



Michael B. Hancock
Mayor

CITY AND COUNTY OF DENVER

DEPARTMENT OF SAFETY

DENVER POLICE DEPARTMENT
ADMINISTRATION BUILDING
1331 CHEROKEE STREET
DENVER, COLORADO 80204-2787
PHONE: (720) 913-2000

November 12, 2015

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 2016 and 2017 calendar years. The forms will now be valid for two (2) calendar years. As indicated on the form, fill in the required information and return it by mail to the address listed. Completed forms may also be returned in person at the District 6 Substation at 1566 Washington St. Denver, CO. 80203. Be sure to mark the completed form Attn: Officer Lombardi, 01011.

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

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. Future 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 in the following years 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 in order 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 bottom of Authorization Form) 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.

Thank you for your attention to this matter. Should you have any questions, please contact Officer Lombardi at 720-913-2800.

Sincerely,

Vincent Lombardi, 01011
Officer, Denver Police Department

Valid through the 2016/2017 Calendar Years

Denver Police Department
District 6
ATTN: Officer Vincent Lombardi, 0101 I

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

I, _____, authorize the Denver Police
(Complainant's Printed Name)

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.

Signature of Complainant: _____

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

Name of Property: _____

Property Address:
(If more than one address please attach a list of all addresses covered)

_____ Denver, Co. _____
Zip Code

Home Phone No.: _____

Work Phone No.: _____

Cell Phone No. _____ Fax No.: _____

**** 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: Ofc. Vincent Lombardi
Denver Police Department
District 6 Station
1566 Washington, St.
Denver, CO 80203

Telephone Contact: (720) 913-2800
E-Mail Contact: Vincent.Lombardi2@denvergov.org

Completed form may also be dropped off at the District 6 Substation at 1566 Washington St. Denver, CO. 80203. Please include an email address for the complainant. Trespass agreements will be conducted through email in the future.

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."