

DPD District 6 Trespass Agreement Submission Instructions

1. One form must be completed for each address in Denver Police District 6 (D6). **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 to the D6 Community Resource Officer (CRO) team 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 team of that district. District 6 cannot input them for other districts.
7. For any questions or if you are in need of assistance completing the trespassing form for properties in District 6 please contact the D6 CRO team:
 - a) **Technician Kayla Knabe**
kayla.knabe@denvergov.org
(303) 915-5690
 - b) **Technician Glenn Main**
glenn.main@denvergov.org
(720) 614-3923

8. Once the agreement has been accepted by District 6, you can request complimentary, ordinance-approved “No Trespassing” signage by contacting:
 - a) **Colfax Ave Business Improvement District**
Mitch Freund, Operations Director
mitch@colfaxave.com
(303) 832-2086 ext 3



2025 Trespass Agreement
Valid 365 days from date of signature.

To Whom It May Concern:

Enclosed is the revised Authorization Form for Enforcing the Denver Ordinance Trespass, D.R.M.C. §38-115, for 2025. The form is valid for 365 days from date of signature. 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

311 | POCKETGOV.COM | DENVERGOV.ORG | [DENVER 8 TV](http://DENVER8TV)

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

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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