



Victoria Police Department Criminal Trespass Affidavit Program

Dear Property Owner/Manager:

The Criminal Trespass Affidavit Program allows property owners or persons responsible for the property and the Victoria Police Department to work together to reduce criminal activity on private property. The Victoria Police Department is authorized by the property owners and/or 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 document entitled "Criminal Trespass Affidavit Program Participation Form".

Step 2: Complete the document entitled "Criminal Trespass Affidavit".

Step 3: Complete the "Authorization List".

Step 4: Return the signed forms to: **Victoria Police Department**
Attn: Records Division
306 S. Bridge St.
Victoria, TX 77901

Step 5: 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, Victoria 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 but will check the property as time and resources allow.

You will be required to maintain a current Criminal Trespass Affidavit with the Victoria 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 Victoria 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 Records Division immediately at 361-485-3700.**

The Victoria 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 Victoria Police Department will not make any decisions regarding the use or disposition of your property.

For questions, comments, or concerns about this program, please call the Community Engagement Unit at 361-485-3808.



VICTORIA POLICE DEPARTMENT

Criminal Trespass Affidavit Program

Participation Form



This permission is given voluntarily and is hereby effective from the date that this document is received and accepted by the Victoria Police Department, until two years have passed, a change in ownership/authorized personnel occurs, or revoked in writing to the ***Victoria Police Department, Records Division, 306 S. Bridge St., Victoria, Texas 77901***, whichever comes first. I understand that this document is a government public record. I understand that the City of Victoria, the Victoria 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 the City of Victoria, the Victoria Police Department, and its officers or employees harmless for the good faith execution of this document. I agree to notify the Police Records at 361-485-3700 immediately if I discover a Criminal Trespass Warning was given in error.

I agree to provide the Victoria 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 Victoria Police Department in writing at the ***Victoria Police Department, Records Division, 306 S. Bridge St., Victoria, Texas 77901***, 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 Victoria Police Department may terminate this program and agreement at any time without notice or reason given.

Signature

State / DL (ID) Number

Printed Name

Address w/ Suite # if applicable (include City, State, Zip)

Business Telephone Number

After Hours Telephone Number

SWORN TO and SUBSCRIBED before me this _____ day of _____, 20_____.

(Seal)

Notary Public in and for The State of Texas



VICTORIA POLICE DEPARTMENT

Criminal Trespass Affidavit



My full legal name is _____.

I am the _____ of the private property located at _____, Victoria, Texas which is located within the city limits of the City of Victoria. I have care, custody, and control of the above referenced private property and am authorized to act on behalf of said private property.

(Owner, Manager, etc.)

(Business Name & Physical Address)

I hereby request and authorize the Victoria 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. Victoria 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

State / DL (ID) Number

Printed Name

Address w/ Suite # if applicable (include City, State, Zip)

Business Telephone Number

After Hours Telephone Number

SWORN TO and SUBSCRIBED before me this _____ day of _____, 20_____.

(Seal)

Notary Public in and for The State of Texas



VICTORIA POLICE DEPARTMENT

Criminal Trespass Affidavit Program

Authorization List



Business Name / Property Address: _____

The following individuals are authorized to be on the above listed property at the specified time or day:

| | | |
|----------------------------|---------|--------------------------|
| Name / Sex / Date of Birth | Address | Time allowed on property |
| Name / Sex / Date of Birth | Address | Time allowed on property |
| Name / Sex / Date of Birth | Address | Time allowed on property |
| Name / Sex / Date of Birth | Address | Time allowed on property |
| Name / Sex / Date of Birth | Address | Time allowed on property |
| Name / Sex / Date of Birth | Address | Time allowed on property |
| Name / Sex / Date of Birth | Address | Time allowed on property |
| Name / Sex / Date of Birth | Address | Time allowed on property |

Signature

State / DL (ID) Number

Printed Name

Date

Business Telephone Number

After Hours Telephone Number

This Authorization List expires one year from date signed or at the time a change is made, and a new list is on file with the Victoria Police Department.

Private Property

No

Trespassing

(All Hours)

Violators will be Prosecuted
Section 30.05 Texas Penal Code

Private Property

No

Trespassing

After Business Hours

Violators will be Prosecuted
Section 30.05 Texas Penal Code

No Trespassing

**RESIDENTS and
ACCOMPANIED
GUESTS ONLY**

**ALL OTHERS WILL BE
PROSECUTED**

Violators will be Prosecuted
Section 30.05 Texas Penal Code