



***This Letter is a legal Document and cannot be altered in any way.***  
***Please Print***

## TRESPASS ENFORCEMENT REQUEST

TO: Chief of Police, Coeur d'Alene Police Department

FROM: YOUR Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Suite / Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ **\* REQUIRED**

I am the: ☐ Owner ☐ Manager ☐ Other (Specify) \_\_\_\_\_

I, \_\_\_\_\_, as the owner or person having lawful control of business / property name:

\_\_\_\_\_, located at (street address only; no intersections):

\_\_\_\_\_, Coeur d'Alene, Kootenai County, Idaho, hereby authorize the Coeur'd Alene Police Department and its officers to act as my agents in enforcing the provisions of I.C. 18-7008(8). Officers of the Coeur d'Alene Police Department are specifically authorized to make reasonable requests to leave of any persons who refuse to leave in or on the premises at a time or in a place wherein the premises are not open to the public. Furthermore, the officers are authorized to act as agents of the owner in arresting and prosecuting any persons who refuse a reasonable request to leave given by the officers. The property owner agrees to defend and indemnify the City of Coeur d'Alene and its employees from and liability alleged in any civil suit that may arise under the actual express special agency created not amounting to gross negligence. This actual express special agency does not create any liability on the part of the City of Coeur d'Alene or its employees for any damage to real property or personal property or to timely remove persons from the owner's property. The City of Coeur d'Alene will not be liable for any litter, debris, or trash that accumulates during the property owner's absence.

Reasonable requests to leave may be made in person or by posting "**NO TRESPASSING**" signs, which give reasonable notice prohibiting entry onto your property. The statement "**Violators will be prosecuted under I.C. 18-7008(8)**" must be printed on the sign. Signs must be placed at entryways and be highly visible.

This authorization is in effect for one (1) year from the date received by the Coeur d'Alene Police Department. The undersigned owner agrees to notify the Coeur d'Alene Police Department in writing when this authority is revoked or amended and any change in contact information.

For emergency contact purposes, I can be reached by phone after hours at \_\_\_\_\_,  
or by phone during normal business hours at \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

"I certify (or declare) under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct."

\_\_\_\_\_  
(Owner/Agent Signature)

\_\_\_\_\_  
(Date)

***After completing this form, MAIL ORIGINAL to:***

Coeur d'Alene Police Department  
Attn: Trespass Enforcement  
3818 Schreiber Way  
Coeur d'Alene, ID 83815

**ADMINISTRATION USE ONLY**  
**DO NOT WRITE IN THIS BOX**

Date Received: \_\_\_\_\_

Date Expires: \_\_\_\_\_

By: \_\_\_\_\_



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## TRESPASS WARNINGS

The following people have been warned for Trespassing on the property of:

\_\_\_\_\_

Prosecution for Trespass is desired by:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Name of Subject	DOB	Physical Description	Date / Time of Warning	Report #	Officer Name / Badge #

**NOTICE TO BUSINESS EMPLOYEES:** Keep this form in a safe place. Make it available to the Police Officer responding to your call. DO NOT POST IT WHERE THE PUBLIC CAN SEE IT.