



SANTA CRUZ POLICE DEPARTMENT
155 Center Street, Santa Cruz, CA 95060 • (831) 420-5870

LETTER OF AUTHORITY

TO: Chief of Police
Santa Cruz Police Department 155
Center Street
Santa Cruz, CA 95060

DATE: _____

I am the owner or owner's agent in lawful possession of certain real property located in the City of Santa Cruz.
Specific and full address(s):

Street Number & Name	
Suite Number	
Business Name	

Additional addresses may be attached. Please list each included unit; do NOT use ranges.

I hereby request that the Santa Cruz Police Department enforce the trespass provisions of the California Penal Code and/or the Santa Cruz Municipal Code with respect to the listed property when the property is closed to the public and posted as being closed. I expressly authorize your officers to, pursuant to the Municipal Code or Penal Code, arrest and/or issue citations to trespassers during the following period starting on the date this letter is received by the Police Department and ending on **January 31st, 2025**.

To the greatest extent permitted by law, I agree to indemnify, defend, and hold harmless the City of Santa Cruz, its officials, officers, employees, agents, and volunteers (collectively, "Indemnitees") from and against any and all liability, claim, action, loss, injury, damage, judgment, or expense, including attorneys' fees and costs ("Losses") caused by or resulting from actions taken to implement or enforce this request for assistance and trespassing enforcement letter, except to the extent such Losses are caused by the sole or active negligence or willful misconduct of Indemnitees.

I understand it is my responsibility to renew this authorization when it expires.

Requester's Signature: _____ **Name/Title:** _____

The following information provides the Santa Cruz Police Department with the ability to contact me or persons with authority to respond in my absence.

First Contact (Required)

Name	
Work Phone	
Cell Phone	
E-mail	

Second Contact (Optional)

Name	
Work Phone	
Cell Phone	

Mailing Address for LOA Renewal Letter

Name	
Address Line 1	
Address Line 2	
City/State/Zip	



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ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of _____)

On _____ before me, _____,
(insert name and title of the officer)

personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)



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INSTRUCTIONS FOR LETTERS OF AUTHORITY

1. The California Penal Code provides that private property owners may authorize local law enforcement to arrest trespassers under certain provisions. A Letter of Authorization must be on file and signs must be posted.
2. Upon request, a Letter of Authority form may be obtained in the following manner:
 - a. Website - <https://www.cityofsantacruz.com/government/city-departments/police/permits-and-forms/trespass-letter-of-authority>
 - b. By mail - Call (831) 420-5870
 - c. In person - At 155 Center Street.
3. The form must be **notarized** and must contain the requester's name, address and telephone number. The requester may provide one alternate contact person who is aware there may be contact with the police department and agrees with the arrangement. This form **can be submitted to the Santa Cruz Police Department in the following ways:** emailed to SCPDLOA@santacruzca.gov (preferred), by fax at 831-420-5871, in person or by mail to: 155 Center Street, Santa Cruz, CA, 95060.
4. Signs on the property are required. The owner or owner's agent must provide and post a "No Trespass" sign on the property. These signs are available at hardware or lumber stores. The Santa Cruz Police Department does not provide signage.
5. When the completed form is delivered to the Santa Cruz Police Department, you may request a copy of it from Records personnel.
6. The Santa Cruz Police Department Records Section will enter the information into our computer database and file the form appropriately.
7. The Letter of Authority is valid from the time it is received by the Santa Cruz Police Department Records Section until the expiration date which occurs on January 31st of every year. The requester is responsible for renewing the Letter of Authorization upon expiration.

RETURN THE FORM TO THE SANTA CRUZ POLICE DEPARTMENT VIA EMAIL AT SCPDLOA@santacruzca.gov (PREFERRED), BY FAX, IN PERSON OR BY MAIL TO 155 CENTER STREET, SANTA CRUZ, CA 95060.