



LINCOLN POLICE DEPARTMENT

Letter Authorizing Trespass Arrest



To: Lincoln Police Department
 770 7th Street
 Lincoln, CA 95648

Phone: (916) 645-4040
 Fax: (916) 645-8940

Date: _____

Address / Parcel: _____

CHECK THE APPLICABLE SITUATION:

I am the owner or owner's agent, in lawful possession of the real property identified above, and:

I am concerned about possible fire, theft, vandalism, drug dealing, and/or drug usage caused by trespassers on the property. I have posted the property as being closed to the public pursuant to Penal Code §§ 553, 554.1. I hereby request the Lincoln Police Department enforce the trespass provisions of Penal Code § 602(o) at the above-listed property. I expressly authorize your officers to arrest and/or issue citations to trespassers during the one year period beginning on the date above. I understand it is my responsibility to renew this authorization annually.

I will be absent from the premises identified above for thirty days, commencing on [insert date] _____. I request your assistance in keeping trespassers off and away from the premises during this period.

The following information provides the Lincoln Police Department with the ability to contact me or persons with authority to respond on my behalf in my absence.

REQUESTOR:

 Print Full Name

 Signature

 Address

 Phone Number(s)

CONTACT(S):

1. _____
 Print Full Name

2. _____
 Print Full Name

 Phone Number(s)

 Phone Number(s)

3. _____
 Print Full Name

4. _____
 Print Full Name

 Phone Number(s)

 Phone Number(s)

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Instructions for Letter Authorizing Trespass Arrest

1. California Penal Code § 602(o) provides that private property owners may authorize local law enforcement to arrest trespassers under certain circumstances. A letter of authorization must be on file with the police agency, and signs must be posted.
2. A Letter Authorizing Trespass Arrest form may be obtained as follows:
 - a. By mail or fax by calling (916) 645-4040 and making a request;
 - b. In person at 770 7th Street, Lincoln, California; or
 - c. On the City's webpage at www.lincolnca.gov.
3. The form must be completed and contain the requester's name, address and telephone number. The requester must provide at least one alternate contact person who is aware he or she may be contacted by the Lincoln Police Department. To be valid, the form must be returned to the Lincoln Police Department by mailing or personally delivering it to:

Lincoln Police Department
770 7th Street
Lincoln, CA 95648

Or by faxing it to (916) 645-8940.

4. To be enforceable, your property or property boundary must be properly signed with "No Trespass" signs pursuant to Penal Code §§ 553, 554.1. These signs are typically available at hardware or home improvement stores. The Lincoln Police Department does not provide signs.
5. When the completed form is delivered to the Department, staff may provide a conformed copy if requested.
6. The Letter Authorizing Trespass Arrest is valid for one year only. The requester is responsible for obtaining forms and requesting continued active prevention.