



A Virginia Accredited Law Enforcement Agency

Timbrook Public Safety Center
231 East Piccadilly Street
Winchester, VA 22601

Telephone: (540) 662-4131
FAX: (540) 542-1314
Website: www.winchesterva.gov

To Whom it May Concern:

In accordance with City Code Sec. 20-26 and Va. Code § 15.2-1717.1, this letter shall serve as written notice that all officers of the Winchester Police Department have been designated as a person lawfully in charge of the property described below for the purpose of forbidding another to go or remain upon the lands, buildings, or premises as specified herein including without limitation, issuing trespass notices and enforcing trespass laws ("Designation") by the property owner or his/her/its agent or representative. The individual executing this Designation certifies that he/she has the requisite authority to enter this Designation.

This Designation shall be valid for 1 year.

This Designation covers the following property(ies) and address(es):

Any property included within this designated geographical area shall be considered part of this Designation.

NAME AND ADDRESS OF PROPERTY OWNER:

Name Street Address

City State Zip

Phone

NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

_____ Date: _____

Police Department Use Only (Below)

Reviewed by: _____ Approved (Y/N): _____ Date: _____

Entered by: _____ Date: _____ Expiration: _____

WPD-218

"Committed to improving the quality of life for all people by preventing crime in the city."