



CRIMINAL TRESPASS AFFIDAVIT



Dear Property Owner/Manager:

The Criminal Trespass Affidavit Program allows property owners or persons responsible for the property and the Dallas Police Department to work together to reduce criminal activities on private property. The Dallas Police Department is authorized by the property owners / managers to remove or arrest persons found on the property when they are not authorized. An individual arrested for trespassing will be charged with a violation of the Texas Penal Code Sec. 30.05, Criminal Trespass. The property owner / manager will be the person formally filing the criminal complaint against the violator(s).

To initiate the program, you, as the property owner or property owner's agent, must complete these steps:

Step 1: Complete the attached document entitled "**Criminal Trespass Affidavit**".

Step 2: Complete the attached **Authorization List**.

Step 3: Return the signed forms to: **Dallas Police Department**
Northeast Patrol Division
Attention Division Commander
9915 E. Northwest Hwy, Dallas, TX, 75238

Step 4: Post appropriate "No Trespassing" or "No Trespassing between Designated Times", signs in prominent locations around your property. (See attached examples)

By participating in this program, Dallas Police Officers will check your property during the normal course of patrolling or while answering a call for police service to the location. Please understand that this does not mean that an officer will be available to check your property on a regular basis. Rather, officers will check the property as time and resources allow.

You will be required to maintain a current Criminal Trespass Affidavit with the Dallas Police Department, which will contain a current Authorization List on who is authorized to be on your property during periods when no one else should be, and your emergency contact telephone numbers. You will be responsible for immediately notifying the Dallas Police Department any time the list, ownership, or management changes. You may be periodically sent renewal forms to determine if you wish to continue participating in this program. At this time, a new "Criminal Trespass Affidavit" form will be completed and signed. Failure to update your Criminal Trespass Affidavit may result in removal from the program. If you determine a Criminal Trespass Warning was given in error, you must contact the Communications Division listed below immediately.

The Dallas Police Department is not responsible for civil litigation that results out of this agreement based on incorrect or incomplete information provided by you or as a result of an arrest. The Dallas Police Department will not make any decisions regarding the use or disposition of your property.

For questions, comments, or concerns, please call the Communications Division Watch Commander at 214-670-5250.

THIS AFFIDAVIT MUST BE COMPLETED IN BLUE OR BLACK INK ONLY



CRIMINAL TRESPASS AFFIDAVIT



My name is _____ I am the
_____ (owner, manager, etc.) of the private property located
at _____, _____ County, Dallas, Texas
_____. I have care, custody, and control of the above referenced private property. I am authorized
to act on behalf of said private property.

I hereby request and authorize the Dallas Police Department to enter the property at said location and, in
my absence, to enforce the criminal trespass statute, Section 30.05 of the Texas Penal Code, against any
person who is not authorized to be on said property. Dallas Police Department officers may act as
“persons with apparent authority to act for the property owner” to notify any person who is not
authorized to be on said property that his entry is forbidden and to leave the property immediately or
face possible arrest pursuant to the criminal trespass statute. Appropriate “no trespassing” signs have
been posted on the property at locations that are reasonably likely to come to the attention of intruders,
in accordance with the criminal trespass statute.

In addition, my designee or I will fully cooperate in the prosecution of anyone who is arrested for
criminal trespass pursuant to this affidavit program.

Signature

Business Address

Printed Name

City, State, Zip Code

After Hours Contact Telephone Number

Business Telephone Number

For Dallas Police Department Use Only

Case Number

RA/BEAT/DISTRICT



CRIMINAL TRESPASS AFFIDAVIT



This permission is given voluntarily and is hereby effective from the date that this document is received and accepted by the Dallas Police Department, until two years have passed, a change in ownership/authorized personnel occurs, or revoked in writing to the **Dallas Police Department, Northeast Patrol Division, 9915 E. Northwest Hwy, Dallas, TX, 75238, Attention: Division Commander**, whichever comes first. I understand that this document is a government public record. I understand that the City of Dallas, the Dallas Police Department, and its officers or employees are not responsible criminally or civilly for acting on my behalf based on this agreement. By signing and authorizing this agreement I agree to hold City of Dallas, the Dallas Police Department, and its officers or employees harmless for the good faith execution of this document. I agree to notify the Communications Division at 214-670-5250 immediately if I discover a Criminal Trespass Warning was given in error.

I agree to provide the Dallas Police Department an updated affidavit, at least every 2 years or in the event there are changes to ownership, emergency contact telephone numbers, or authorized persons change. It is my responsibility to immediately notify the Dallas Police Department in writing to **Dallas Police Department, Northeast Patrol Division, 9915 E. Northwest Hwy, Dallas, TX, 75238, Attention: Division Commander**, any time the authorization list, ownership, or management changes. Failure to update my authorization list or return an updated agreement form may result in removal from the program. I understand that the Dallas Police Department may terminate this program and agreement at any time without notice or reason given.

Signature

Date

Print Name

DL/ID#/State/Date of Birth

Relationship to property / business (owner / leasee, / manager)

“I, _____, Badge Number _____, a police officer for the Dallas Police Department, as described in Article 2.12(3) of the Texas Code of Criminal Procedure, have administered this oath to the above noted individual while in the performance of my assigned job duties, as authorized by Section 602.002(7) of the Texas Government Code.”

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ A.D. _____

Officer's Signature

For Dallas Police Department Use Only

Case Number _____

Reporting Area _____



CRIMINAL TRESPASS AFFIDAVIT



AUTHORIZATION LIST

Property / Business name: _____

Property Location: _____

_____ County, Dallas, TX. _____

The following individuals are authorized to be on the above property at the specified time or day:

#	Name	R a c e	S e x	D/O/B	Address	Telephone Number	Time of Day Allowed on Property
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

(Attached additional list if needed)

Signature

Date

Print Name

DL/ID#/State/Date of Birth

Note: A CTA expires in a maximum of two years from date signed or anytime a change is made, and a new list is on file with the Dallas Police Department.

For Dallas Police Department Use Only

Case Number _____

Reporting Area _____



CRIMINAL TRESPASS AFFIDAVIT



Examples of Trespass Signs:

Private Property

No

Trespassing

(All Hours)

Violators will be Prosecuted

Section 30.05 Texas Penal Code



CRIMINAL TRESPASS AFFIDAVIT



No Trespassing

**Between 12:00am and 6:00am
Daily**

Violators will be Prosecuted

Section 30.05 Texas Penal Code



CRIMINAL TRESPASS AFFIDAVIT



No Trespassing

CUSTOMERS ONLY

**ALL OTHER WILL BE
PROSECUTED**

Section 30.05 Texas Penal Code



CRIMINAL TRESPASS AFFIDAVIT



This permission is given voluntarily and is hereby effective from the date that this document is received and accepted by the Dallas Police Department, until revoked in writing to the **Dallas Police Department, Northeast Patrol Division, 9915 E. Northwest Hwy, Dallas, TX, 75238, Attention: Division Commander**. I understand that this document is a government public record. I understand that the City of Dallas, the Dallas Police Department its' officers or employees are not responsibly criminally or civilly for acting on your behalf based on this agreement. By signing and authorizing this agreement you agree to hold City of Dallas, the Dallas Police Department its' officers or employees harmless for the good faith execution of this document. I agree to notify the contact person immediately if I discover a Criminal Trespass Warning was given in error.

I agree to provide the Dallas Police Department a letter updating my Authorization List and emergency contact telephone numbers at least annually or anytime the names of authorized persons changes. I will be responsible to immediately notify the Dallas Police Department in writing to **Dallas Police Department, Northeast Patrol Division, 9915 E. Northwest Hwy, Dallas, TX, 75238, Attention: Division Commander**, any time the Authorization List, ownership or management changes. Failure to update your Authorization List or return an updated Agreement form may result in removal from the program. I understand that the Dallas Police Department may terminate this program and agreement at any time without notice or reason given.

Signature

Date

Print Name

Driver's License Number

Relationship to property / business (owner / lessee, / manager)

Before ME, the undersigned Notary Public, on this day personally appeared this affiant, proved to me to be the person whose name is subscribed to the foregoing instrument, who being by me duly sworn on his oath deposed and said that every statement and information contained herein is within his personal knowledge and true and correct.

SUBSCRIBED AND SWORN TO BEFORE ME, under my hand and seal of office this ____ day of _____ A.D., 20____.

NOTARY PUBLIC, in and for the State of Texas

For Dallas Police Department Use Only

Case Number _____ Reporting Area _____