

MEMORANDUM REGARDING SHERIFF'S REQUIREMENTS FOR PHYSICAL EVICTIONS

THESE PROCEDURES VARY FROM COUNTY TO COUNTY. THIS MEMO IS TO BE USED AS A BASIC GUIDELINE. PLEASE VERIFY ANY SPECIFIC ISSUES WITH THE SHERIFF'S OFFICE WHO WILL BE EXECUTING THE ORDER.

AN EVICTION (PHYSICAL REMOVAL) OF A TENANT SUPERVISED BY THE SHERIFF TAKES A , CONSIDERABLE AMOUNT OF TIME, AND HAS SPECIFIC REQUIREMENTS. IN ORDER TO FAMILIARIZE YOURSELF WITH AND COMPLY WITH THESE REQUIREMENTS, YOU SHOULD REVIEW THIS MEMO. FAILURE TO COMPLY WITH THESE REQUIREMENTS CAN RESULT IN DELAYS AND OTHER PROBLEMS.

1. You must wait for the Civil Deputy's arrival before entering the dwelling to start the eviction. The deputy is the one executing the order and all persons present, regardless of status, are required to follow his/her direction. Failure of the Plaintiff, or workers, to do so may cause cancellation of the eviction. Interference by anyone may result in arrest. **ENTERING THE PROPERTY BEFORE THE SHERIFF DESTROYS THE VALUE OF THE EVICTION PROCESS, i.e. having the eviction carried out pursuant to a court order by the Sheriff. If you enter prior to the Sheriff, the Sheriff has no way to know whether you entered five minutes ago or 5 days ago.**
2. Due to Officer Safety concerns, under no circumstances shall the date and or time of the eviction be communicated to the tenant. The Deputy most likely will cancel the eviction if the Sheriff's manpower or equipment requirements are not meant, both initially or, if necessary, after the process has begun.
3. You have one (1) hour to complete the eviction (only exception; a 4 or 5-bedroom house may require two (2) hours). General guideline is four (4) laborers for a one bedroom dwelling, eight (8) laborers for a two bedroom dwelling, and ten (10) or more laborers for a three (3) bedroom dwelling. Verify this requirement with the Sheriff, they can change from property to property depending on the condition of the dwelling.
4. All personal property must be placed on the driveway, parking area, or lawn- **NEVER** on the sidewalk or street. The Sheriff will direct you as to where to place the property. You must have sufficient equipment, trash bags and boxes for all personal property. Everything, including the trash, must be removed and handled with reasonable care. For waterbeds, you will need a waterbed pump. (this process takes approximately forty-five (45) minutes).
5. Inventory of the property is not required and you are not responsible for the personal property after removal from the premises. There is a twenty-four (24) hour waiting period before disposing of tenant's unclaimed property. The property owner/agent is responsible for the immediate clean up of any of the tenant's property that falls onto the public property or a neighbor's private property during the 24-hour waiting period prior to the disposal of the tenant's unclaimed property.
6. When scheduling an eviction, please make us aware of any potential dangers and any known drug or gang activity. Do not enter the property, disturb any belongings, or begin to make repairs prior to the sheriff arriving to oversee the eviction.
7. Please make arrangements to have an expert present (locksmith) to open/unlock doors if necessary, and to change locks after the eviction is complete. If there are any concerns contact the Sheriff's office before the scheduled move so they can advise you on how to prepare so that your eviction will not be canceled.

County Sheriff's phone number's are:

Adams Sheriff	303.655.3272
Arapahoe Sheriff	720.874.3851
Boulder Sheriff	303.441.3608
Broomfield Police	303.438.6400
Denver Sheriff	720.865.9556
Douglas Sheriff	303.660.7527
Jefferson Sheriff	303.271.6580
Larimer Sheriff	970.498.5150
Weld Sheriff	970.356.4015
El Paso Sheriff	719.520.7144