

ORANGE COUNTY SHERIFF'S DEPARTMENT



Training Bulletin

Trespass Arrest Authorization Form (TAAF)

Effective January 1, 2024, all Trespass Arrest Authorization Forms (TAAF) must be notarized. If the property/business owner or agent is not present, deputies cannot take any enforcement action unless the updated notarized TAAF (available on my18) is on file.

The header of the TAAF form, featuring the Orange County Sheriff's Department logo on the left. The text reads: "ORANGE COUNTY SHERIFF'S DEPARTMENT" and "TRESPASS ARREST AUTHORIZATION". Below this, it says: "I, _____ am the owner, the owner's agent, or the person in lawful possession of the property located at the following street address: _____ in the City of _____". A line below the address is labeled "(Street Address)".

What You Need to Know

- All prior recorded TAAF's that have not been notarized are invalid without the notary acknowledgment.
- The TAAF can remain valid for up to 12 months.
- The property/business owner or agent would need to file a new notarized TAAF upon expiration to authorize the department personnel to lawfully continue any enforcement action.
- If the handling deputy has a valid and notarized TAAF or Private Person's Arrest Form, the deputy may take enforcement action against any trespasser(s) in violation of Cal. Penal Code § 602.

The footer of the TAAF form, containing fields for "Signature: _____" and "Date: _____". Below these are "Enforcement Effective Date: _____" and "Enforcement End Date: _____". A checkbox is followed by the text "Completed Notary Acknowledgement: See attached page. This form is invalid without notarization." and "Page 1 of 2". At the bottom, it says "Orange County Sheriff's Department, 550 N. Flower Street, Santa Ana, California, 92703" and "Rev. 4/24".

When and Why Would the TAAF Be Used?

- It is common for trespassing to occur after hours or on weekends when businesses are closed. If property owners are unavailable, the notarized TAAF legally allows deputies permission to enter the listed property and the authority to enforce Cal. Penal Code § 602.





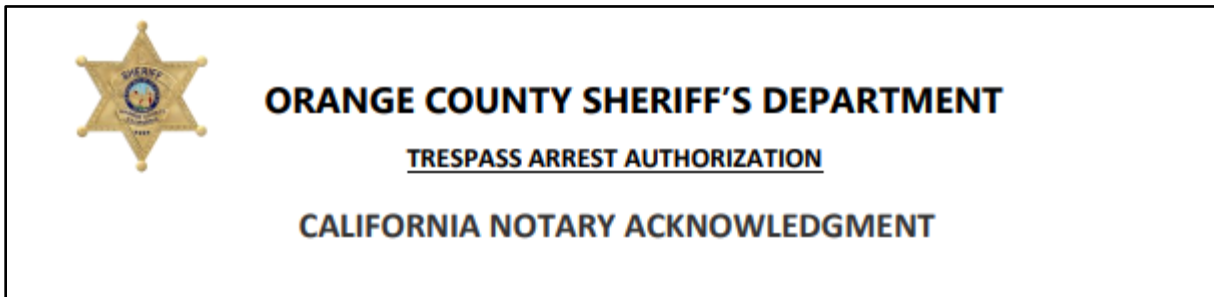
- The form helps mitigate recurring trespass incidents. When this form is on file, deputies can be proactive to better serve our community.
- The TAAF empowers deputies to lawfully enforce laws on private property and reduces liability.

Private Person's Arrest Form vs. Trespass Arrest Authorization Form

- A Private Person's Arrest Form is a one-time use form that a property/business owner or agent must sign each time before a deputy enforces the law.
- A Trespass Arrest Authorization Form legally authorizes OCSD to enforce the law when the victim is not present and can remain valid for up to 12 months.

The Process

Step One: Provide the newly created Trespass Arrest Authorization Form (having a place for notary endorsement) to a property owner or agent seeking assistance with an ongoing trespass issue. The TAAF is available through the My18 Document Center under "STATEMENT OF OWNERSHIP TRESPASS".



Step Two: After the property owner / agent fills out the form and has it notarized, the TAAF will be given to the Administrative Sergeant for the respective patrol area. It is that sergeant's responsibility to ensure the form was filled out correctly and shall retain the document for a period of two years for legal discovery requests. The Administrative Sergeant will also store a PDF copy electronically in a folder accessible to patrol deputies. The Administrative Sergeant shall notify their patrol deputies of the valid Trespass Arrest Authorization Form on file. The Administrative Sergeant will also send a copy to the Sheriff's Dispatch Supervisor to flag the address for when personnel are dispatched to the location.

Step Three: The Administrative Sergeant shall manage the electronic folder monthly to ensure old Trespass Arrest Authorization Forms are removed from the electronic folder. The hard copy forms will continue to be retained in a separate file. The sergeant shall notify their patrol staff that the specific form is no longer enforceable. The sergeant will also notify the Dispatch Supervisor to remove the flag from the address.

Enforcement

When dispatch assigns calls for service reference trespassing violations, the dispatcher may notify the responding deputy that a Trespass Arrest Authorization Form should be on file with their patrol area administration. It is the responding deputy's responsibility to verify the form on file is current and all elements





of trespass have been met, before exercising enforcement authority on the property. If a property owner or agent is on scene, it is preferred that they sign a Private Person's Arrest Form even if a Trespass Arrest Authorization Form is on file.

The TAAF also provides patrol deputies with the authority to proactively patrol problematic addresses. It is the patrol deputy's responsibility to verify a trespass Arrest Authorization Form is on file and it is within the enforcement date range to be valid.

When deputies identify people trespassing on the private property listed on the Trespass Arrest Authorization Form, deputies shall notify the person(s) that they are trespassing and must leave the property. If they refuse, deputies may take action in the form of arrest or citation with a promise to appear.

Documentation

When deputies issue a citation or arrest a person for trespassing on private property, the arresting Deputy shall attach a copy of the valid Trespass Arrest Authorization Form, a valid Private Person's Arrest Form, or both if available. The TAAF, PPA form(s) will be attached to the deputy's report in (FBR) Field Based Reporting. The signed Trespass Arrest Authorization Form and / or Private Person's Arrest Form shall be booked into evidence in accordance with OCSD Evidence Policy 802.

