



Walnut Creek Police Department  
1666 N Main St  
Walnut Creek, CA 94596  
Business (925) 943-5844 / Fax (925) 943-5811

## Walnut Creek Police Department Emergency Contact Information / Trespass Authority

Please fill out the below information if you own a property or business **within the city limits** of Walnut Creek.  
**This form must be renewed annually to remain in effect.**

The top portion is after-hours contact information that can be used in the event of an emergency. The bottom portion, which is optional, gives us the authority to vacate the premises in your absence.

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Alarm Company and Phone #: \_\_\_\_\_

**Please list responsible parties authorized to be contacted in case of an emergency after-hours.**

**Please print first and last name**

1. \_\_\_\_\_ Phone #: \_\_\_\_\_

2. \_\_\_\_\_ Phone #: \_\_\_\_\_

3. \_\_\_\_\_ Phone #: \_\_\_\_\_

4. \_\_\_\_\_ Phone #: \_\_\_\_\_

### LETTER OF AUTHORITY TO THE WALNUT CREEK POLICE DEPARTMENT

*(Optional – Valid for 1 year, must be renewed annually)*

**I, the undersigned, am the owner, manager or authorized agent of the business or property whose name and address appear above. It is my desire that officers of the Walnut Creek Police Department act as my agent for the purposes of enforcing trespassing laws under Penal Code section 602, Walnut Creek Municipal Code section 4-6.401, and unlawful lodging, Penal Code Section 647(j). I also request enforcement of parking regulations under Walnut Creek Municipal Code section 4-6.302, where applicable (posted). I understand this form must be renewed annually to remain in effect.**

**Officers of the Walnut Creek Police Department are authorized to request persons who are found loitering upon the grounds of our establishment to vacate the premises and to take appropriate enforcement action when compliance is not achieved.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

(PRINT)

Address: \_\_\_\_\_

Business/Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_