

Frequently Asked Questions

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

No. Your signed consent authorizes 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 Salem Police Department or online at www.cityofsalem.net/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 the Salem Revised Code: "SRC 95.550." Do not add any other verbiage to the sign.



Salem Revised Code - SRC 95.550 Trespass

- (A) It shall be unlawful for any person 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, or when the entrant is not otherwise licensed or privileged to so.
- (B) It shall be unlawful for any person to fail to leave premises that are open to the public after being lawfully directed to do so by the person in charge.
- (C) It shall be unlawful for any person, with the intent to cause substantial inconvenience to the owner or to another person, and having no right to do so, nor reasonable ground to believe that he has such right, to tamper or interfere with or damage property of another.
- (D) It shall be unlawful for any person to enter premises that are open to the public after being lawfully prohibited from entry to the premises.

SRC 95-548 DEFINITIONS As used in SRC 95.548 and 95.550, except as the context requires otherwise:

- (A) **Open to the public** means premises which by their physical nature, function, custom, usage, notice, or lack thereof, or other circumstances, at the time would cause a reasonable person to believe that no permission to enter or remain is required.
- (B) **Person in charge** means a person, his representative or his employee of the person who has lawful control of the premises by ownership, tenancy, official position or other legal relationship. It includes, but is not limited to the person or holder of a position, designated as the person or position-holder in charge by the Governor, board, commission of governing body of any political subdivision of this state.
- (C) **Premises** includes any building and any real property, whether privately or publicly owned.

**SALEM POLICE DEPARTMENT
CRIME PREVENTION UNIT
555 Liberty St. SE, Room 130 • 97301
Phone: (503) 588-6175
E-mail: crimeprevention@cityofsalem.net**

SALEM POLICE DEPARTMENT

TRESPASS LETTER OF CONSENT PROGRAM



PROTECT YOUR PROPERTY WITH T.L.C.

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 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 Salem 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 in the above, contact the Crime Prevention Unit at (503) 588-6175.

If any of the above descriptions applies to your property, you may qualify for a TLC. Complete the application and return to:

Salem Police Department Crime Prevention Unit
555 Liberty St. SE, Room 130
Salem, OR 97301

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.

ONLY ONE ADDRESS PER TLC APPLICATION

TRESPASS LETTER OF CONSENT APPLICATION

FOR OFFICE USE ONLY			
<input type="checkbox"/> DENIED			
<input type="checkbox"/> APPROVED		SIERRA	STREET NAME
EXPIRATION DATE - MO / YR	DATE RECEIVED	DATE ENTERED	PERMIT NO.
		ENTERED BY - FIRST INITIAL, LAST	

<input type="radio"/> INITIAL APPLICATION		<input type="radio"/> RENEWAL APPLICATION	
COMMERCIAL PROPERTY	PROPERTY NAME		
	PROPERTY ADDRESS		SALEM, OR
			ZIP
	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	

<input type="radio"/> INITIAL APPLICATION		<input type="radio"/> RENEWAL APPLICATION	
RESIDENTIAL PROPERTY	OWNER NAME		
	PROPERTY ADDRESS		SALEM, OR
			ZIP
	MAILING ADDRESS, IF DIFFERENT THAN ABOVE		CITY
			ZIP
	HOME PHONE		BUSINESS PHONE
		CELL PHONE	EMAIL ADDRESS

By affixing my signature to this document I am identifying myself as the responsible party for the property listed above and do hereby designate each and every police officer employed by the City of Salem as my agent and representative for the purpose of enforcing sections 95.548 through 95.550 of the Salem Revised Code.

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 Salem Police Department, 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: _____

SECONDARY CONTACT FOR APPLICANT - REQUIRED

SECONDARY CONTACT			DATE OF BIRTH
HOME PHONE	BUSINESS PHONE	CELL PHONE	