



“Letter of Agency” Form

The purpose of the Letter of Agency (LOA) is to grant Yucaipa Police Department permission to enter specific premises to investigate possible violations of trespassing or other crimes in progress. The LOA is ideal for vacant homes, buildings or vacant lands. The authorization may also be used for businesses, however, the business cannot be within a business center, which is open to the public.

Only the owner, owner’s agent, or person in lawful possession of the property can complete the LOA authorizing Yucaipa Police Department to enter and investigate. The LOA form/authorization is only valid for a period of 12 months after review and approval by the station watch commander. The authorization must be renewed at the end of the prior 12-month period to remain in effect. It is recommended you keep a copy for your records. The authorization can be withdrawn at any time. If the property should change ownership, it is your responsibility to notify Yucaipa Police you no longer own the property. Care should be taken to ensure the 24-hour contact information listed on the authorization remains up-to-date. **The completed authorization must be presented to Yucaipa Police Department in person at 34144 Yucaipa Blvd., Yucaipa.**

“No Loitering” or “No Trespassing” signs must be posted on the property.

At the time of an incident, the Police Department will investigate and determine the appropriate course of action. This does not guarantee an arrest will be made.

Questions regarding the LOA form may be directed to Deputy Alisha Rosa or the on-duty Watch Commander at the Yucaipa Police at (909) 918-2305.

YUCAIPA POLICE DEPARTMENT

34144 Yucaipa Blvd • Yucaipa, California 92399

909-918-2305 • Dispatch 909-790-3100