

CIRCULAR



Title	Barring Notices
Number	CIR-16-04
Effective Date	June 09, 2016
Rescinds:	CIR-13-16 (Barring Notices), Effective Date: August 23, 2013

DISTRICT OF COLUMBIA

I. PURPOSE

The purpose of this circular is to remind Metropolitan Police Department (MPD) members of the procedures regarding 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 by acting as a witness and by maintaining the peace.

III. BUSINESS AND PRIVATE PROPERTY OWNER RESPONSIBILITIES

- A. When business or private property owners request MPD assistance in the service of barring notices upon individuals, the business or property owner should have a completed barring notice that includes the insignia or letterhead for the business or property, with the required information needed by the U.S. Attorney's Office (USAO). The member may act as a witness and ensure the peace is maintained during service.
- 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 or 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

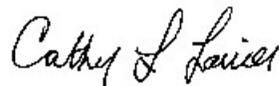
- A. Members shall secure a copy of the previously served barring notice when arresting an individual for unlawful entry in violation of a barring notice, as it is required during the papering process.

B. MPD members shall not:

1. Create, draft, or serve barring notices unless:
 - a. The Department is barring an individual from an MPD facility or District of Columbia Housing Authority (DCHA) complex;
 - b. The member is serving the notice in response to a recommendation by the Office of the OAG Nuisance Task Force;
 - c. The member is serving the notice at a District of Columbia (DC) park or facility (i.e., not a federal park or facility) at the request of the Department of Parks and Recreation (DPR); or
 - d. The member is serving the notice while working at an approved outside employment location at the request of the outside employer.
 2. Knowingly create or allow any entity to use a "MPD Barring Notice" (i.e., a barring notice that uses the MPD insignia or letterhead).
- C. 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:JC

