

Business Trespass Program

Bradenton Police Department

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Chief of Police

Bradenton Police Department

BRADENTON, FLORIDA

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Dear Business Owner/Agent,

Thank you for your interest in the Bradenton Police Department's Business Trespass Program.

In an effort to make our community a safer place in which to live, work and visit, the Bradenton Police Department has created the Business Trespass Program. Participants in the program authorize all Bradenton Police Officers to enforce Florida Statutes for Trespass on their property when the Owner/Agent is not present.

The Business Trespass Program is designed to provide business/commercial owners, certain private property owners, and the Bradenton Police Department with a tool to help identify and reduce the opportunities of criminal activity occurring on a program participant's property such as burglary, vandalism, and trespassing. This program allows duly authorized law enforcement officers to act as authorized agents of the business or property owner. The success of this program depends on strong participation by business owners, commercial property owners, and authorized private property owners in the community. The following information and instructions are provided for those interested in participating in the Business Trespass Program.

There are three key benefits becoming a program participant:

1. You will no longer be required to come out to your property after hours to issue trespass warnings in the presence of an officer.
2. Your registered property will be less prone to loitering, disorderly conduct, or other unlawful activity.
3. Your registered property will project a more positive public image.

Please complete the enclosed forms to start the process to become a member of the Business Trespass Program. The forms and a copy of a survey/property plot will need to be scanned and emailed to Kimberly.Camacho@cityofbradenton.com.

Thank you for your support of our efforts to keep the City of Bradenton safe and prosperous. We look forward to continuing the productive relationship we have experienced in the past. If our Department can be of any assistance to you, please feel free to contact us at (941) 932-9300.

Sincerely,

A handwritten signature in blue ink, appearing to read "Melanie Bevan".

Melanie Bevan
Chief of Police



**BRADENTON POLICE DEPARTMENT
BUSINESS TRESPASS PROGRAM
PARTICIPANT INFORMATION AND INSTRUCTIONS**

PROGRAM CONCEPT

The Business Trespass Program, supported by the Bradenton Police Department Crime Prevention Unit, is designed to provide business/commercial owners, certain private property owners, and the Bradenton Police Department with a tool to help identify and reduce the opportunities of criminal activity occurring on a program participant's property such as burglary, vandalism, and trespassing. This program allows duly authorized law enforcement officers to act as authorized agents of the business or property owner. The success of this program depends on strong participation by business and commercial property owners in the community. The following information and instructions are provided for those interested in participating in the Business Trespass Program.

GENERAL INFORMATION

1. Participation in the Business Trespass Program is voluntary and can be discontinued at any time by the participant or the Bradenton Police Department.
2. Participation is extended to business establishments and their parking lot(s). This program is also open to schools, churches, and "authorized private property owners."

"Business" is hereby defined as: a lawfully licensed and operating business that is housed within the jurisdictional limits of the City of Bradenton. Abandoned or vacant commercial properties may satisfy this definition.

Multi-business plazas are allowed to participate in this program. However, plaza management must have an Affidavit of Authorization and Registration Form completed from EACH business in the plaza. If a business within the plaza doesn't want to participate, the plaza as a whole will not be able to participate.

Apartment complexes and businesses that are occupied 24/ 7 are not eligible for this program.

3. Participants must register with the Bradenton Police Department Crime Prevention Unit. Participants must execute an Affidavit of Authorization, allowing sworn officers of the Bradenton Police Department to act as agents on their behalf to direct trespassers to vacate the premises when there is a threat to public safety or welfare.
4. If the owner or an agent with the authority to act on behalf of the owner is located outside of Manatee County, then the Affidavit of Authorization can be completed and notarized by the owner/agent where they are located with the original affidavit of authorization being mailed to the address listed in the Registration Instructions.
5. Participants must obtain Business Trespass Program information sign(s) from the Bradenton Police Department Crime Prevention Unit for a one time processing/licensing fee per sign. The Bradenton Police Department will reserve the right to reclaim these signs should a business leave the program.
6. Participants will be required to renew their program status annually by December 31st with the Crime Prevention Unit to confirm their intent to continue in the program, verify/update emergency contact information, and verify the owner/agent for the owner affiant is still valid.

7. Participation is not transferable with change in ownership or business location. Should the ownership or business location change, the registered participant shall notify the Bradenton Police Department Crime Prevention Unit within 10 days of the change and must complete the registration process again. The signs for the past business can be used for a new location/owner, unless they are illegible or unable to be remarked with the new program number. In these cases, no sign fee would be assessed.
8. If there is a change in the business name, the business does not need to complete the registration again. However, the participating business does need to contact the Bradenton Police Department Crime Prevention Division within 10 days of the change.
9. This program will be enforceable 24 hours a day/7 days a week at any location that is registered with the Bradenton Police Department pursuant to the provisions of Section 810.08 or Section 810.09, Florida State Statutes. However, if the owner or the agent for the owner is on-site, their authority over their property supersedes the authority of the Bradenton Police Department officer as it pertains to this program, and the owner /agent for the owner may issue a trespass warning in the presence of a sworn officer for any reason whatsoever.
10. If an owner/agent for the owner is not present and a sworn officer on scene has determined person(s) to be a threat to public safety or welfare on a participant's property, then the officer has the authority to enforce the provisions of the Business Trespass Program, to include the issuance of trespass warnings and arrests for trespass after warning.
11. All trespass warnings will be reported to the business participant as soon as possible.
12. If at any time a business participant nullifies a trespass warning without just cause, fails to assist with the prosecution of any persons arrested under the program, or fails to cooperate with the Bradenton Police Department according to the program guidelines in any way, the business shall be removed from the Business Trespass Program immediately. In addition, any signs used by the business for this program will be retrieved by the Bradenton Police Department and said business will not be allowed to rejoin the program for the period of one (1) year from the removal.

REGISTRATION INSTRUCTIONS

1. Complete the Registration Form, to include the same owner/ agent information as the information for the owner/ agent who signs the Affidavit of Authorization. The contacts should consist of ONLY authorized persons who have control of the business property with the ability to make decisions concerning the business' welfare. Please list at least two (2) contacts, along with phone numbers, that can be contacted 24 hours a day/7 days a week.
2. For the purpose of this section, the term "authorized person" refers to any owner, their designee, or a community association authorized as an agent for the owner.
3. The owner/CEO of business or the owner/CEO's agent with the highest authority must complete the Affidavit of Authorization form, sign it, and have it notarized in their respective county and state.
4. Scan the Registration Form, the Affidavit of Authorization Form, and the Business Plot Plan. Email all forms as a single packet to BusinessTrespassProgram@cityofbradenton.com.
5. You will need to maintain a file of the original documents. Please keep the file accessible upon request should it be needed for prosecution.

SIGN INSTRUCTIONS

1. Once the Bradenton Police Department receives the forms and the business property's boundaries, you will be contacted by an officer who will either inform you that your registration was approved or will advise you of any further action needed on your part to satisfy the program requirements. The officer will then schedule a sign survey with you.
2. The officer will complete the sign survey and give you a Sign Request Form with the number of BTP signs you will need for your property and the amount due. You will need to mail the form and a **check or money order** to the Bradenton Police Department. **This payment can only be mailed.** Checks should be made out to the City Of Bradenton and the Memo section should read "Business Trespass Program." Checks/Money orders should be sent to:

**Bradenton Police Department
Financial Division
100 10th St W
Bradenton, FL 34205
ATTN: Business Trespass Program**

Once the payment is received, the signs will be delivered to the business. The Sign Processing Fee is currently \$10.00 per sign. This fee is subject to change without notice.

3. Post the sign(s) at recommended locations from the Sign Survey.
4. Contact the Crime Prevention Division and schedule a posted sign inspection.

NOTE: Contact the Bradenton Police Department Crime Prevention Unit via email BusinessTrespassProgram@cityofbradenton.com immediately if there are any changes in 1) participant business' personnel who signed the affidavit or 2) any business' changes to the after-hours contact list.

**BRADENTON POLICE DEPARTMENT
BUSINESS TRESPASS PROGRAM REGISTRATION FORM**

(For Official Use Only) Registration #: _____ Registration Date: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS OWNER/AGENT (Name must match Affidavit):

LAST NAME: _____ FIRST NAME: _____ M.I.: _____

ADDRESS: _____

TITLE: _____ PHONE: _____ EMAIL: _____

AUTHORIZED CONTACTS (Must be available 24/7):

LAST NAME: _____ FIRST NAME: _____ M.I.: _____

ADDRESS: _____

PHONE 1: _____ PHONE 2: _____

LAST NAME: _____ FIRST NAME: _____ M.I.: _____

ADDRESS: _____

PHONE 1: _____ PHONE 2: _____

If the property is managed by someone other than the owner, list the property manager or property management company.

LAST NAME: _____ FIRST NAME: _____ M.I.: _____

or

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

If this is private property and not a business, complete this section. The property owner/agent name must match the Affidavit.

LAST NAME: _____ FIRST NAME: _____ M.I.: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

**BRADENTON POLICE DEPARTMENT
BUSINESS TRESPASS PROGRAM**

Affidavit of Authorization

TO WHOM IT MAY CONCERN:

I, _____, as the (CIRCLE ONE) Owner Lessee Authorized agent of the real property located at _____, do hereby authorize and request all duly sworn Police Officers employed by the City of Bradenton Police Department to enter upon said property and to direct persons to leave and warn them not to return pursuant to section 810.08 and 810.09 of Florida State Statutes relating to trespassing. I do hereby request all such officers to enforce said statutes on my property, including outlying areas and parking lots. I do hereby affirm that I have read and understand and agree to the following:

PLEASE INITIAL EACH ITEM

_____ Owners or their agents are responsible for issuing trespass warnings during hours of operation or at any other time they are present. This authorization does not alter an Owner's / Agent's existing ability to issue trespass warnings as they deem necessary.

_____ Issuance of a trespass warning by the Bradenton Police Department (BPD) will be at the sole discretion of the investigating officer or their supervisor.

_____ The owner/agent will not hold the Bradenton Police Department liable for expenses or damages incurred by the property owner as a result of an officer's decision to not issue a trespass warning.

_____ I agree to assist in the prosecution of those arrested pursuant to this authorization.

_____ This authorization is valid for no more than one year from the time of program activation/renewal and must be renewed annually for continued program participation.

_____ Change in ownership or agency requires a new authorization.

Signature & Authority

Printed Name

Home Phone Number

Mobile Phone Number

Home Address

State of Florida

County of Manatee

I hereby certify that on this day, before me, an officer duly authorized in the state and county aforesaid to take acknowledgements, personally appeared: _____.

Known to me to be the person described in and who executed the foregoing instrument and he/she acknowledged before me that he/she executed the same.

Witness my hand and official seal in the county and state last aforesaid this _____ day of _____, 20_____.

My commission expires: _____

Notary Public: _____