

## **AMARILLO POLICE DEPARTMENT TRESPASS WARNING INSTRUCTIONS**

The following instructions enable you to trespass a person from property you own or are in control of. Follow the instructions exactly:

- Fill in the blanks on each of the trespass warning forms with the appropriate information. Make sure that you sign both forms.
  
- Once completed mail one trespass warning form by “certified/restricted mail, return receipt requested” to the person you want trespassed from your property. Retain the second trespass warning form for your records.
  
- After you have received the return receipt attach it to your copy of the trespass warning form. Be sure to keep your copy of the trespass warning form and the return receipt.
  
- **Call the Police Department and request an officer if the person enters or remains on your property after you have followed these steps.** The person may be arrested for trespassing if the person is still present and on your property when the officer arrives. You may still make a report, file charges, and have a warrant issued for the person’s arrest if this person leaves prior to the officer arriving.
  
- Turn your copy of the trespass warning form and the attached return receipt over to the officer to be kept as evidence. The officer will replace your trespass warning form by issuing a Police Department Trespass Warning and signing as a witness. You must keep this trespass warning available for proof that notice was given to the person in case they return to your property again.

# *Trespass Warning*

*Date:* \_\_\_\_\_

*To:* \_\_\_\_\_

*You are hereby notified that you are forbidden to return to the property*

*located at* \_\_\_\_\_

*which is described as:*

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*(Physical description of Property)*

*Signed:* \_\_\_\_\_

*(Owner/Agent in control of Property)*

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*(Print Name)*

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