



## Madison Police Department

Michael C. Koval, Chief of Police

City-County Building  
211 S. Carroll Street  
Madison, Wisconsin 53703  
Phone: (608) 266-4022  
Fax: (608) 266-4855  
[www.madisonpolice.com](http://www.madisonpolice.com)

To Whom It May Concern:

Enclosed is a document that, when signed by the property's owner or authorized agent for the property's owner, will enable police officers to take immediate action regarding persons unlawfully found upon the premises. This document facilitates officers by permitting them to remove trespassers without having to contact the property owner / agent after business hours or other times when that person may not be available.

By completing and returning the enclosed form, you agree to also conspicuously post a trespassing notice on the listed property. The Madison Police Department can provide you with trespass notices at each of our district stations. These signs are available in both English and Spanish. You can also produce your own signs. Notices should be conspicuously posted in the immediate area in which such person is trespassing, with text of sufficient size to be easily read. The following are sample wordings for no trespassing signs on private property:

*No trespassing after business hours. Madison Police Officers are authorized under M.G.O. Section 23.07(2) to arrest any person violating this provision without further warning or notice.*

*No trespassing on this property from (designate time, i.e., 9 pm - 6 am). Violators will be arrested according to M.G.O. Section 23.07(2), without any further warning or notice.*

*No trespassing or loitering on this property. Open only to persons doing business with (list your business name). Madison Police may arrest violators under M.G.O. Section 23.07(2), without further warning or notice.*

For multiple properties, please attach a list including the street address, name of the business at that location and the phone number for each property.

If you have any questions about this matter, please feel free to contact the district that serves your property.

East District:	809 S. Thompson Dr., Madison, WI 53716	266-4887
North District:	2033 Londonderry Dr., Madison, WI 53704	243-5258
South District:	825 Hughes Place, Madison, WI 53713	266-5938
Central District:	211 S. Carroll St., Madison, WI 53703	261-9694
West District:	1710 McKenna Blvd., Madison, WI 53711	243-0500
Midtown District:	4020 Mineral Point Rd., Madison, WI 53705	229-8200

Please return form to the district that serves your property or to the Chief's Administrative Office, 211 S. Carroll St., Madison, WI 53703.



CITY OF MADISON POLICE DEPARTMENT



I hereby authorize any officers from the Madison Police Department to serve as my agent and act on my behalf in situations where persons, who are not residents or their authorized guests, or those who are not on official business, are found on my property.

It is my desire that these persons be removed from the premises and/or arrested for trespassing. I will sign a complaint and assist in their prosecution. This is in accordance with the provisions of Section 23.07(2), Madison General Ordinances.

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

Name of Business at above address: \_\_\_\_\_

Phone number at above address: \_\_\_\_\_

Property Owner (if different from above named business): \_\_\_\_\_

Name of Owner/Agent: \_\_\_\_\_  Owner, or  Agent

Signature of Owner/Agent: \_\_\_\_\_

If agent signed form, list the name of the owner: \_\_\_\_\_

Phone number (if different than above): \_\_\_\_\_

Email: \_\_\_\_\_

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

**This authorization must be renewed on an annual basis.**