

For Internal Use Only:	
Agreement No.:	
Effective Date:	
Expiration Date:	

Physical Address:
500 South Greene Street
Greenville, North Carolina 27834



Telephone: (252) 329-4315
Facsimile: (252) 329-4792

Mark R. Holtzman, Chief of Police

Mailing Address:
Post Office Box 7207
Greenville, North Carolina 27835-7207

GREENVILLE POLICE DEPARTMENT

Trespass Agreement Authorization to Act as Agent

The Greenville Police Department (“GPD”) created this Trespass Agreement/Authorization to Act as Agent (“Authorization”) to assist with the problem of trespassers on certain privately owned and specifically designated property within the City of Greenville. Specifically, this Authorization is a tool for GPD officers to use to act on your behalf to notify persons not to enter or remain on your property if the persons have no authorization to be on your property and to charge violators who enter your property unlawfully or who may remain on your property after being notified to leave. This Authorization is valid even when you the owner, or a person in charge of the premises, or a lawful occupant of the premises may not be present to notify the trespasser not to enter or remain on your premises.

In order for the Authorization to be enforced, your property **MUST be posted with a “No Trespassing” sign or “No Trespassing” signs clearly stating the prohibition.** In accordance with City Code § 12-1-11, the sign(s) shall be placed in a position where it/they is/are clearly visible and shall contain, at a minimum, the following language:

NO PARKING OR TRESPASSING BETWEEN
_____P.M. and _____A.M.
VIOLATORS WILL BE PROSECUTED

Signs may be obtained from the City of Greenville Public Works Department or shall meet the specifications for those signs as directed by the City’s Director of Public Works. **Please note: Sign(s) must be posted properly and approved by the Chief of Police or his designee before this Authorization will be approved by GPD.** To assist with the application and approval process, please include photographs of the “No Trespassing” sign(s) as posted upon your property. **Inclusion of photographs with this application is mandatory.**

Additionally, GPD must be advised of specific hours during which **absolutely no one** is permitted on your property. **You must indicate these hours on this Authorization.** This Authorization and the agency status created herein will begin on the date approved by GPD and will remain in effect for **one (1) year**, unless terminated by either GPD or you prior to that date. Accordingly, to remain valid and current, a new Authorization must be completed each year. Additionally, a new Authorization must be completed if ownership of the property changes.

This form must be executed in the presence of a notary public and returned to the GPD at 500 South Greene Street, Greenville, NC 27834.

TO: Greenville Police Department

I hereby authorize each sworn GPD police officer to act on my behalf as an authorized person and my agent to notify, order, and direct individuals to leave or not to enter the premises described herein during the hours enumerated herein. I understand that each sworn GPD officer can act on my behalf as an authorized person and my agent and notify, order, and direct individuals to leave or not to enter the premises described herein, and it is understood that if any individual enters or remains on the premises described herein after being notified not to enter or remain there, GPD officer(s) may make arrest(s) for violation of the trespass statute(s) (N.C.G.S. § 14-159.12 or § 14-159.13), City Code § 12-1-11, or any other applicable statute(s). I understand and agree that I can be called upon by GPD officers to initiate or sign a complaint or other criminal process pursuant to this Authorization, and I agree to testify in court that I have authorized GPD and its officers to notify, order, and direct individuals to leave or not to enter the premises described herein during the hours enumerated herein.

I further understand and agree as follows:

- I will notify GPD immediately if I wish to terminate this Authorization.
- I will notify GPD immediately if my ownership or authority regarding this property terminates.
- GPD can terminate this Authorization at any time and will promptly notify me of any such termination.

This Authorization IS FOR the Following Property with Proper Signage:

- **Commercial/business property** after business hours/normal working hours.
- Vacant property when no one is authorized to be on that property.
- Certain specified areas of **two-family attached (duplex) dwellings** and **multifamily dwellings** as those residential properties are defined by City Code § 9-4-22, such as pools, playgrounds, sports equipment areas, etc., **if ALSO delineated by fencing around perimeter of area.**
- **Non-residential**, privately owned parking lots in accordance with City Code § 12-1-11(D).

This Authorization IS NOT FOR:

- Commercial/business property which stays open to the public for 24 hours or where there are public telephones, ATMs, etc.
- Commercial/business property during business hours/normal working hours.
- Occupied or partially occupied two-family attached (duplex) dwellings or multifamily dwellings as those residential properties are defined by City Code § 9-4-22.
- Common areas of property not specifically allowed pursuant to this Authorization.

IDENTITY AND DESCRIPTION OF PROPERTY

Name of Property or Business (if applicable): _____

Address of Property: _____

Parcel No. (if known): _____

Additional Description of Property: _____

Type of Property or Business Covered By this Authorization (check all that apply):

- Commercial or Business Property Parking Lot(s) Vacant Lot Other Vacant Property
- The following designated area(s) of a duplex or multifamily dwelling, delineated by fencing around the perimeter of the area: Sports Equipment Area(s) [basketball and/or racquetball court(s), etc.]
- Pool(s) Playground(s)
- Other (please specify): _____

PROPERTY OWNER'S INFORMATION

Property Owner's Name: _____

If the above Owner is a business entity, please identify the name of the officer of the entity who is authorized to enter into this agreement with GPD: _____

Title of Officer (If Owner is a Business Entity): _____

Property Owner's Address: _____

Email: _____ Facsimile: _____

Telephone (day): _____ Telephone (night): _____

I have read and agree to this document and understand that all previous Authorizations are revoked. If any other authorized person is identified herein below, said authorized person has complete authority to act on my behalf as owner as it relates to trespass upon my property and this Authorization.

Signature: _____ Date: _____

Printed Name: _____

Title (if applicable): _____

Name of Other Authorized Person (if applicable): _____

Title of Authorized Person: _____

Authorized Person's Address: _____

Authorized Person's Email: _____ Facsimile: _____

Authorized Person's Telephone (day): _____ Telephone (night): _____

STATE OF _____
COUNTY OF _____

I, _____ a Notary Public for said County and State do hereby certify that _____ personally appeared before me this date and acknowledged the due execution of the above instrument.

Witness my hand and notarial seal this _____ day of _____, 20 _____.

(SEAL)
Notary Public

My Commission Expires: _____

Hours during which ABSOLUTELY NO ONE is permitted to be on the property.

- Hours of Enforcement: _____ A.M. P.M. until _____ A.M. P.M.
- 24-Hours

FOR INTERNAL USE ONLY

Received By: _____ Date Received: _____

Have/Has "No Trespassing" sign(s) been properly posted: YES NO

Proper Posting Confirmed By: In-person inspection Submitted photographs

Proper Posting Confirmed By: _____ Date: _____

Approved By: _____ **Date Approved:** _____

NOTES: _____
