



DOWNTOWN SPOKANE PARTNERSHIP

Notice of Trespass Procedure

The following is the Downtown Spokane Partnership Ambassador Team's recommendation for the Spokane County Notice of Trespass Procedure.

1. Complete the standard [Notice of Trespass form](#).
2. Email the completed form to trespassing@spokanepolice.org.
 - a. If your property is located within the [Downtown Spokane Business Improvement District](#), you may send the completed form to security@downtownspokane.org for the DSP team to keep on file as a backup.
3. The DSP recommends placing No Trespass signs ([see example](#) for use) in all locations that the signage is applicable to, such as entryways, parking lots, dumpster storage areas or employee-only spaces (not on public sidewalks or public streets).

The Downtown Spokane Partnership Ambassador Team may be able to provide support for this process upon request. The team can be reached at 509-353-9111. For emergencies, call 911.

Please note that [Notice of Trespass](#) forms must be renewed annually.

