



GUIDELINES FOR REQUESTING AN ADMINISTRATIVE REVIEW OF A CITY PROPERTY TRESPASS WARNING IN THE CITY OF WEATHERFORD

The City of Weatherford's Administrative Review Process is designed to provide person/persons who have received a Trespass Warning ("Warning"), at a city property, building, or facility, an opportunity to appeal the warning. This process enables an informal review of the facts surrounding the warning. Upon review, the warning may be affirmed, reversed, or modified.

This Administrative Review Process is not valid for criminal charges or any item where a court date is set, including any court summons. The process for appealing those matters is through the court system and this process is not a substitute or replacement of the court system. If you have received a warning at a City of Weatherford property and you wish to have an administrative review of the warning, you must use the following process (no appeals may be made in person or via phone):

- Download and print a copy of this City Trespass Appeal Form (available on the City of Weatherford website) or send a request for a form to the address below.
- Send the completed form and any supporting documents to the following address via Certified Mail (or hand delivery), within three (3) days of the warning:

**City Secretary
City of Weatherford
303 Palo Pinto Street
Weatherford, Texas 76086**

The City Manager or designee shall perform an informal review. Findings should generally be issued by written memo upon receipt of a timely request. The City Manager or designee conducting the informal review should decide the issues based on the known evidence. The City Manager or designee should make a written determination on the issues not later than five (5) days after receiving the review request. The City Manager may alter the response time if there is good cause. The written determination shall be promptly provided to the requestor at the provided address or made available in the City Secretary's Office. The determination shall be to affirm, reverse or modify the Trespass Warning, and shall state the reasons for the determination. The decision of the City Manager or designee on a request for review is final. The City Manager or designee should consider all relevant information provided and should include the following:

- a. Whether the Trespass Warning was issued for a reason set out or otherwise consistent with this policy; and
- b. Whether the area and duration of the Trespass Warning are appropriate under the facts and circumstances.



**CITY PROPERTY TRESPASS WARNING
REQUEST FOR ADMINISTRATIVE REVIEW FORM**

THE REQUEST FOR REVIEW MUST BE IN WRITING AND RECEIVED BY THE CITY SECRETARY'S OFFICE NO LATER THAN THREE (3) DAYS AFTER THE TRESPASS WARNING ISSUE DATE.

Warning Issuance Date: _____ Case # (if known): _____

Location of Warning: _____

Date Delivered to City Secretary: _____ City Secretary Receipt: _____

Name: _____ Email: _____

Mailing Address: _____
Address City / State/ Zip Code

Phone: _____ Alternate Phone: _____

Submit the following facts in support of this appeal. Please note, the appeal should be based on the premise that the Trespass Warning was not consistent with the City of Weatherford Rules and Regulations, was unjustified, violates some law or right, the person in receipt of the warning received a favorable disposition of the charges/citation that gave rise to the warning, and/or for other good cause shown. If you need more space, please use a sheet of paper and attach it to the back of this form. Attach any supporting documents in support of this appeal.

Signature: _____ Date: _____

My signature is verification that I am the person listed above and my supporting statement is true and accurate.