



## 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, (Attached is a copy of the criminal offense for your review.) 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**  
**Southeast Patrol Division**  
**Attention Division Commander**  
**725 N. Jim Miller Road Dallas, Texas 75217**

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.

At least once every two years or when names of authorized persons changes, you will be required to provide the Dallas Police Department a letter updating your Authorization List on who is authorized to be on your property during periods when no one else should 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 sign. Failure to update your Authorization List or return an updated Agreement form may result in removal from the program. If you determine a Criminal Trespass Warning was given in error you must contact the person 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.



**CRIMINAL TRESPASS AFFIDAVIT**



My name is \_\_\_\_\_ I am the \_\_\_\_\_ of the private property located at \_\_\_\_\_, 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. Property Name \_\_\_\_\_.

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)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(After Hours Contact Telephone Number)

\_\_\_\_\_  
(Business Telephone Number)

**For Dallas Police Department Use Only**

\_\_\_\_\_  
Case Number (to be filled out by DPD)

\_\_\_\_\_  
Reporting Area (To be filled out by Crime Analyst)



**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, Southeast Patrol Division, 725 N. Jim Miller Road Dallas, Texas 75217, 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, Southeast Patrol Division, 725 N. Jim Miller Road Dallas, Texas 75217, 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 / 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** \_\_\_\_\_

Case Number (to be filled out by DPD)

Reporting Area (To be filled out by Crime Analyst)



**CRIMINAL TRESPASS AFFIDAVIT**



**Authorization List**

Property / Business name: \_\_\_\_\_

Property Location: \_\_\_\_\_

Dallas, TX. \_\_\_\_\_

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

#	Name	Race	Sex	Date of birth	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

\_\_\_\_\_  
Driver's License Number

**Note: An Authorization List expires in a maximum of one year 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 \_\_\_\_\_

Case Number (to be filled out by DPD)

Reporting Area (To be filled out by Crime Analyst)





**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**



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\_\_\_\_\_  
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** \_\_\_\_\_