

## 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.**

EVICTIONS TAKE A CONSIDERABLE AMOUNT OF TIME. WE ASK FOR YOUR COOPERATION IN THE FOLLOWING MATTER:

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.
2. Due to Officer Safety concerns, under no circumstances shall the date and or time of the eviction be relayed to the tenant. The Deputy may cancel the eviction if the manpower or equipment is not provided, 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 laborers for a one bedroom dwelling, 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. It is essential that the property be checked twenty-four (24) to forty-eight (48) hours prior to the eviction date.
7. Please make arrangements to have an expert present (locksmith) to open/unlock the doors if the parties being evicted are not home. If there are any concerns contact the Sheriff's office before the scheduled move so they your eviction will not be canceled.

**County Sheriff's phone number's are:**

|                          |                     |                        |                     |
|--------------------------|---------------------|------------------------|---------------------|
| <b>Adam Sheriff</b>      | <b>303.655.3272</b> | <b>Douglas</b>         | <b>303.660.7527</b> |
| <b>Arapahoe Sheriff</b>  | <b>720.874.3851</b> | <b>Jefferson</b>       | <b>303.271.6580</b> |
| <b>Boulder Sheriff</b>   | <b>303.441.3608</b> | <b>Larimer Sheriff</b> | <b>970.498.5150</b> |
| <b>Broomfield Police</b> | <b>303.438.6400</b> | <b>Weld Sheriff</b>    | <b>970.356.4015</b> |
| <b>Denver Sheriff</b>    | <b>720.865.9556</b> | <b>El Paso</b>         | <b>719.520.7144</b> |