

CIRCULAR



DISTRICT OF COLUMBIA

Title	Barring Notices
Number	CIR-12-01
Effective Date	January 3, 2012
Expiration Date	January 3, 2014
Related To:	General Order 302.01 (Calls for Police Service)

I. PURPOSE

The purpose of this circular is to remind Metropolitan Police Department (MPD) members of the procedures surrounding barring notices.

II. BACKGROUND

A barring notice is an important civil tool that is used to prevent individuals from entering private property. MPD members may assist community members, such as resident managers of apartment buildings, business owners, nightclub managers, school administrators and recreation center managers in the service of barring notices upon individuals.

III. BUSINESS/PRIVATE PROPERTY OWNER RESPONSIBILITIES

- A. When business/private property owners request MPD assistance in the service of barring notices upon individuals, business/property owners should have a completed barring notice that includes the insignia and/or letterhead for the business or property, with the required information needed by the U.S. Attorney's Office (USAO).
- B. A legally sufficient barring notice, as approved by the USAO and Office of the Attorney General (OAG), is attached. Members may distribute the attached barring notice to business/private property owners upon request.

NOTE: The attached barring notice is also available to the public by accessing the MPD, OAG, or USAO Community Outreach websites.

IV. MEMBER RESPONSIBILITIES

- A. Members shall secure of copy of the previously served barring notice when arresting an individual for unlawful entry in violation of a barring notice, as it is required during the papering process.

B. MPD members **shall not**:

1. Create, draft or self-issue barring notices unless the Department is barring an individual from an MPD facility or District of Columbia Housing Authority (DCHA) complex.
2. Knowingly allow any entity to use a "MPD Barring Notice" (i.e., a barring notice that uses the MPD insignia and/or letterhead).

NOTE: Members may sign barring notices as witnesses, but are not required to do so, as it is not mandatory for enforcement.

VI. ATTACHMENT

1. Attachment A: Barring Notice



Cathy L. Lanier
Chief of Police

CLL:PAB:MOC:PHC

Property: _____
Address: _____
Phone Number: _____

BARRING NOTICE

The below named person was found on the premises owned, occupied, or managed by _____
_____. This same person is hereby warned to stay off the property and grounds
thereof known as _____ at (address) _____
and (if applicable, other property owned, occupied, or managed by the same) _____ at
(address) _____. **There are no exceptions to this notice. Failure to
heed this warning shall result in the prosecution for Unlawful Entry under D.C. Code § 22-3302.**

Name of Barred Individual (Last, First, Middle): _____

Method of Identification: _____ Photo ID _____ Personally Known
 _____ Live Scan _____ Unverified
 _____ Other (specify: _____)

Nickname: _____

Date of Birth: _____ Height: _____ Weight: _____ Sex: _____

ID Marks: _____

Phone: _____

Address: _____

Employment: _____

Soc. Sec. Number: _____

Reason for Issuing Barring Notice:

Barred Individual's Signature: _____

___ Subject given oral barring notice

___ Check if signature is refused – **barring notice is still valid**

Sign: _____
 Authorized Agent or Owner

Printed Name (Authorized Agent or Owner): _____

Property Owner/Manager/Agent/Witness, if individual refuses to sign, check "Refused" on the signature line
above and the date of refusal, and have a witness that can verify individual refused to sign barring notice.

Witness Signature: _____ Date: _____
 Name (If an Officer, Badge Number)

Barring Notice is in effect for 5 years unless cancelled in writing

Attach Picture if Available