

Trespass Orders

PRO SUITE



DOCUMENTING TRESPASS ORDERS



Trespass orders are documented using **both** a custom form and a name note:

- **CFS Custom Forms**
 - Accessed from the Call for Service screen
 - Creates a record of the signed trespass order
- **Name notes**
 - Accessed from the History tab in the name card
 - Creates an alert on the banned and protected persons' name cards

There must be a **Trespass Order CFS Custom Form** for every **Trespass Order Name Note**, and a **Trespass order Name Note** for every **Trespass Order CFS Custom Form**.



CFS TRESPASS ORDER FORM

- ▶ Open the call for service
 - ▶ Click the **Other** tab
 - ▶ Click **Add Form**
 - ▶ Double Click **Trespass Order** in the window that pops up
 - ▶ Fill out the form as appropriate
 - ▶ Click the **Print Preview** button
 - ▶ On the left side of the screen, click **Officer Signature** and sign the form
 - ▶ Click **Banned Person's Signature** and have the banned person sign the screen
 - ▶ Provide a copy of the form (via e-mail or printed) to the banned person.

Save and Close Save

Street 507 WILLOW GROVE ROAD City CENTERVILLE Centerville-Abington High School Search Address Card Map Zoom Web Map

Details

Incident Code INVESTIGATION - Investigation Add Add1 Code

Call Time 9/8/2021 09:06 Mod Priority 3

Use Caution No Disposition Add Add1 Disp Beat WCP - WCP Zone

Summary Command Log Assigned Units Names Vehicles Location Notes NCR Other CLQ Pictures SOP

Nearest Intersection BLUE & WILLOW GROVE RD (0.1 miles) and WILLOW GROVE RD & BLUE & WHITE BLVD (0.1 miles)

Townships CENTER

Fire Response Centerville Cambridge City Abington

EMS Red Line

Wrecker Zones Wayne

URC Electric TOWN OF CENTERVILLE

Parcels SCHOOL - CENTER SCHOOL TWP WAYNE COUNTY

Police District Centerville PD

Corporate Limits Centerville

County Boundaries WAYNE

Recommended Agencies

CVPD

Responders

CM3 (Primary) CMS - Millsaps, Joshua CVPD (Primary)

Response Times

Assigned 09/08/21 09:06:31 *
Enroute 09/08/21 09:06:31 *
Arrived 09/08/21 09:06:31
Leaving 09/08/21 10:00:08
Arrived At 09/08/21 10:09:00
Completed

Forms Add Form Sort By:

External Agency Numbers

Linked CFS Add Link

CLQ Pictures

Add To Call Details



NAME NOTE

- ▶ On the **Trespass Order form**:
 - ▶ Note the CFS number (or highlight it, right click, and select Copy)
 - ▶ Click **Name Card** next to the Banned Person.
 - ▶ Click the **History** tab
 - ▶ Click **Add Name Note**
 - ▶ Select **Trespass Order** for the **Type**
 - ▶ Click **Add Name** and add the protected person's name
 - ▶ In the comments:
 - ▶ Enter the CFS number
 - ▶ Put in which is the protected person and which is the banned person
 - ▶ Click **OK**

Name Notes

Active Effective 9/8/2021 Expires 9/8/2022

Type Name Notes - Trespass Order

Names [Add Name](#)

Name	DOB
DOE, JOHN CENTERVILLE-ABINGTON ELEMENTARY SCHOOL	

Comments

CFS21-058368 - John Doe banned from Centerville Abington Schools

Ok Cancel



LOCATING TRESPASS ORDERS

To find a trespass order, do a **Name Search** on either the banned person or the protected person (or click on the **Name Card** link next to their name in the CFS or case) and click on the **History** tab.

If there is a trespass order (and the officer completed a name note), there will be a **Name Note** alert at the top of the record.

You can select **Custom Form (CFS)** as a filter to only see the Trespass Order Custom Form. If you select **All Types** instead, you can scroll down to the Trespass Order name note entry (it will be in **red**) and the CFS and Custom form will be right next to it.

Contact	Appearance	Identification	Background	History	Mugshots	Attachments	
Name Notes							
Trespass Order (Expires 12/08/21) ⓘ							
Add Name Note							
All Dates	▼	1/1/1900	📅	12/31/8000	📅	Custom Form (CFS) ▼	
All Agencies						▼	All Records ▼
	Date	Agency			Type		
J	12/08/20 10...	WCSD			Custom Form (C...	Trespass Order	

