

OTHER REQUIREMENTS INSTALL NO TRESPASS SIGNAGE

Your property *must* be posted with signs stating **NO TRESPASSING**. It must also refer to the ordinance, Salem Revised Code as **SRC 95.550**. Do not add other verbiage to the sign. You are responsible for the purchase of the sign.



PARTICIPATION DOES NOT INFER EXTRA PATROL

Your signed consent authorizes officers to take trespass enforcement action on your behalf. The police department must first be notified of the situation by a neighbor or concerned citizen, for example.

PARTICIPATION REQUIRES YOUR PRESENCE IN COURT IF AN ARREST OCCURS ON YOUR PROPERTY

In some cases, officers are able to resolve trespass complaints without arresting the involved subject. However, there are situations where the officer has no choice but to cite or arrest an alleged offender. In those instances, you will be expected to participate in any resulting legal action.

NOTIFICATION IS REQUIRED IF PROPERTY OWNERSHIP CHANGES

If the status of your property changes in any way, you must notify the police department as soon as possible and arrange for your trespass letter of consent to be updated or removed from our files.

RENEWAL

The TLC expires one year from the first day of the month in which the authorization was granted. It is the property owner's responsibility to submit a renewal application. Applications are available at the Salem Police Department or online at www.cityofsalem.net/police.

SALEM REVISED CODE - SRC 95.550

- (A) It shall be unlawful for any person to enter or remain in or upon premises when the premises, at the time of such entry or remaining, are not open to the public, or when the entrant is not otherwise licensed or privileged to so.
- (B) It shall be unlawful for any person to fail to leave premises that are open to the public after being lawfully directed to do so by the person in charge.
- (C) It shall be unlawful for any person, with the intent to cause substantial inconvenience to the owner or to another person, and having no right to do so, nor reasonable ground to believe that he has such right, to tamper or interfere with or damage property of another.
- (D) It shall be unlawful for any person to enter premises that are open to the public after being lawfully prohibited from entry to the premises.

SRC 95-548 DEFINITIONS As used in SRC 95.548 and 95.550, except as the context requires otherwise:

- (A) **Open to the public** means premises which by their physical nature, function, custom, usage, notice, or lack thereof, or other circumstances, at the time would cause a reasonable person to believe that no permission to enter or remain is required.
- (B) **Person in charge** means a person, his representative or his employee of the person who has lawful control of the premises by ownership, tenancy, official position or other legal relationship. It includes, but is not limited to the person or holder of a position, designated as the person or position-holder in charge by the Governor, board, commission of governing body of any political subdivision of this state.
- (C) **Premises** includes any building and any real property, whether privately or publicly owned.

SALEM POLICE DEPARTMENT

FOR QUESTIONS ABOUT THE TRESPASS LETTER
OF CONSENT PROGRAM, CALL 503-588-6175.

TRESPASS LETTER OF CONSENT PROGRAM



SALEM POLICE DEPARTMENT TRESPASS LETTER OF CONSENT



A TRESPASS ENFORCEMENT PROGRAM
FOR COMMERCIAL OR VACANT
PROPERTIES IN THE CITY OF SALEM

WHAT IS A TRESPASS LETTER OF CONSENT?

A Trespass Letter of Consent (TLC) is a document which allows a police officer to take trespass enforcement action on your behalf without first contacting you.

Police officers do not normally have the authority to go onto private property, which is not open to the public, and remove individuals or request they leave the property. The consent or authority of the property owner or manager is needed.

If an officer observes someone on private property when the business is closed or a problem is reported by someone who does not have the authority to sign a trespass complaint, the police department must first contact the person who is legally responsible for the property before taking any arrest action.

A TLC gives Salem Police officers permission to act on behalf of the property owner or manager in trespass situations, even if immediate contact with the property owner is not possible.

INDICATE WHICH OF THE FOLLOWING STATEMENTS DESCRIBES YOUR PROPERTY TO DETERMINE IF IT QUALIFIES FOR A TLC:

COMMERCIAL PROPERTY

- Owner and occupant of a commercial property
- Non-occupant owner of a commercial property and acts as property manager
- Owner of a vacant commercial property
- Commercial property manager or person responsible for the property
- Person responsible for a property under construction. (Note: The property must have an assigned street address.)

RESIDENTIAL PROPERTY

- Owner of a vacant property
- Person responsible for a property under construction. (Note: The property must have an assigned street address.)

If any of the above descriptions applies to your property, you may qualify for a TLC.

MULTI-FAMILY HOUSING PROPERTY

Multi-family housing properties **do not qualify** for this program.

If you have circumstances not addressed above, contact the

Salem Police Department at 503-588-6175.

COMPLETE THE APPLICATION AND RETURN VIA STANDARD MAIL OR EMAIL TO:

SalemPolicePR@cityofsalem.net

Salem Police Department Attn: TLC Program

333 Division ST NE • Salem, OR 97301

Once your application is received it will be reviewed by staff. If upon review of the application, your property does not qualify or additional information is needed, you will be contacted by telephone. Be aware it may take up to two weeks to process your application. You will be notified by telephone upon application acceptance.

REMEMBER:

- ONLY ONE ADDRESS PER TLC APPLICATION -

TRESPASS LETTER OF CONSENT APPLICATION

FOR OFFICE USE ONLY		
EXPIRATION DATE - MO / YR	STREET NAME	PERMIT NO.
DATE ENTERED	ENTERED BY - LAST NAME, SIERRA	POLICE DISTRICT

APPLICATION TYPE: INITIAL RENEWAL **ALL FIELDS MUST BE COMPLETED.**

COMMERCIAL PROPERTY

PROPERTY NAME			
PROPERTY ADDRESS	SALEM, OR		ZIP
BUSINESS PHONE	AFTER HOURS PHONE		
APPLICANT NAME			DATE OF BIRTH
MAILING ADDRESS, IF DIFFERENT THAN ABOVE	CITY	ZIP	
HOME PHONE	BUSINESS PHONE	CELL PHONE	EMAIL ADDRESS
SECONDARY CONTACT			DATE OF BIRTH
HOME PHONE	BUSINESS PHONE	CELL PHONE	

APPLICATION TYPE: INITIAL RENEWAL **ALL FIELDS MUST BE COMPLETED.**

RESIDENTIAL PROPERTY

OWNER NAME			DATE OF BIRTH
PROPERTY ADDRESS	SALEM, OR		ZIP
MAILING ADDRESS, IF DIFFERENT THAN ABOVE	CITY	ZIP	
HOME PHONE	BUSINESS PHONE	CELL PHONE	EMAIL ADDRESS
SECONDARY CONTACT			DATE OF BIRTH
HOME PHONE	BUSINESS PHONE	CELL PHONE	

By affixing my signature to this document I am identifying myself as the responsible party for the property listed above and do hereby designate all police officers employed by the City of Salem as my agent and representative for the purpose of enforcing sections 95.548 through 95.550 of the Salem Revised Code.

I further understand and agree that as the responsible party for the property, I will:

- Appear in a court of law for any proceedings related to the enforcement of this TLC.
- Notify all occupants or tenants of my participation in the TLC program.
- Immediately notify the police department of any changes to property status.

Unless revoked by the Salem Police Department, this authorization shall continue in force for one year from the first day of the month in which the authorization was granted. (e.g., an application approved on October 15 will expire October 1 of the following year.)

APPLICANT SIGNATURE: _____ DATE: _____