



CAPITOLA POLICE DEPARTMENT

422 Capitola Avenue, CA 95010 • (831) 475-4242 • (831) 479-8881

TRESPASS LETTER

Date: _____

TO: Chief of Police
Capitola Police Department
422 Capitola Ave
Capitola, CA 95010

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

PROPERTY: STREET NUMBER AND NAME

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 Capitola 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
_____	_____
Address	A.M. Telephone/ P M. Telephone
_____	_____
Contact(s): 1. _____	2. _____
Print Full Name	Print Full Name
_____	_____
A.M. Telephone P.M. Telephone	A.M. Telephone P.M. Telephone
3. _____	4. _____
Print Full Name	Print Full Name
_____	_____
A.M. Telephone P.M. Telephone	A.M. Telephone P.M. Telephone



POLICE DEPARTMENT
“ Dedicated to Community Policing “

INSTRUCTIONS FOR TRESPASS LETTER

1. The California Penal Code provides that private property owners may authorize local law enforcement to arrest trespassers under certain provisions. A Trespass Letter must be on file and signs must be posted.
2. Upon request, a Trespass Letter form may be obtained in the following manner:
 - a. By mail - 422 Capitola Ave; Capitola CA 95010
 - b. By fax - Call (831) 479-8881
 - c. In person - at 422 Capitola Ave, Capitola
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 form must be returned to the police department by mail to 422 Capitola Ave, Capitola CA. 95010, or you may fax the form to (831) 479-8881.
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 assign a case number, enter the information into our computerized Records Management system and file appropriately.
7. The Trespass Letter is valid for one year only. The requester is responsible to obtain forms and request continued active prevention.