

**NEVADA COUNTY  
SHERIFF'S OFFICE**



**Shannan Moon**  
Sheriff/Coroner  
Public Administrator

LETTER OF AUTHORITY

Date: \_\_\_\_\_ Trespass/Case Number: \_\_\_\_\_

To: Sheriff Shannan Moon  
Nevada County Sheriff's Office  
950 Maidu Ave  
Nevada City, CA 95959

AUTHORIZATION UNDER PENAL CODE SECTION 602(o) California Penal Code section 602(o) provides that private property owners, their agents, or those in lawful possession of a property may under certain provisions make a single request for a peace officer's assistance to enforce trespassing laws on the property for a specified period of time, not exceeding twelve (12) months, during which time there is a fire hazard, or the owner, owner's agent, or person in lawful possession is away from the premises or property, or the premises or property is closed to the public and posted as being closed. A Letter of Authority must be on file and specify the need for peace officer assistance.

I am the owner, or owner's agent, or person in lawful possession of certain real property located in the County of Nevada. (Fill in business name and full address):

\_\_\_\_\_. My interest in the property is as follows (e.g. owner, agent, lessee, renter): \_\_\_\_\_.

CHECK THE APPLICABLE SITUATION(S):

The property is currently closed to the public and I have posted the property as being closed to the public. I hereby request and authorize the Nevada County Sheriff's Office to enforce the trespass provisions of California Penal Code section 602(o) with regard to the above listed property. I expressly authorize the Nevada County Sheriff's Office to enter the property listed above to assist in keeping trespassers off the premises, up to and including arrest and/or issuing citations, during the following period that shall not exceed twelve (12) months: (Beginning Date) \_\_\_\_\_; (Ending Date) \_\_\_\_\_. I understand that this authorization expires on the ending date listed above.

I am concerned about possible fire hazard caused by trespassers on the property and expressly authorize the Nevada County Sheriff's Office to enter the property to assist in keeping trespassers off the property, up to and including arrest and/or issuing citations, during the following period that shall not exceed thirty (30) days: (Beginning Date) \_\_\_\_\_; (Ending Date) \_\_\_\_\_. I understand that this authorization expires on the ending date listed above.

I will be absent from the property identified above for a limited period of time and I am concerned about possible unlawful activity caused by trespassers on the property during my absence. I hereby request and expressly authorize the Nevada County Sheriff's Office to enter the property to assist in

keeping trespassers off the property, up to and including arrest and/or issuing citations, during the following period that shall not exceed thirty (30) days: (Beginning Date) \_\_\_\_\_; (Ending Date) \_\_\_\_\_. I understand that this authorization expires on the ending date listed above.

By signing below, it is expressly understood and agreed that this authorization in no way constitutes an assurance by, or reliance on, the Nevada County Sheriff's Office that the property owners, their agent, or those in lawful possession of the property will be protected from trespassers entering and/or causing damage to their property or harm to themselves or others during the period of time this Letter of Authority remains in effect.

REQUESTER: \_\_\_\_\_  
Signature Print full name

\_\_\_\_\_  
Address AM telephone/PM telephone

The following information provides the Nevada County Sheriff's Office with the ability to contact me or persons with authority to respond in my absence.

CONTACT(S): 1. \_\_\_\_\_  
Print contact name AM telephone/PM telephone

2. \_\_\_\_\_  
Print contact name AM telephone/PM telephone

3. \_\_\_\_\_  
Print contact name AM telephone/PM telephone

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#### INSTRUCTIONS FOR LETTERS OF AUTHORITY

1. The form must be completed and contain the requester's name, address, and telephone number. At a minimum, the requester must provide at least one alternate contact person who is aware that there may be contact with the Sheriff's Office and is in agreement to the arrangement. To be valid, the form must be returned to the Nevada County Sheriff's Office:

PATROL LIEUTENANT  
Nevada County Sheriff's Office  
950 Maidu Ave  
Nevada City, CA 95959

Or, you may FAX the form to (530) 470-0439.

2. Upon receipt of the Letter of Authority, it will be assigned a trespass and/or a case number, the information entered into our computerized Records Management System, and filed appropriately.