

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 agrees to the arrangement. To be valid, the form must be returned to the Atascadero Police Department:
 - a. Mail the completed form to Records/Dispatch – 5505 El Camino Real, Atascadero, CA 93422
 - b. Fax the completed form to (805) 461-3702
 - c. Email the completed form to police@atascadero.org
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 one-year only. The requester is responsible for obtaining forms and requesting continued active prevention.