



CITY OF ATASCADERO POLICE DEPARTMENT

"Dedicated to Professional Service"



LETTER OF AUTHORITY

Date: _____

To: Atascadero Police Department
5505 El Camino Real
Atascadero, CA 93422

I am the owner, or owner's agent, in lawful possession of certain real property located in the City of Atascadero.
(Fill in business name and full address)

CHECK THE APPLICABLE SITUATION(S):

[] 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. I hereby request that the Atascadero Police Department enforce the trespass provisions of California Penal Code section 602(o), in respect to the above listed property. I expressly authorize your officers to arrest and/or issue citations to trespassers during the following six month period starting on (Date) _____. I understand it is my responsibility to renew this authorization in six months from the above date.

[] I will be absent from the premises identified above for _____ days (may not exceed 30 days), commencing on (Date) _____ and returning on _____ (Date). I request your assistance in keeping trespassers off and away from the premises during this period.

The following information provides your department with the ability to contact me or persons with authority to respond in my absence.

REQUESTER: _____
Signature Print full name

Address AM telephone/PM telephone

CONTACT(S): 1. _____
Print contact name AM telephone/PM telephone

2. _____
Print contact name AM telephone/PM telephone

3. _____
Print contact name AM telephone/PM telephone

5505 EL CAMINO REAL • ATASCADERO, CA 93422

General Business: (805) 461-5051 Administrative Services: (805) 470-3200 Watch Commander: (805) 470-3280 Fax: (805) 461-3702

INSTRUCTIONS FOR LETTERS OF AUTHORITY

1. The California Penal Code, section 602(o), provides that private property owners may authorize local law enforcement to arrest trespassers under certain provisions. A Letter of Authority must be on file, and signs must be posted.
2. Upon request, a Letter of Authority form may be obtained in the following manner:
 - a. By Internet www.atascadero.org
 - b. In Person 5505 El Camino Real Atascadero, CA 93422

3. The form must be completed and contain the requester's name, address, and telephone number. At a minimum, the requester must provide at least one alternate contact person who is aware that there may be a contact with the Police Department and is in agreement to the arrangement. To be valid, the form must be returned to the Atascadero Police Department:

**RECORDS / DISPATCH
ATASCADERO POLICE DEPARTMENT
5505 El Camino Real
ATASCADERO, CA 93422**

Or, you may FAX the form to (805) 461-3702.

4. Upon receipt of the Letter of Authority, the information will be entered into our computerized Records Management System.
5. Signs on the property are required. The owner or owner's agent must provide and post a "No Trespass" sign on the property. These signs are available at hardware or lumber stores. This department does not provide signs.
6. The Letter of Authority is valid for six months only. The requester is responsible for obtaining forms and requesting continued active prevention.