



# Guidelines for Trespasses

Date of Origin: 06/03	Owner(s):
Date(s) of Revision: 10/09, 3/11, 11/13	Director of Public Services - Operations

## PURPOSE

It is KCLS' goal that all patrons remain in good standing with the Library System and have full library privileges. When violations of the KCLS Rules of Conduct occur, however, staff can use a local library ban (where staff asks a patron to leave for a period of time) or an official trespass (where law enforcement is called and a trespass order is issued). These guidelines outline when and how to officially trespass a patron.

## GUIDELINES

Members of the local library management and other appropriate staff, in consultation with local library management, are authorized to work with law enforcement to order an official trespass.

An official trespass is a local decision that does apply System-wide. Official trespasses are reserved for those who have actively threatened staff or other patrons, or who are so disruptive that the library cannot be used safely and comfortably.

This includes any observable behavior that is prohibited by law including, but not limited to:

- Threatening or harassing behavior (e.g. threatening to fight, brandishing a weapon, stalking, verbally threatening to harm others or their property).
- Assaulting staff or other patrons (e.g. fighting)
- Sexual misconduct or harassment (e.g. exposure, offensive touching, sexual acts).
- Selling or using alcohol or drugs.
- Theft of library materials or items belonging to staff and/or other library users.
- Intentionally damaging or destroying library materials, equipment or property.
- Viewing or printing illegal materials (e.g. child pornography).
- Violating a one (1) year ban.

## IMPLEMENTING A TRESPASS

An official trespass is issued by law enforcement at the request of staff who has determined that a person *"willfully and persistently violates any rule or regulation prescribed for the use of the library or its facilities or any person whose physical condition is deemed dangerous or offensive to other library users"* (RCW 27.12.290).

Staff may use the circulation and computer booking systems to look up patron information and give it to the police for the purpose of implementing an official trespass order. During these situations, KCLS has initiated the call to police to assist in the enforcement of library regulations.

An official trespass is generally no shorter than three months or longer than one year, depending on the jurisdiction. Law enforcement must issue the official trespass in person. If the patron leaves before an officer arrives, staff may call to request an officer to issue the trespass when the person returns.



# PUBLIC SERVICES MANUAL

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Staff may request that police take a photograph (with a library camera) of the person being trespassed. If the police decline, staff can, but are not expected to, take the picture. Staff should also ask for a copy of the official trespass documents, which should include the person's name, address and incident.

When an individual has been trespassed, staff must:

- Click and activate the "barred" box in the patron library card record. This will outline the patron's name in red and show "barred" under the name on the "stop sign page," the initial screen that shows when the record is accessed.
- Change the patron's Internet Filter to "No Access" to block computer access.
- Enter a block message on the patron record that should include the reason for the trespass, the duration (start and end date) and the police case number.
- Cancel all existing holds on the card.
- Complete an Incident Report.
- Enter the trespass information into KCLS' Trespass Database.
- Send written notification (see Trespass Letter Template) to the patron.

Staff may not send "All KCLS Staff" emails to announce the trespass of a patron, as the information is available in the KCLS Trespass Database.

### VIOLATION OF A TRESPASS

If a trespassed individual is in the library, call 911. The dispatcher should be informed that the individual was trespassed and that they have returned. It is important to tell the dispatcher whether the trespasser is potentially threatening by either past or current conduct. Staff must also complete an Incident Report form once the situation has been addressed.

### NON-KCLS INITIATED TRESPASSES

Local library management has the discretion whether or not to enforce an official trespass initiated and executed by law enforcement for an area including the library or library grounds (e.g. city block, adjacent park, shared facilities, parking lots and garages) for a behavior not observed occurring in the library by a staff member. This includes trespasses issued by law enforcement after being contacted directly by another library patron in the library. If local library management chooses to enforce a non-KCLS initiated trespass it is treated like a local ban, does not apply System-wide and should not be entered into the KCLS Trespass Database but needs to be entered into the progression tool.



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### TRESPASS APPEALS PROCESS

Individuals may request a review of a trespass in writing. The written appeal must be received at the following address within 30 days of the trespass issue date.

King County Library System (KCLS)  
Community Conduct Coordinator  
960 Newport Way NW  
Issaquah, WA 98027

The appeal must include a mailing or email address at which KCLS may correspond with the individual making the appeal. The Community Conduct Coordinator will review timely filed appeals and make a recommendation to the Director of Public Services – Operations, who will respond in writing within 30 days of the receipt of the appeal.

### DEFINITIONS (*if applicable*)

- **Threaten:** To communicate, directly or indirectly the intent to cause bodily injury in the future to the person threatened or to any other person.
- **Library Ban:** Occurs when staff asks a patron to leave the library for one day to one year; is a local decision and *does not* apply System-wide.
- **Official Trespass:** Occurs when staff calls on law enforcement to exclude a patron from the library for a period of three months to one year as determined by law enforcement; is a local decision that *does* apply System-wide and may include rejection of phone calls by the patron.
- **Computer Block:** Suspension of all computer use and printing privileges across the Library System for an official trespass.

### SEE ALSO...

- KCLS Rules of Conduct
- Guidelines for Bans
- Trespass Letter Template
- KCLS Trespass Database
- Guidelines for Completing Incident Reports
- Computer Use, Booking & Printing Policy
- Guidelines for Unattended Vulnerable Adults
- Progression Tool