



Richmond Police Department  
200 W. Grace Street  
Richmond, VA 23220

**Location ID Number** \_\_\_\_\_

(Completed by Operations Office)

Officer: \_\_\_\_\_

(Print Name)

Officer Code Number: \_\_\_\_\_

Precinct: \_\_\_\_\_

**TRESPASSING ENFORCEMENT AUTHORIZATION LETTER**

My/Our name is \_\_\_\_\_, I am the \_\_\_\_\_  
(Manager, Owner, Tenant, Etc.)

This letter concerns:

\_\_\_\_\_  
(Street Number)      (Direction)      (Street Name)      (St, Ave, Rd.)

Which is a \_\_\_\_\_ on beat \_\_\_\_\_  
(Type of Building, i.e. apartments, business, residence etc.)

By my initial, I/We hereby authorize sworn law enforcement personnel of the Richmond Police Department to serve as the person lawfully in charge of my/our property located in the City of Richmond for purposes of enforcing the trespassing laws of the Commonwealth of Virginia and the City of Richmond. \_\_\_\_\_  
(Initial and Date)

By my initial, I/We authorize sworn law enforcement personnel of the Richmond Police Department to serve as the person lawfully in charge of my/our property located in the City of Richmond for purposes of serving written notice and enforcement of the trespassing laws of the Commonwealth of Virginia on my/our property pursuant to Va. Code Sec. 55-248.31:01. \_\_\_\_\_  
(Initial and Date)

I acknowledge that a signed copy of this authorization will be retained on file with the Richmond Police Department. I understand that this request for enforcement and authorization to act as my/our agents may be rescinded at any time. I agree to provide dated, written notice regarding such rescission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Additionally, I understand that while the Richmond Police Department will try to handle matters in such a way that I do not have to appear in court, it may become necessary for me to appear and testify in court. I agree to appear or send my representative to appear on my behalf. If it is necessary the subpoena should be sent to:

\_\_\_\_\_  
(Full Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip code)

\_\_\_\_\_  
(Phone)