

Roy City Police Department

Re: LETTER OF AGENCY / TRESPASS ARREST AUTHORIZATION

Dear Roy City Business and Property Owners:

In order to better protect your business or property from unlawful trespassers, the Roy City Police Department has implemented a Letter of Agency Program. By completing the attached Letter of Agency, owners, managers, or tenants of a property authorize Roy City police officers to arrest and remove any person present on their property without lawful business.

In order to participate in the Program, your property must adhere to the following guidelines:

Business and Commercial Property Owners:

1. A Letter of Agency must be signed by the business and/or property owner and on file at the Roy City Police Department. The Letter is valid in perpetuity unless otherwise specified or the owner listed on this application is no longer in control of said property.
2. Your property must be posted with a sign prohibiting trespassing when property is closed to the public.
3. During regular business hours, you or your agent will be required to sign a private person's arrest form to arrest a trespasser on your property.

Residential Property and Apartment Complex Owners:

1. A Letter of Agency must be signed by the business and/or property owner and on file at the Roy City Police Department. The Letter is valid in perpetuity unless otherwise specified or the owner listed on this application is no longer in control of said property.
2. Your residential property must be posted with a sign prohibiting trespassing except for owners, tenants, or their invited guests.

In addition to these requirements, you may also be required to appear in court if a person is arrested on your property for trespassing.

If you wish to participate in the Program, please complete the attached Letter of Agency. You will return it to the Roy City Billing/Utilities department, in person, with the amount due for the signs. You will then take your receipt to the streets department where you can pick up your sign(s). If you have any questions regarding the Letter of Agency Program, please contact the Roy City Police Department Records Division.

Thank you for your cooperation.

Roy City Police Department
5051 South 1900 West Roy, Utah 84067
Telephone: 801-774-1100
Fax: 801-774-1017
E-mail: pd@royutah.org

LETTER OF AGENCY (TRESPASS ARREST AUTHORIZATION)

Begin Date

End Date

is in perpetuity unless otherwise noted, or, until applicant is no longer in control of the property listed on this form.

Your name:

I am the: **Owner** **Owner’s Agent** **Person in Lawful Possession**

of this Property / Business (*business name and address of property*):

This property is: **Commercial/Business** **Residential / Apartment Complex** **Vacant Lot**

Mailing address (*if different from property address*):

E-mail address:

Home / Emergency Phone:

Business Phone:

On-site Contact Person / Property Manager (*if applicable*):

I hereby authorize officers of the Roy City Police Department to arrest for criminal trespass (under UCA 76-6-206) any person found on the above-described property without my consent or without lawful purpose. I also hereby request officers of the Roy City Police Department to ask any person to leave the above-described property at any time such property is not open to members of the general public and, if applicable, where such person is: (1) not a tenant lawfully in possession of the property or any part thereof pursuant to a lease, sublease or rental agreement executed by myself or my agent, or (2) where such person has not entered upon the property and/or does not remain on the property at the invitation of and/or consent of myself, my agent, or any tenant. I certify that:

The above-described commercial / business property is closed at all times to members of the general public and is currently posted as being closed to members of the general public.

The above-described commercial / business property is closed to members of the general public between the hours of and , and currently posted as being closed to members of the general public between the hours of and .

The above-described residential property / apartment complex is closed to trespassers and currently posted as being closed to trespassers.

It is my intent to cause arrest, removal, or advisement of all persons under authority of UCA 76-6-206 beginning on the date listed above. I also acknowledge that in order to enforce UCA 76-6-206, it is my duty to assist in the prosecution of all persons who trespass on my property. This obligation includes testifying in court if and when any case is to proceed to trial. **I understand that this letter is valid in perpetuity unless a specific date is otherwise specified, or until such a time I no longer maintain control of said premise at which time this authorization will be considered null and void.**

Signature:

Date:

Signs must be constructed of 12" x 18" aluminum sheeting, with red print, on a reflective white background. The sign face shall be, at a minimum, engineer grade reflective vinyl with a red or translucent red print. Sign should be affixed to a galvanized steel post and when installed the top of the sign should be approximately 6' above the ground.

Signs are required at each entrance to a property.

Property owners may elect to purchase signs and posts from Roy City. Depending on your individual property need, signs are \$22.50, galvanized steel posts are \$59.62, and the insert is \$20.80; a total of \$102.92 sign/post/insert combo.

Property owners may also have them manufactured by a sign company of their choice at their cost. Property owners are responsible for installation.

I would like to purchase signs directly from Roy City.

I need signs for a total cost of \$

I need posts for a total cost of \$

I need inserts for a total cost of \$

Total cost of \$ for signs, posts, and/or inserts.

I will contact a sign company of my choice to have the signs constructed.

