

<h1>POLICY MANUAL</h1>	Date Adopted: July 11, 1966
Classification: RISK MANAGEMENT	Date Last Amended: 01/09/90
Subject: Site Fencing, Security	Approved By:

1. All property under the ownership and/or control of the District which is improved for District purposes and which improvements are not specifically designed to accommodate public access, or if designed for public access have been restricted from such access by the District, shall be fenced and locked.
2. Properties of the District not designed for and not made available to the public for access shall be permanently posted against trespass. Properties which shall be so fenced, locked and posted shall include, but not necessarily be limited to, the following:
  - a. Undeveloped basins
  - b. Low flow portions of developed basins
  - c. Detention basins
  - d. Dams
3. Properties of the District designed for public access but which are temporarily restricted due to the presence of water, maintenance or further construction, shall be locked only during the duration of the inundation or work.
4. If any District employee or contractor observes an act of trespass by any individual at any facility of the District permanently locked and posted against trespass, or any facility temporarily locked to facilitate temporary inundation, maintenance or improvement, such employee or contractor shall immediately request the trespasser to leave the property. The employee or contractor shall immediately inspect the fence and all gates and locks, replacing any locks as required and reporting to the fence repair contractor any fence damage requiring correction.
5. In such cases in which the trespasser refuses to voluntarily leave the District property, the District employee or contractor shall:
  - a. Notify the trespasser the failure to leave voluntarily will necessitate the filing of a complaint with the appropriate policy authority.
  - b. Immediately notify the appropriate police authority of the trespass, including in

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the report to the police authority the site, circumstances, name (if available), and description of the trespasser.

6. District employees and contractors involved in trespass incidents shall:
  - a. Use a firm yet polite manner in addressing the trespasser.
  - b. Avoid all physical contact with the trespasser (except in such cases where the trespasser is in critical need of physical assistance to preserve health and well being).
  - c. Avoid the use of any physical force to effect the removal of a trespasser.
  
7. All incidents involving the refusal of a trespasser to leave a District property or any unusual circumstances associated with a trespass incident shall be reported immediately to the District Operations Engineer.