

Frequently Asked Questions:

Does participating in the TLC Program mean that my property receives extra patrol?

No. Your signed consent authorized officers to take trespass enforcement action on your behalf. The police department must first be notified of the situation by a neighbor or concerned citizen, for example, in order to respond to the scene.

What happens if you arrest someone based on my signed letter?

In some cases, officers are able to resolve trespass complaints without arresting the involved subject. However, there are situations where the officer has no choice but to cite or arrest an alleged offender. In those instances, you will be expected to participate in any resulting legal action.

What happens if I change my mind or sell my property?

If the status of your property changes in any way, you must notify the police department as soon as possible and arrange for your trespass letter of consent to be updated or removed from our files.

How do I renew my TLC?

The TLC expires one year from the first day of the month in which the authorization was granted. It is the property owner's responsibility to submit a renewal application. Applications are available at the Dallas Police Department or online at <https://www.ci.dallas.or.us/123/Police>.

What else do I need to do?

In addition to your consent letter, your property *must* be posted with signs stating "No Trespass" and include a reference to Oregon Revised Statute "ORS 164.245." Do not add any other verbiage to the sign.



Oregon Revised Statute – ORS 164.245 Criminal Trespass in the 2nd Degree

1. A person commits the crime of criminal trespass in the second degree if the person enters or remains unlawfully in a motor vehicle or in or upon premises.
2. Criminal trespass in the second degree is a Class C misdemeanor.

ORS 164.245 DEFINITIONS As used in ORS 164.245:

(A) Enter or remain unlawfully means:

1. To enter or remain in or upon premises when the premises, at the time of such entry or remaining, are not open to the public and when the entrant is not otherwise licensed or privileged to do so;
2. To fail to leave premises that are open to the public after being lawfully directed to do so by the person in charge;
3. To enter premises that are open to the public after being lawfully directed not to enter the premises; or
4. To enter or remain in a motor vehicle when the entrance is not authorized to do so.

- (B) **Premises** include any building and any real property, whether privately or publicly owned.

DALLAS POLICE DEPARTMENT

187 SE Court St.

Dallas, OR 97338

Phone: 503-831-3516

DALLAS
POLICE DEPARTMENT

TRESPASS LETTER OF CONSENT PROGRAM

PROTECT YOUR
PROPERTY



A TRESPASS
ENFORCEMENT PROGRAM
FOR COMMERCIAL OR
VACANT PROPERTIES IN
THE CITY OF DALLAS

What is a Trespass Letter of Consent?

A Trespass Letter of Consent (TLC) is a document which allows a police officer to take trespass enforcement action on your behalf without first contacting you.

Police officers do not normally have the authority to go onto a private property, which is not open to the public, and remove individuals or request they leave the property. The consent or authority of the property owner or manager is needed.

If an officer observes someone on private property when the business is closed or a problem is reported by someone who does not have the authority to sign a trespass complaint, the police department must first contact the person who is legally responsible for the property before taking any arrest action.

A TLC gives Dallas Police Officers permission to act on behalf of the property owner or manager in trespass situations, even if immediate contact with the property owner is not possible.

Indicate which of the following statements describes your property to determine if it qualifies for a TLC:

COMMERCIAL PROPERTY:

- Owner *and* occupant of a commercial property
- Non-occupant owner of a commercial property and acts as property manager
- Owner of a vacant commercial property
- Commercial property manager or person responsible for the property
- Person responsible for a property under construction (Note: The property must have an assigned street address)

RESIDENTIAL PROPERTY:

- Owner of a vacant property
- Person responsible for a property under construction. (Note: The property must have an assigned street address)

MULTI-FAMILY HOUSING PROPERTY:

Multi-family housing properties **do not qualify** for this program.

If you have circumstances not addressed above, contact the Dallas Police Department at 503-831-3516.

If any of the above descriptions applies to your property, you may qualify for a TLC. Complete the application, provide an ink or certified digital signature, and return in person or by mail to the following:

Dallas Police Department
187 SE Court St.
Dallas, OR 97338

Once your application is received it will be reviewed by staff. If upon review of the application, your property does not qualify or additional information is needed, you will be contacted by telephone. Be aware it may take up to two weeks to process your application. You will be notified by telephone upon application acceptance.

REMEMBER:

- **ONLY ONE ADDRESS PER TLC APPLICATION** -

TRESPASS LETTER OF CONSENT APPLICATION

FOR OFFICE USE ONLY		
EXPIRATION DATE-MO/YR _____	STREET ADDRESS _____	PERMIT NO. _____
DATE ENTERED _____	ENTERED BY _____	

Commercial Property:

<input type="radio"/> INITIAL APPLICATION	<input type="radio"/> RENEWAL APPLICATION
PROPERTY NAME _____	
PROPERTY ADDRESS _____ DALLAS, OR 97338	
BUSINESS PHONE _____	AFTER HOURS PHONE _____
APPLICANT NAME _____	DATE OF BIRTH _____
MAILING ADDRESS, IF DIFFERENT THAN ABOVE _____	CITY _____ ZIP _____
HOME PHONE _____	BUSINESS PHONE _____ CELL PHONE _____ EMAIL ADDRESS _____

Residential Property:

<input type="radio"/> INITIAL APPLICATION	<input type="radio"/> RENEWAL APPLICATION
OWNER NAME _____	
PROPERTY ADDRESS _____ DALLAS, OR 97338	
BUSINESS PHONE _____	AFTER HOURS PHONE _____
MAILING ADDRESS, IF DIFFERENT THAN ABOVE _____	
HOME PHONE _____	BUSINESS PHONE _____ CELL PHONE _____ EMAIL ADDRESS _____
SECONDARY CONTACT FOR APPLICANT – REQUIRED	
SECONDARY CONTACT _____	
DATE OF BIRTH _____	
HOME PHONE _____	BUSINESS PHONE _____ CELL PHONE _____

By affixing my signature to this document I am identifying myself as the responsible party for the property listed above. I affirm and attest that the information provided in this document is true and accurate to the best of my knowledge, and do hereby designate each and every police officer employed by the City of Dallas as my agent and representative for the purpose of enforcing ORS 164.245 of the Oregon Revised Statutes.

I further understand and agree that as the responsible party for the property, I will:

- Appear in a court of law for any proceedings related to the enforcement of this TLC.
- Notify any other occupants or tenants of my participation in the TLC program.
- Immediately notify the police department of any changes to property status.

Unless revoked by the City of Dallas, this authorization shall continue in force for one year from the first day of the month in which the authorization was granted. (e.g., an application approved on October 15 will expire October 1 of the following year.)

APPLICANT SIGNATURE: _____ DATE: _____