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# Rim of the World Recreation and Park District

## POLICY HANDBOOK

POLICY TITLE: Trespass Policy  
POLICY NUMBER: 3008

### 3008 Trespass Policy:

Park guests whose behavior violates the Code of Conduct Policy are educated about the policy. It is Rim of the World Recreation and Park District's policy to lead with education and raising awareness to achieve compliance with the Code of Conduct Policy. In situations in which verbal warnings and education have not been successful, Park District staff members have the authority to order a guest to leave Park District property for the remainder of the day. In the event of repeated offenses, guests may be issued a trespass notice for a period of 30 days or more, applicable to the location where the violation(s) took place or to all Rim of the World Recreation and Park District's property.

- First offense will result in a verbal warning and education about the Code of Conduct Policy, and shall require immediate cessation of the behavior that violates the Code of Conduct Policy
- Refusal to cease the behavior that violates the Code of Conduct Policy may result in an order to leave the park for the remainder of the day.
- Repeated offenses may result in the issuance of a trespass notice valid for 30 days from some or all Rim of the World Recreation and Park District's property
- Guests who previously received a verbal warning and have been issued a trespass notice, and continue to violate the Code of Conduct Policy, are subject to trespass periods of 60 days and greater from some or all Rim of the World Recreation and Park District's property
- **The following offenses are subject to immediate trespass periods of 60 days and greater from some or all parks and facilities:**
  - o Harassing patrons or staff members, including physical, sexual or verbal abuse
  - o Violating any criminal law of the San Bernardino County Law and State of California Law

Trespass notices must include information on why the park guest is being trespassed, the amount of time they are being trespassed for and the locations from which they are being trespassed. Additionally, the trespass notice provides information on how to appeal the trespass.

Before a trespass notice is issued to a juvenile, a notification is sent to the juvenile's parent or guardian, informing them of the issue and providing education about the Code of Conduct Policy.



## Trespass Notice for Code of Conduct Violation

**To:**  
*[Full Name of the Individual]*  
*[Address]*  
*[City, State, Zip Code]*

**Date:** *[Insert Date]*

**Subject: Notice of Trespass for Violation of Park District Code of Conduct**

Dear *[Individual's Name]*,

This letter serves as a formal notice regarding your recent conduct on *[Date of Incident]* at *[Park/Facility Name]*, which was in violation of the *[Park District Name]* Code of Conduct, as outlined below:

**Description of Violation:**

On *[Date]*, you engaged in the following prohibited behaviors in violation of Section *[Relevant Section Number]* of the Park District's Code of Conduct:

- *[Description of specific behavior or actions that violated the Code of Conduct]*
- *[Additional violations, if any]*

Your actions pose a threat to the safety and enjoyment of other park visitors and staff and are contrary to the standards set forth by the *[Park District Name]* to ensure a safe, family-friendly environment.

**Trespass Order:**

Effective immediately, you are hereby prohibited from entering any properties managed by the *[Park District Name]*, including but not limited to:

- *[List of specific parks, trails, facilities]*
- *[Address/Location Details]*

This trespass notice remains in effect for *[Insert Duration: e.g., 6 months, 1 year, indefinitely, etc.]*, starting from the date of this letter. Any entry onto the specified premises during this period will result in further legal action, including potential criminal prosecution for trespassing under San Bernardino County Code 28.0501.

**Appeal Process:**

If you believe this notice was issued in error or wish to appeal this decision, you may do so by submitting a written request within 14 days to:

General Manager, P.O. Box 8, Rimforest, CA 92378 OR [info@rim-rec.org](mailto:info@rim-rec.org).  
Your request will be reviewed, and a decision will be communicated within 30 days.

**Next Steps:**

We encourage you to review our Code of Conduct to understand the expectations for future visits, should you be permitted to return at the end of the trespass period. Failure to comply with the terms of this notice will result in immediate enforcement measures.

Thank you for your attention to this matter.

Sincerely,  
Rim of the World Recreation and Park District  
*[General Manager's Name and Contact Information]*