

## NEW GUIDELINES FOR LETTERS OF AGENCY

### **Dear City of West Hollywood Business or Residential Property Owner:**

The Current Letter of Agency Program is being revised to assist in the prosecution of trespassers. In the future, your property must adhere to the following guidelines:

#### **Business Property Owners:**

1. An updated Letter of Agency must be signed and on file at the West Hollywood Sheriff's Station. It **must** be renewed every 12 months.
2. Your property must be **posted** with a sign prohibiting trespassing. The sign must include the hours your business is closed.
3. During regular business hours, you will be required to sign a private person's arrest form to arrest a trespasser on your property.

#### **Residential Property Owners:**

1. An updated Letter of Agency must be signed and on file at the West Hollywood Sheriff's Station. It **must** be renewed every 12 months.
2. Your residential property must be **posted** with a sign prohibiting trespassing except for owners, tenants or their invited guests.

In addition to these requirements, you may also be required to appear in court if a person is arrested on your property for trespassing.

If your property already meets these requirements, or when you have made the required changes, please complete the attached Letter of Agency. You may return it to the West Hollywood Sheriff's Station by fax (310-659-4589), mail, or in person. If you have any questions regarding the requirements of the new Letter of Agency, please contact the West Hollywood COPPS Team at (310) 855- 8850, ext. 4034.

Thank you for your cooperation with this program.

West Hollywood Sheriff's COPPS Team