



LETTER OF AGENCY
(TRESPASS ARREST AUTHORIZATION)
ONTARIO CITY POLICE DEPARTMENT



Date \_\_\_\_\_

To: Ontario City Police Phone (541) 881-3237
444 SW 4th Street Fax (541) 889-3026
Ontario, OR 97914 Attn: Police Records - liz.amason@ontariooregon.org

OWNER'S AUTHORIZATION FOR THE ONTARIO CITY POLICE DEPARTMENT TO ACT AS AGENT UNDER ORS 164.245 - CRIMINAL TRESPASS II.

I, \_\_\_\_\_ being the [ ] owner, [ ] \*lessee or [ ] \*manager of the premises located in Ontario Oregon at:

(Provide complete address including number & street, unit (if applicable))

This property is a: [ ] house [ ] apartment [ ] commercial building [ ] vacant lot

Do hereby designate each and every Police Officer and/or Community Service Officer now or hereafter employed by the City of Ontario as my agent for the purpose of enforcing Oregon Revised Statutes Criminal Code 164.205 to 164.270 and City of Ontario Municipal Code 6.1.9 to contact and trespass individuals when the property in question is being used for other than its intended purpose, i.e., camping or sleeping in a parking lot.

I agree to indemnify, defend, and hold harmless the City of Ontario in the event of any claim for damage or injury resulting from the City's removal of trespassing subjects, except in cases of gross negligence or willful misconduct by the City of Ontario. I further agree to indemnify, defend, and hold harmless the City of Ontario in the event of any claim asserting that the undersigned did not have the proper authority to exclude others from the subject premises and/or that such removal constitutes a violation of the removed party's civil rights.

I hereby request and authorize the Ontario City Police to request any and all persons that are believed to be trespassing, loitering, vandalizing or otherwise misusing the above referenced property, to leave the premises or issue trespass warnings as requested by any current tenant. I agree to have the persons trespassed from the entire property.

This authorization shall continue in full force and effect for one year from the date signed or revoked in writing and said writing is duly delivered to the City of Ontario-Police Department. Authorizations will need to be renewed annually. If the property in question or the business is sold, the owner will contact the Ontario City Police and notify them of the change in ownership.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature

Printed Name

Your mailing address: \_\_\_\_\_
Street Address, City, State, Zip Code

Phone #1

Phone #2

\*If not property owner, rental agreement between owner and lessee must be provided to determine trespass rights.

## **GUIDELINES FOR LETTER OF AGENCY**

Dear Business or Residential Property Owner:

This Letter of Agency program is needed to assist in the prosecution of trespassers. In the future, your property must adhere to the following guidelines:

### **Business Property Owners:**

1. An updated Letter of Agency must be signed and on file at the Ontario Police Department – Records Division. It **must** be renewed once a year.
2. Your property must be posted with a sign prohibiting trespassing. The sign must include the hours your business is closed.
3. During regular business hours, you may be requested to sign a private person's arrest form to arrest a trespasser from your property.

### **Residential Property Owners:**

1. An updated Letter of Agency must be signed and on file at the Ontario Police Department – Records Division. It **must** be renewed once a year.
2. Your residential property must be posted with a sign prohibiting trespassing except for owners, tenants or invited guests.

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

If your property meets these requirements, or when you have made the required changes, please complete the attached Letter of Agency. You may return it to the Police Department by email, fax, mail or in person.

If you have any questions regarding the Letter of Agency, please contact the Ontario City Police Department at 541-473-5125 and ask to speak to a Supervisor on Duty.

Thank you for your cooperation with this program.

Ontario City Police Department  
444 SW 4<sup>th</sup> Street  
Ontario, OR 97914