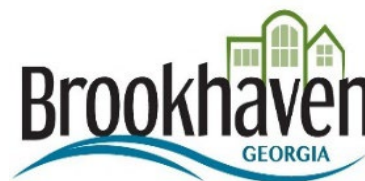




## CITY OF BROOKHAVEN POLICE DEPARTMENT

1793 Briarwood Rd  
Brookhaven, GA 30329  
Main: (404) 637-0600  
[www.brookhavenga.gov](http://www.brookhavenga.gov)



*Brandon Gurley*  
Chief of Police

The Brookhaven Police Department implemented the Trespass Affidavit Program (TAP) in an effort to assist trusted stakeholder property owners and businesses during non-business hours or during their absence from the property. TAP is part of a national trend of local police departments assisting businesses and property owners in their jurisdiction in combating recurring trespassing problems. The owner or legal representative may request this service from the Brookhaven Police Department. The Trespass Affidavit gives any Brookhaven Police officer the right to act as the owner's representative in warning anyone found in violation of the affidavit to leave, and to arrest violators if they refuse or return. Should you wish to participate in this program or have any questions, contact Sgt. Carlai Moore, [carlai.moore@brookhavenga.gov](mailto:carlai.moore@brookhavenga.gov) 404-637-0702.

As we implement the program there are a few details of which to inform you:

- Please complete, sign and have notarized the form attached to this message. Scan and email the form back to Sgt. Moore, but also send a hard copy to Sgt. Moore by mail. If an incident occurs on your property, we will contact you by email regarding the after-hours incidents or encounter. An electronic version of the authorization form will be kept in a database for officers to locate, without disturbing you afterhours. A formal reporting of incidents or encounters will be provided to you every 6 months.
- It is recommended that you prominently display signage to indicate that your property participates in TAP. The signs are reflective and sturdy. We will provide you with signs, as appropriate to the size of your property and access points. We expect you will mount these signs in a prominent location. Large properties and those with several access points, will need several signs. A photo of the sign is attached to this message.
- The Trespass Affidavit you sign does not have an end date. However, we will conduct an audit semi-annually by email and request that you confirm your continued participation in the program. If you have a change in leadership or ownership we expect you will advise the Brookhaven Police Department of that change.
- The Brookhaven Police Department will respect your right to issue the affidavit. As the owner, property manager or legal designee of the owner you have the authority to participate in the program. Your tenants will not have the authority to override your decision to participate. We recommend you inform your tenants of your participation in this program.
- Should you choose to discontinue participation in the Trespass Affidavit Program at any time, please email Sgt. Moore at [carlai.moore@brookhavenga.gov](mailto:carlai.moore@brookhavenga.gov) or call 404-637-0702.
- When you send me the completed and notarized affidavit, I will contact you to determine the number of signs and delivery.

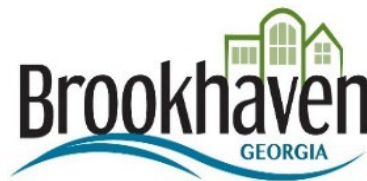
Thank you very much for your interest and support. We expect this program will make a positive difference.

Brookhaven Police Department



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*Brandon Gurley*  
Chief of Police

TO: Brookhaven Police Department  
1793 Briarwood Road  
Brookhaven, GA 30329

ATTN: Sgt Carlai Moore  
[policeinfo@brookhavenga.gov](mailto:policeinfo@brookhavenga.gov)

FROM: \_\_\_\_\_  
\_\_\_\_\_

Property: \_\_\_\_\_

DATE: \_\_\_\_\_

RE: Authorization to Enter Upon Property

This affidavit serves to authorize employees of the Brookhaven Police Department to act as agents on our behalf on matters of public safety, which includes, but it is not limited to issuing criminal trespass warnings and the prosecution of persons on our property.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

State of Georgia  
County of \_\_\_\_\_

The undersigned, a notary public in and for the above county and state, certifies that  
\_\_\_\_\_, personally appeared before me and acknowledged signing and delivering the  
instrument as the free and voluntary act of the principal, for the uses and purposes therein set forth this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Seal)  
Notary Public

My Commission Expires: \_\_\_\_\_