



# HUTTO POLICE DEPARTMENT

## CRIMINAL TRESPASS AFFIDAVIT PROGRAM

(Form #1)

### Dear Property Owner / Manager:

The Criminal Trespass Affidavit Program allows property owners or those responsible for the property and the Hutto Police Department to work together to reduce criminal activity on private property. The Hutto Police Department is authorized by the owners / managers to remove or arrest persons found on the property when they are not authorized to be there. An individual arrested for trespassing will be charged with a violation of the Texas Penal Code Sec. 30.05, Criminal Trespass. The property owner / manager will be the person formally filing the criminal complaint against the violator(s).

To initiate the program, you, as the property owner or property owner's agent, must complete these steps:

**Step 1:** Complete the document entitled: "Criminal Trespass Affidavit Program Participation Form".

**Step 2:** Complete the document entitled "Criminal Trespass Affidavit".

**Step 3:** Complete the document entitled "Authorization List".

**Step 4:** Return the signed forms to:

Hutto Police Department

Officer Suzanne Glass

401 West Front Street

Hutto, TX 78634

**Step 5:** Post appropriate "No Trespassing" or "No Trespassing between Designated Times", signs in prominent locations around your property. Wording Samples (pdfs) "Private Property" "Customers Only"

By participating in this program, Hutto Police Officers will check your property during the normal course of patrolling or while answering a call for police service at the location. Please understand that this does not mean that an officer will be available to check your property on a regular basis. Rather, officers will check the property as time and resources allow.

**At least once a year or as personnel changes occur, you will be required to provide the Hutto Police Department with an updated Authorization List and contact information. You will be responsible for immediately notifying the Hutto Police Department any time the list, ownership or management changes. If you determine a Criminal Trespass Warning was given in error, you must contact the person below immediately:**

*Officer Suzanne Glass  
401 W Front Street  
Hutto, TX 78634  
Business Phone (512)759-5984  
Non-Emergency Dispatch (512)846-2200  
Fax (512)846-2753*

The Hutto Police Department is not responsible for civil litigation that results out of this agreement based on incorrect or incomplete information provided by you or as a result of an arrest. The Hutto Police Department will not make any decisions regarding the use or disposition of your property.



**HUTTO POLICE DEPARTMENT**  
**CRIMINAL TRESPASS AFFIDAVIT**  
**PROGRAM PARTICIPATION FORM**  
(form #2)

This permission is given voluntarily and is hereby effective from the date that this document is received and accepted by the Hutto Police Department, until revoked in writing to the *Hutto Police Department, 401 West Front Street, Hutto, TX 78634*. I understand that this document is a government public record. I understand that the City of Hutto, the Hutto Police Department, its' officers or employees are not responsible, criminally or civilly, for acting on your behalf based on this agreement. By signing and authorizing this agreement you agree to hold the City of Hutto, the Hutto Police Department, its' officers or employees harmless for the good faith execution of this document. I agree to notify the contact person immediately if I discover a Criminal Trespass Warning was given in error. I agree to provide the Hutto Police Department a letter updating my Authorization List and emergency contact telephone numbers at least annually or anytime the names of authorized personnel change. I will be responsible to immediately notify the Hutto Police Department in writing at the *Hutto Police Department, 401 West Front Street, Hutto, TX 78634*, any time the Authorization List, ownership or management changes. I understand that the Hutto Police Department may terminate this program and agreement at any time without notice or reason given.

\_\_\_\_\_  
Full Printed Name                      Title                      Date

\_\_\_\_\_  
Address                      24 HR phone number (no 800 numbers)

\_\_\_\_\_  
Signature                      Driver's License Number                      State

\_\_\_\_\_  
Relationship to property / business (owner, manager, etc.)  
Sworn and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_



# HUTTO POLICE DEPARTMENT

## Criminal Trespass Affidavit

(form #3)

My full legal name is \_\_\_\_\_ . I am the

\_\_\_\_\_ of the private property located at

(Title)

\_\_\_\_\_, Hutto, Texas. I have care, custody,

(Physical Address)

and control of the above referenced private property. I am authorized to act on behalf of said private property.

I hereby request and authorize the Hutto Police Department to enter the property at said location and, in my absence, to enforce the criminal trespass statute, Section 30.05 of the Texas Penal Code, against any person who is not authorized to be on said property. Hutto Police Department Officers may act as “persons with apparent authority to act for the property owner” to notify any person who is not authorized to be on said property that his entry is forbidden and to leave the property immediately or face possible arrest pursuant to the criminal trespass statute. Appropriate “no trespassing” signs have been posted on the property at locations that are reasonably likely to come to the attention of intruders, in accordance with the criminal trespass statute. In addition, my designee or I will fully cooperate in the prosecution of anyone who is arrested for criminal trespass pursuant to this affidavit program.

\_\_\_\_\_  
Full Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
24 hr phone number (no 800 numbers)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
State

\_\_\_\_\_  
Relationship to property / business (owner, manager, etc.)

Sworn and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_



# Hutto Police Department

## Criminal Trespass Affidavit Authorization List

(form #4)

Property / Business Name: \_\_\_\_\_

Property / Business Address: \_\_\_\_\_

The following individuals are authorized to be on the above listed property at the specified time or day:

1.  All homeowners/residents and accompanied guests.
2. Name \_\_\_\_\_ Sex \_\_\_ DOB \_\_\_\_\_ Address \_\_\_\_\_  
Time of day allowed on property: \_\_\_\_\_
3. Name \_\_\_\_\_ Sex \_\_\_ DOB \_\_\_\_\_ Address \_\_\_\_\_  
Time of day allowed on property: \_\_\_\_\_
4. Name \_\_\_\_\_ Sex \_\_\_ DOB \_\_\_\_\_ Address \_\_\_\_\_  
Time of day allowed on property: \_\_\_\_\_
5. Name \_\_\_\_\_ Sex \_\_\_ DOB \_\_\_\_\_ Address \_\_\_\_\_  
Time of day allowed on property: \_\_\_\_\_
6. Name \_\_\_\_\_ Sex \_\_\_ DOB \_\_\_\_\_ Address \_\_\_\_\_  
Time of day allowed on property: \_\_\_\_\_
7. Name \_\_\_\_\_ Sex \_\_\_ DOB \_\_\_\_\_ Address \_\_\_\_\_  
Time of day allowed on property: \_\_\_\_\_

(Attached additional list if needed)

\_\_\_\_\_  
Printed Name Date Date

\_\_\_\_\_  
Signature Driver's License Number

**Note: This Authorization List expires one year from date signed or anytime a change is made and a new list is on file with the Hutto Police Department.**

**Private Property**

**No  
Trespassing**  
(All Hours)

Violators will be Prosecuted  
Section 30.05 Texas Penal Code

No Trespassing

**RESIDENTS  
ONLY**

**ALL OTHERS WILL BE  
PROSECUTED**

Section 30.05 Texas Penal Code