

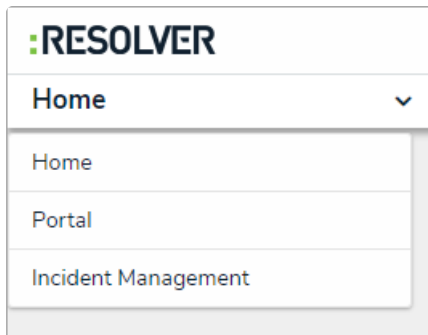
Review Notice of Trespass Letter

Last Modified on 09/30/2021 3:28 pm MDT

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.

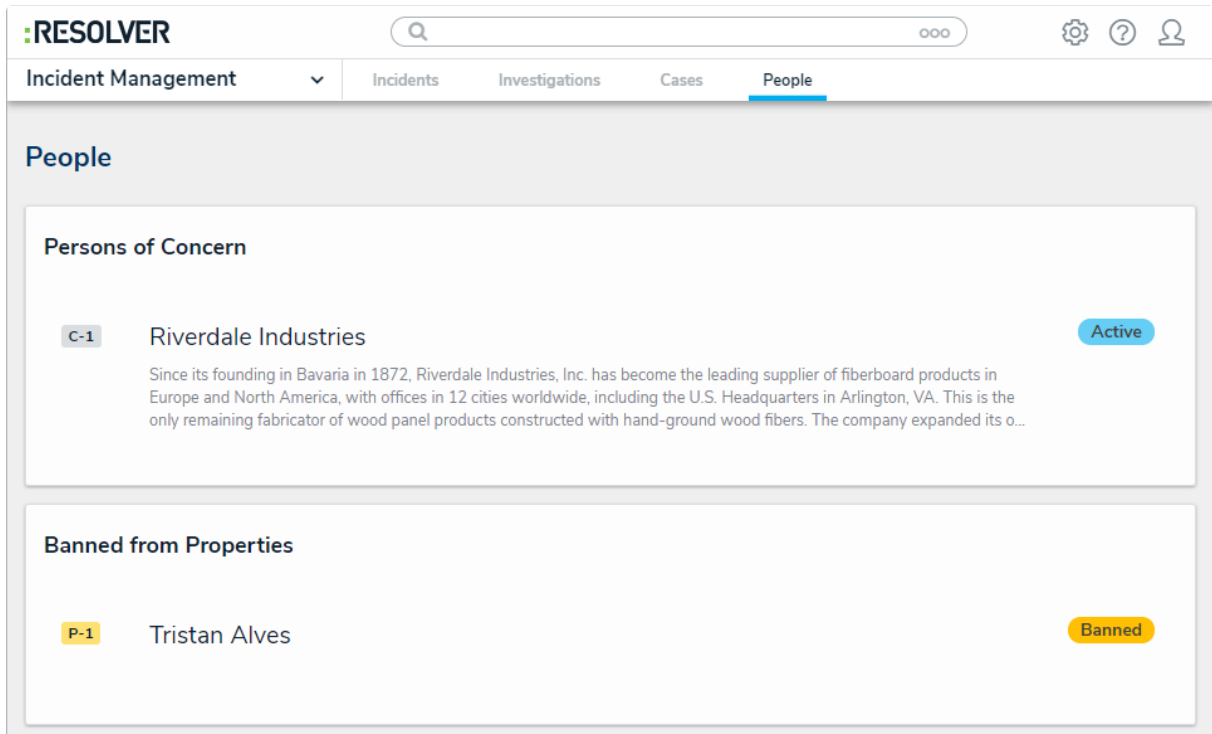
To review persons of concern:

1. Log into a user account that's been added to the **Incident Owner**, **Incident Supervisor**, or **Incident Investigator** user group.
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 Review** form.

Person Status **Banned**

Tristan Alves

P-1

Photo



Date Uploaded: Sep 14, 2021 3:41 PM

First Name

Last Name

Person Type

Date of Birth

Gender

Age

Email 1

Phone Number 1

Phone Number 2

The Person Review form.

5. Scroll down and click the Related Data tab.

Incident & Case **Related Data** Personal Background Record Properties

Employment Record




Employee Number	Employment Start Date	Assigned Location
No data to display		
<input type="text" value="Start typing to find an existing Employment Record"/>		

Incident History


Name	Person Involvement Type	Added to Incident	Involvement Flags
Zerk Calow	Witness	May 17, 2021	Armed and dangerous
Tristan Alves	● Suspect	May 17, 2021	Armed and dangerous
Maybe Sam Walker?	Witness	May 17, 2021	Armed and dangerous



The Related Data tab.


6. Scroll down to the Trespass Orders section and click the trespass order in question to open the Review Trespass Order palette.







PRINT TRESPASS LETTER


Active **Effective Date** 

Yes September 14, 2021  September 30, 2021 

Locations 





  

Description

 **DONE**

The Review Trespass Order palette.

- Click Print Trespass Letter to open the Person Trespass Notice letter.



IM - Person Trespass Notice

Last Updated: Sep 15, 2021 10:56 AM

TO-1

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

Notice of Trespass

Name: **Tristan Alves**
Date of Birth: **_Not Specified_**

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 **September 14, 2021** through **September 30, 2021** unless this notice is revoked in writing.

698 Forster Lane, Santa Monica, IN 698 Forster Lane, South Bend, IN '46620, 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.

