

## GUIDELINES FOR LETTERS OF AGENCY

The current Letter of Agency (LOA) program exists to assist in the prosecution of trespassers. The LOA allows deputies to approach individuals that are trespassing on your business property without you having to be present. In order to be enforceable, your property must adhere to the following guidelines:

1. An updated Letter of Agency must be signed and on file at the Los Angeles Sheriff's Temple Station. It must be renewed every six 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 may be requested to sign a private person's arrest form to arrest a trespasser on your property.

In addition to these requirements, you may 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 LOA. You may return it to the Duarte Public Safety office or Temple Station by email, fax, mail, or in person.

If you have any questions regarding the requirements of the LOA, please contact:

Duarte Public Safety office  
626-357-7938  
1042 Huntington Drive, Duarte

or

Temple City station  
626-448-9861  
8838 Las Tunas Dr. Temple City

Thank you for cooperation and participation in this program.

**Duarte Public Safety and the Los Angeles County Sheriff's Department Temple City Station**