

2600.4 SUBJECT: TRESPASS ON CITY PROPERTY

:1 OBJECTIVE:

Provide rules governing the issuance of trespass warnings on City property, including City facilities.

:2 AUTHORITY:

This procedure amended by City Council December 10, 2018, Item A-8.

:3 DIRECTION:

Chief Financial Officer, as an appointed official, serves at the pleasure of, and receives direction from the Mayor.

:4 METHOD OF OPERATION:

A. Issuance of Trespass Warnings.

1. All City Property.

The Division Manager of the City Real Estate Management Division and other agents of the City designated by the Real Estate Division Manager are authorized to issue Trespass Warnings to persons who violate state laws, municipal ordinances or facility or property rules while on City property or who damage City property or otherwise behave in a manner that interferes with normal property or facility use. Police officers are also authorized to issue Trespass Warnings on City property under the following circumstances:

- a. To persons who have specifically been prohibited from coming onto a City property by an authorized agent of the City of Orlando, whether identified in person, by name, or by photograph.
- b. To persons who commit any violation of a state statute or municipal ordinance or posted facility rules while in a City park and/or park facility.

All Trespass Warnings issued for City property shall be copied to the Real Estate Management Division.

2. City Parks and Recreational Facilities.

In addition, Park Services Specialists and other authorized agents of the City's Families Parks and Recreation Department (FPR) are authorized to issue Trespass Warnings to persons who violate state laws, municipal ordinances, or posted park rules while at a City park or park facility or who damage City property or otherwise behave in a manner that interferes with normal park or facility use.

B. Appeals.

The issuance of a trespass warning may be appealed in writing at any time during the pendency of the warning period. The appeal should be addressed to the Chief Administrative Officer for a warning issued on any City property except that any warning issued at a City park or City recreation facility should be addressed to the Director of the Families Parks and Recreation Department. Upon receipt of the appeal, the Chief Administrative Officer or Families Parks and Recreation Department Director or their management-level designee shall set the matter for hearing before themselves within 10 business days of receipt of the appeal, or as otherwise mutually agreed. The appellant shall be entitled to present evidence and argument at the time set for the appeal, and the hearing officer shall issue a written order deciding the matter within 10 business days of the conclusion of the hearing, which may include upholding the warning, modifying the warning or rescinding the warning. The decision of the hearing officer will be final.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

Resolution adopted by City Council, Item 5-HH, October 27, 1997; amended 5/20/13, Item A-7; and amended December 10, 2018, Item A-8.

:8 EFFECTIVE DATE:

This procedure effective December 10, 2018.