

To Whom It May Concern:

Enclosed is the revised Authorization Form for Enforcing the Denver Ordinance Trespass, D.R.M.C. §38-115, for the 2018 and 2019 calendar years. The forms are valid for two (2) calendar years. Complete the required information on the attached form and either email, return the form by USPS, or return the form in person to the District 6 Substation at the address listed below. Be sure to mark the completed form: "Attn: Homeless Outreach Unit."

To prosecute cases for violations of Denver's Trespassing Ordinance more effectively, the Denver Police Department requires officers to follow the below specific procedures prior to making an arrest or issuing a citation:

1. Contact the property owner/agent and receive verbal confirmation that the person is not allowed on the property.
2. This confirmation must be conveyed to the violator.
3. Officers must document the advisement.
4. Failure contacts of that violator after the documented advisement may result in arrest.

Because this procedure requires contact of the property owner/agent by the officer, it is imperative that the contact phone numbers provided on the Authorization Form be accurate. Further, it may be necessary for officers to contact property owners/agents at inconvenient hours. We hope to minimize the inconvenience this causes; however, it is necessary in the proper preparation of these cases. Also, to help make the issuance of the Trespass Agreement Form more efficient, please include an email address in the appropriate field.

An exception to the above procedures is allowed for businesses which are closed during certain hours, and which have limited or restricted public access. Revised signs may be posted which allow officers to make arrests without first contacting the property owner/agent. For example, a business with a fenced parking lot for customer parking only, that is closed from 5 p.m. until 7 a.m., may post signs indicating that any person present in the parking lot during those hours will be subject to arrest for trespassing. Officers do not need to contact the property owner/agent to arrest persons present in the parking lot during the hours that the business is closed. Those signs must conform to the requirements of the ordinance (see below) and they must indicate the hours that the business is closed and that all violators are subject to arrest for trespassing. As described previously, the posting of these signs would allow the police to arrest or charge a violator without first contacting the property owner/agent.

For any calls for service, please call 720-913-2000. For any general trespass questions, please contact Homeless Outreach at 720-913-2821 or e-mail Dist6@denvergov.org.

The Homeless Outreach Team

Posted Trespass Sign Mandatory

D.R.M.C §38-115(c) (1) A "conspicuous sign" shall mean a sign that is at least one square foot in size and sufficiently lighted to be clear and visible and that is posted in a conspicuous location.

(2) "Sufficient notice" that entrance is forbidden shall be established when the lettering on a conspicuous sign is at least one inch in height and contains language that is substantially similar to the following: "Private Property: Keep Out." "Violators Subject to Arrest." "Violators Subject to Arrest Between the Hours of ___ and ___ in accordance with D.R.M.C §38-115 – Trespass."

Denver Police Department/Department of Public Safety
District 6 Substation
1566 Washington St., Denver, CO. 80203
P. 720-913-2000 | D. 720-913-2821
www.denvergov.org/police

Authorization Form for Enforcing the Denver Ordinance Trespass: D.R.M.C. §38-115

I, _____, authorize the Denver Police Department to enforce
(Complainant's Printed Name)
the trespass ordinance, D.R.M.C. §38-115. I have installed "NO TRESPASS" signs on my property. I authorize the Denver Police Department to take action toward any person on my property located in Denver, Colorado who does not have permission to be there. I am also authorizing the Denver Police Department to name me as the signing complainant in my absence. I also agree to appear and testify if subpoenaed.

Signature of Complainant: _____ DATE: _____

Title of Complainant (owner/manager/etc.): _____

Name of Property: _____

Property Address: _____, Denver, CO. _____
(If more than one address, please attach a list of all addresses covered)

Home Phone: _____ Cell Phone: _____ Work Phone: _____

*****IF OWNERSHIP OR MANAGEMENT CHANGES, OR IF CONTACT INFO CHANGES, PLEASE NOTIFY VIA TELEPHONE AT THE NUMBER BELOW, TO ENSURE SUBPOENA INFORMATION IS UP TO DATE*****

Complainant's Mailing Address: _____
(Person who will appear in court) (Local Address) City, State, Zip Code

Complainant's E-Mail Address: _____

Send To: Denver Police Department
Homeless Outreach Team – District 6
1566 Washington Street
Denver, CO 80203

In an emergency, please dial 911. To request an officer to respond to an address (non-emergency), please call (720) 913-2000. For general trespass questions call (720) 913-2821 or e-mail Dist6@denvergov.org.

Completed forms may be dropped off at the District 6 substation (the above address) or e-mailed to Dist6@denvergov.org.

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