



DOWNTOWN SPOKANE PARTNERSHIP

Notice of Trespass Procedure

1. Scope:

The following is the Downtown Spokane Partnership Ambassador Team's recommendation for the Spokane County Notice of Trespass Procedure.

2. Procedure:

- i) Print and accurately complete, to the best of your ability, two copies of the standard [Notice of Trespass](#) form.
- ii) Provide one copy of the form to the person found to be in violation and keep one copy for your records, and so that you may make another copy for the Spokane Police Department as needed.
 - o If the violator refuses to take the Notice of Trespass, or is unable to receive the form for any reason, communicate verbally to them that they are being served a Notice of Trespass and that they cannot return to the property or they will be subject to criminal charges related to their crime.
 - o Document on your copy of the Notice of Trespass, any additional information, such as the violator's refusal to accept the form or any reason they may have been unable to accept the notice.
 - o The Downtown Spokane Partnership recommends all businesses post Code of Conduct signs at all public entrances on their property. The DSP also recommends placing [No Trespass signs](#) in all locations that the signage is applicable to, such as dumpster storage areas or employee-only spaces.
 - o The Downtown Spokane Partnership Ambassador Team may be able to provide support for this process upon request. Our team can be reached at 509-353-9111. For emergencies, call 911.

