



## 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, Texas 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, Texas 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, Texas 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**



**ADDITIONAL ADDRESS LIST**

**Please use the below space to list all additional addresses associated with the “Property” or Business”. This is only for property that has the same name but may use multiple addresses. It is not for a large company to list multiple addresses that have different business or property names.**

**Exact Address Number      Complete Street Name (Include any N., S. E. W. designators  
and include St., Dr., Blvd., Ave., etc)**

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**For Dallas Police Department Use Only**

**Case Number** \_\_\_\_\_

Case Number (to be filled out by DPD)

**Reporting Area** \_\_\_\_\_

Reporting Area (To be filled out by Crime Analyst)