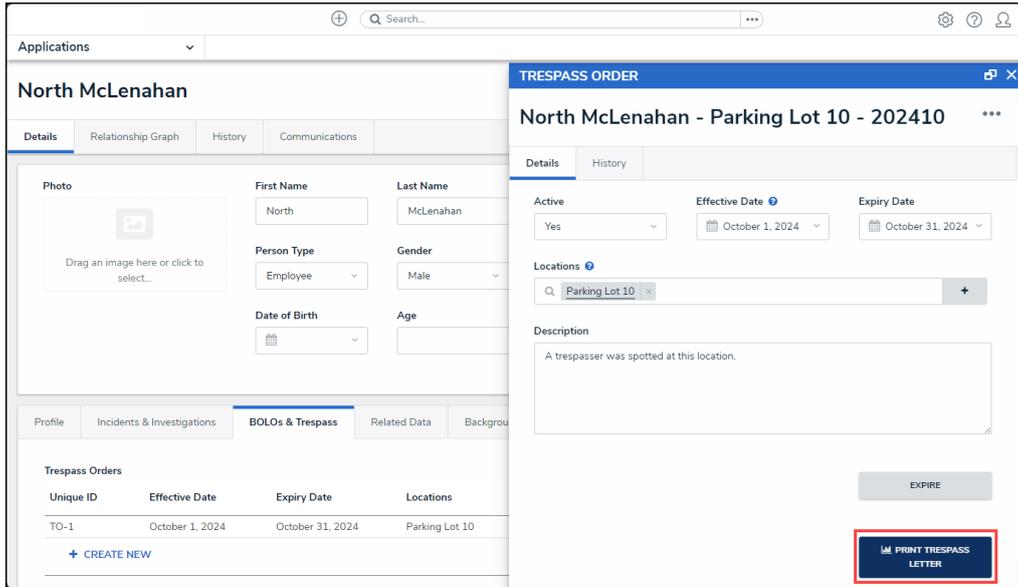
BOLOs & Trespass Tab

4. From the **BOLOs & Trespass** tab, click on a **Trespass Order**.



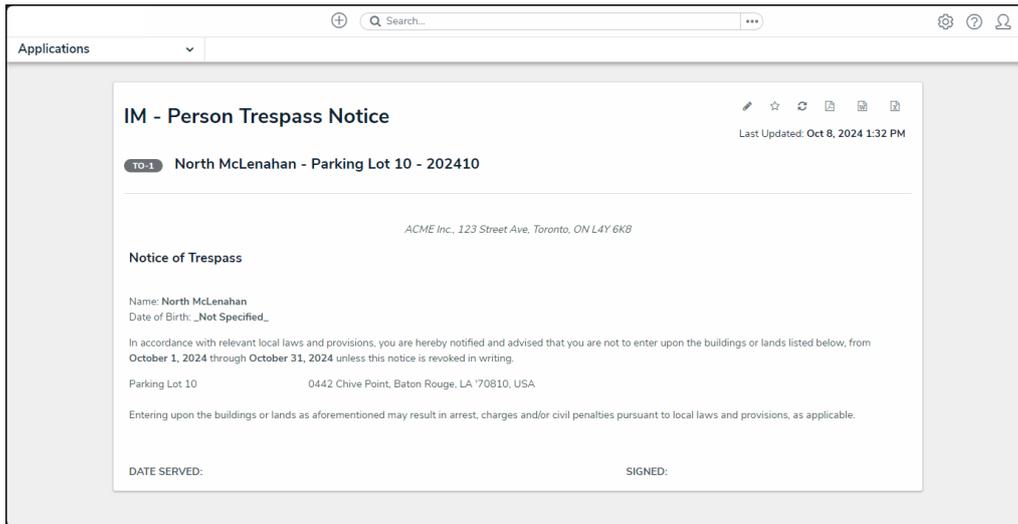
Trespass Order

5. From the **Trespass Order** pop-up, click the **Print Trespass Letter** button.



Print Trespass Letter Button

6. The **Trespass Notice Letter** will open.



Trespass Notice Letter