

Sean T. Brandenburg
Chief of Police



Key West POLICE DEPARTMENT

AUTHORIZATION TO TRESPASS PROCESS

If you would like to submit an *Authorization to Trespass* (included in this packet) for your property authorizing the Key West Police Department to remove and/or arrest trespassers on your property, please read the below information carefully explaining the *Authorization to Trespass* process. After reading, if desired, please print, complete, sign and submit your completed *Authorization to Trespass* form by email to: katherine.peters@cityofkeywest-fl.gov OR by hand-delivery/U.S. Mail to: Katherine Peters, Key West Police Department, 1604 North Roosevelt Boulevard, Key West, FL 33040.

Pursuant to F.S. 810.09, the Key West Police Department requires that you post a compliant “*No Trespass/Trespass Authorization*” public notice/signage on your property that is clearly visible to others, giving the Key West Police Department authorization to arrest and/or remove individuals from your property. A sample “*No Trespass/Trespass Authorization*” notice/signage that satisfies these requirements is attached and can be acquired from *Category Five Signs*. Your notice/signage does not have to be purchased from *Category Five Signs*, but it does have to contain the information cited above to be compliant. A simple “*No Trespassing*” sign, without all of the above required information, will not qualify as an “*Authorization to Trespass*” sign. Once you have obtained and posted the “*No Trespassing/Trespass Authorization*” sign on your property, please notify Katherine Peters at the Key West Police Department either via email or by phone that the signage is posted (see contact information below). Once notified, our Community Service officer will personally visit your property to verify the notice is clearly displayed and contains all information required to allow for enforcement.

Once your completed *Authorization to Trespass* is received **and** the public notice/signage has been posted and verified as compliant by our Community Service Officer, we will update our records showing that your property is properly noticed/posted and in compliance, providing the required authorization for the Key West Police Department to remove and/or arrest individuals trespassing on your property. The *Authorization to Trespass* is **effective for one (1) year from the date signed by the property owner** and must be renewed annually, using the same process, for the authorization to remain in force.

For more information on how to purchase a “*No Trespass/Authorization to Trespass*” signage to post on your property from *Category Five*, please contact them directly as follows (see enclosed):

Category Five Signs
3201 Flagler Avenue, Suite 501
Key West, FL 33040
(305) 295-0026

If you have any questions about this process, please contact Kathy Peters at (305) 809-1013 or via her email: katherine.peters@cityofkeywest-fl.gov. (2/8/2022)



RESPECT - INTEGRITY - FAIRNESS - SERVICE

Key West Police Department 1604 N. Roosevelt Blvd. Key West, FL 33040 (305) 809-1111
www.cityofkeywest-fl.gov



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AUTHORIZATION TO TRESPASS

I, _____, having legal authority to represent the property located
(Print Full Name)
at _____,
(Property Address; if a business, include the business name) *(If gated, add Gate Code.)*

do hereby grant permission to all officers of the Key West Police Department authority to trespass and remove any subjects that said officers deem necessary for the safety and well-being of the property and/or persons within. This authorization is granted in accordance with the below listed Florida Statutes governing trespass after warning.

810.08 Trespass in structure or conveyance.

- (1) Whoever, without being authorized, licensed, or invited willfully enters or remains in any structure or conveyance, or having been authorized, licensed or invited is warned by the owner or lessee of the premises or by a person authorized by the owner or lessee to depart and refuses to do so, commits the offense of trespass in a structure or conveyance.
- (2) As used in this section, the term “person authorized” means any owner or lessee, or his or her agent, or any law enforcement officer whose department has received written authorization from the owner or lessee, or his or her agent, to communicate an order to depart the property in the case of a threat to public safety or welfare.

810.09 Trespass on property other than structure or conveyance.

- (1)(a) A person who, without being authorized, licensed, or invited, willfully enters upon or remains in any property other than a structure or conveyance:
 - 1. As to which notice against entering or remaining is given, either by actual communication to the offender or by posting, fencing, or cultivation as described in s. 810.011; or
 - 2. If the property is the unenclosed curtilage of a dwelling and the offender enters or remains with the intent to commit an offense thereon, other than the offense of trespass, commits the offense of trespass on property other than a structure or conveyance.
- (3) As used in this section, the term “authorized person” or “person authorized” means any owner, his or her agent, or a community association authorized as an agent for the owner, or any law enforcement officer whose department has received written authorization from the owner, his or her agent, or a community association authorized as an agent for the owner, to communicate an order to leave the property in the case of a threat to public safety or welfare.

This trespass authorization will expire ONE (1) YEAR from the date signed by the property owner.

Authorized Signature

Telephone

Date of Birth

Email Address

Date

(Rev. 2/8/2022)



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KWPD No Trespassing Sign Proof



FOR YOUR PROTECTION

Key West Police Department Officers are authorized by the owner of these premises to advise any person to leave the premises.

Failure to leave the premises after being instructed may result in an arrest for trespassing after warning.

Florida State Statute 810.09

REPORT CRIMES • STAY NAMELESS • REWARDS
CRIME STOPPERS 1-800-346-TIPS

www.tipsubmit.com for e-tips

Qty: 12
Size: 12" x 18"
Media: IJ40
Lam: Gloss

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SIGNATURE:

DATE:

PLEASE PROOF EVERYTHING INCLUDING NAMES, PHONE NUMBERS, SIZES AND SPELLING.
WE ARE **NOT** RESPONSIBLE FOR ERRORS ONCE A PROOF IS APPROVED.

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