



P O L I C E   D E P A R T M E N T

155 Center Street, Santa Cruz, CA 95060 • (831) 420-5810 Fax (831) 420-5811  
Andrew Mills, Chief of Police

Dear Business Owner:

A Trespass Authorization Letter is an online form that you fill out and provide the Santa Cruz Police Department authorization to cite or arrest a trespassing person on your property. It is authorized by Penal Code Section 602(o).

The letter is good for one year and allows police officers to arrest, remove, or advise any person present on the property without lawful business. This letter can be useful and effective. However, the tool's effectiveness is limited by City staffing and resources and the District Attorney's discretion on whether a criminal charge should be issued. Not every type of property can use this approach.

**Below are steps to help prevent trespassers or unwanted people from being on your property.**

- Lock dumpsters
- Trim overgrown trees and bushes
- Installing landscaping that discourages sitting
- Install fencing around the perimeter
- Post No Trespassing signs on the property
- Hire private security

While the Santa Cruz Police Department will send a yearly letter out for renewals, the property owners and agents are responsible for renewing their trespass letters annually and notifying the Santa Cruz Police Department if there are any updates or changes to their authorization letter. Please contact the Santa Cruz Police Records Division @ 831.420.5870 with any updates.

Sincerely,

Andrew Mills  
Chief of Police



Date \_\_\_\_\_

**SANTA CRUZ POLICE DEPARTMENT**  
155 Center Street, Santa Cruz, CA 95060 • (831) 420-5870 • Fax (831) 420-5871

**LETTER OF AUTHORITY**

TO: Chief of Police  
Santa Cruz Police Department  
155 Center Street  
Santa Cruz, CA 95060

I am the owner or owner's agent in lawful possession of certain real property located in the City of Santa Cruz. Specific and full address(s):

**PROPERTY: STREET NUMBER, SUITE # AND NAME (If multiple units, please list all)**

Check the applicable situations:

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 your department enforce the trespass provisions of the California Penal Code and/or the Santa Cruz Municipal code in respect to the listed property. I expressly authorize your officers to arrest and/or issue Municipal Code citations to trespassers during the following **one year period** starting on (Date) \_\_\_\_\_, 2 \_\_\_\_\_. I understand it is my responsibility to renew this authorization in one year from the above date.

I will be absent from the premises identified above for thirty days, commencing on (Date) \_\_\_\_\_, 2 \_\_\_\_\_. 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/Title
_____	_____ / _____
Address	Work Telephone      Cell Phone
_____	
Email	

Contact(s):

1. _____	2. _____
Print full name	Print Full Name
_____ / _____	_____ / _____
Work Telephone      Cell Phone	Work Telephone      Cell Phone

Please contact me about renewing this in one year.



## POLICE DEPARTMENT

### INSTRUCTIONS FOR LETTERS OF AUTHORITY

1. The California Penal Code provides that private property owners may authorize local law enforcement to arrest trespassers under certain provisions. A Letter of Authorization 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 mail - Call (831) 420-5870
  - b. In person - At 155 Center Street.
  - c. Website - <http://www.cityofsantacruz.com/government/city-departments/police/permits-and-forms>
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 there may be contact with the police department and is in agreement to the arrangement. To be valid, the **ORIGINAL FORM** must be submitted to the police department in person or by mail to 155 Center Street, Santa Cruz, CA. 95060.
4. 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 signage.
5. When the completed form is delivered to the department, Records personnel will provide a copy of the form to the requester upon request.
6. The Records Section will enter the information into our computerized Records Management system and file appropriately.
7. The Letter of Authority is valid for one year only, and expires on January 31st of every year. The requester is responsible to obtain forms and request continued active prevention.

**RETURN THE ORIGINAL FORM TO SANTA CRUZ POLICE DEPARTMENT;  
COPIES WILL NOT BE ACCEPTED AS A SUBSTITUTION FOR THE ORIGINAL.**