



# San Diego County SHERIFF'S DEPARTMENT

## EVICTION GUIDE FOR EVICTION AGENTS AND LOCKSMITHS

This is an Eviction Guide created by the Sheriff's Department to assist in the completion of the eviction process. Please review this guide prior to the scheduled eviction date to familiarize yourself with the **DO's** and **DON'Ts** of the eviction procedure. If you have any further questions regarding the actual eviction process, please contact the Court Services Bureau Civil or Field office for your area listed at the bottom of this page.

### DO's

- If you become aware of any safety concerns that the Sheriff's Department has not already been informed of, immediately contact the Court Services Bureau Civil or Field office for your area listed at the bottom of this guide.
- If the tenant surrenders possession of the property before the scheduled eviction time, notify the Court Services Bureau Civil or Field office for your area listed at the bottom of this page to cancel the eviction. (The Sheriff's Department must receive written instructions to cancel the eviction by the attorney of record or the plaintiff, if the plaintiff does not have an attorney.)
- Arrive at least 30 minutes prior to the scheduled eviction time (in case the deputies are early) but do not approach the property. The agent (and locksmith) should wait several houses away from the eviction address but should still be able to see when the deputies arrive. The deputies will arrive in a marked patrol vehicle. (Managers/agents of large apartment complexes should wait for the deputies a safe distance from the unit where the eviction is to occur but in a location where they can observe the deputies arrival. The deputies will not go looking for the manager/agent.)
- Have a key to the property or a locksmith ready with the appropriate equipment to quickly gain entry into the property. (The deputies will not allow forced entry by such method as breaking a window, etc.)
- After the deputies arrive at the eviction address, notify the deputy that you are the agent for the eviction.
- The agent and locksmith must follow all instructions given by the deputies. The deputies will advise you when to unlock the property.
- Be alert at all times during the eviction process, especially when the deputies are inside the property completing their search.

### DON'Ts

- **Do not** inform the occupants of the scheduled eviction time.
- **Do not** approach the property until after the deputies arrive.
- **Do not** park your car in front of or behind the property.
- **Do not** unlock or enter the property before the deputies arrive, even if the property is vacant. (If the agent is already inside the property when the deputies arrive, the deputies will not restore legal possession to the agent and **you will need to begin a new eviction.**)
- **Do not** enter the property after the deputies arrive until they give you permission to enter.
- **Do not** interfere with the deputies during the eviction process.
- **Do not** argue with the occupants (if they are present) during the eviction process.
- **Do not** ask the deputies for legal advice. The deputies cannot give legal advice.

Chula Vista Civil Office  
(South County)  
(619) 691-4543

El Cajon Civil Office  
(East County)  
(619) 441-4564

San Diego Field Office  
(San Diego)  
(619) 531-4179

Vista Civil Office  
(North County)  
(760) 940-2898