



CHARLOTTESVILLE POLICE DEPARTMENT

606 E. Market St. Charlottesville, Virginia 22902

434-970-3280



Private Property Trespass Enforcement Letter Designation of Person(s) in Charge of Real Property

Directions: Mail completed form to above listed address c/o: Field Operations Division Commander.

Name of Business:	Business Address:
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I am the owner of the above referenced property, or I am otherwise a person who has the lawful right of control over the property. I would like to assist the Charlottesville Police Department in dealing with certain public safety issues arising out of the presence of unauthorized persons at this location. I understand that I may authorize officers of the Charlottesville Police Department to act as persons in charge of the property, pursuant to section 20-11 of the Charlottesville City Code. This letter shall serve as my designation and authorization of each of the police officers and special police officers of the City of Charlottesville to act for me in my name, place, and stead as follows:

1. To go or remain upon the property at any time to investigate, prohibit, or enforce laws prohibiting trespassing.
2. To file criminal complaints and obtain warrants charging persons with trespassing on the property.
3. To testify on my behalf in any prosecution related to a trespass arrest.

I ratify and confirm all lawful acts done by the City's police officers by virtue of this designation. I agree to cooperate in any prosecution related to a trespass arrest. Such cooperation shall include, but is not limited to, appearing in court to testify upon request of the Charlottesville Police Department or the Commonwealth's Attorney's Office. I further understand that the Charlottesville Police Department or I may cancel or renounce this designation at any time, by providing written notice to the other party. Finally, I understand and acknowledge that acceptance of this designation does not guarantee or warrant that my property will be free of trespassers or other criminal activity, nor that the police will provide any special attention or added surveillance, security services, or heightened level of response with respect to activities taking place at this property. Also, I understand that the police are not undertaking any special duties or obligations with respect to my property or me or to any third persons who may be present on or at the Property. This designation merely authorizes police officers to act if and when they are in a position to observe a trespass occurring at the Property.

Property Owner(s) Name (<i>print</i>): _____	Signature: _____
Property Owner(s) Name (<i>print</i>): _____	Signature: _____
Contact phone number (<i>primary</i>): _____	(<i>after hours</i>): _____
Date: _____	

For Official Use Only:

Received Date: _____ Approved Date: _____ RMS entry Date: _____

Field Operations Division Commander: Name (*print*): _____

Signature: _____