

Trespass Agreement Instructions (provided by District 6's CRO):

1. One form must be completed for each address in District 6. **Forms cannot contain multiple addresses.**
2. **The form must be completed fully.** Make sure the **names and dates of birth** of the responsible parties are included on the form.
3. All forms MUST be completed electronically. **Handwritten forms will not be accepted.**
4. All forms must be saved and returned as individual attachments. **Please DO NOT scan them all together as one large attachment.**
5. **Forms must be labeled the following way: Address – Name of signing party (ex: 123 Broadway St – John Smith)**
6. Any forms that are completed for addresses in other Denver Police Districts need to be returned to the CRO of that district. District 6 will not input them for other districts.

Any forms not following these instructions will not be accepted.



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 2024 calendar year. The form is valid for one (1) calendar year. Please complete the form electronically and return it via email to Dist6@denvergov.org or in person at the District 6 station located at 1566 N Washington Street. Handwritten agreements and pictures of agreements (.jpg images) will not be accepted.

By submitting this Authorization Form Enforcing the Denver Ordinance Trespass, you are agreeing to be contacted during and after business hours as needed. In the event the primary contact cannot be reached, please provide a secondary contact that is authorized to make decisions for the property, as well as their contact information in the fields provided.

Accurately completing the Authorization Form is important as it may be necessary for officers to contact property owners/agents at inconvenient hours. We hope to minimize the inconvenience this causes; however, it may be necessary in the proper preparation of these cases.

An Authorization Form is required for each individual address. Please submit multiple forms for multiple addresses. Any single Authorization Form with multiple addresses listed will not be accepted.

It is the Property Owner/Agent's responsibility to post signs on the property which conform to the requirements of the trespass ordinance D.R.M.C. 38-115 (see below).

Example: A business with a fenced parking lot for customer parking only, that is closed from 5 pm until 7 am, may post signs indicating that any person present in the parking lot during those hours will be subject to arrest for trespassing.

For any calls for service or to report a non-emergency problem, please call 720-913-2000. For any general trespass questions, please contact the district station Community Resource Officer at 720-913-2800.

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 Station

1566 Washington St., Denver, CO. 80203

P. 720-913-2800 | F. 720-913-2806

www.denvergov.org/police

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

Property Address: _____
(A separate form is required per address, please submit additional forms for multiple property locations.)

Business or Apartment Complex Name: _____

I, _____ (Primary Complainant's Name) _____ (Date of Birth) authorize the Denver Police Department

to enforce 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.

Title of Complainant (Owner/Manager etc.): _____

Mailing Address: _____
Address City State Zip Code

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

Email Address: _____

Signature of Complainant: _____ DATE: _____

*****IF OWNERSHIP OR MANAGEMENT CHANGES, OR IF CONTACT INFO CHANGES, YOU ARE REQUIRED TO NOTIFY DPD VIA EMAIL at: Dist6@denvergov.org *****

Secondary Contact's Name/Title: _____
(Secondary Complainant's Name) (Date of Birth)

Mailing Address: _____
Address City State Zip Code

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

Email Address: _____

Secondary Contact's Signature: _____ DATE: _____

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) 913-2800 and ask for the Community Resource Officer or e-mail Dist6@denvergov.org.

Please email completed forms to Dist6@denvergov.org

POSTED TRESPASS SIGN MANDATORY

- D.R.M.C §38-115(c)**
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