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INTRODUCTION

In April 2008, the City issued multi-departmental administrative rules and an Executive Order on unauthorized encampments on City property. The purpose of the rules and procedures is to provide departments direction on how to respond to such encampments. They provide for a consistent, coordinated and humane response throughout the City. Key elements include:

- definition of encampment
- notice of encampment removal
- outreach to connect the campers with needed services
- provision of additional shelter space, if needed
- collection of personal property
- notice of recovered personal property
- temporary storage of personal property
- claims

This manual serves as a reference and resource for City staff involved in encampment removals. It includes the administrative rules and executive order on unauthorized encampments, as well as forms and other tools staff will need to successfully implement the procedures.





NEWS RELEASE

FOR IMMEDIATE RELEASE

April 11, 2008

Contact: David Takami, 206-684-0253, <u>David.Takami@seattle.gov</u>; cell 206-423-3011

New measures provide consistent, humane approach to removing encampments on city-owned land

SEATTLE - The city of Seattle today enacted a multi-departmental administrative rule and issued an Executive Order concerning the removal of illegal encampments from city property.

Effective immediately, the new rule and procedures contain significant improvements to the way the city responds to unauthorized encampments. The changes include a consistent and coordinated process for providing encampment occupants: notice of encampment removal; outreach to connect the campers with needed services and shelter; additional shelter space if needed; and temporary storage of personal items.

The city of Seattle is committed to ending homelessness. Working with local partners, the city is implementing the Ten-Year Plan to End Homelessness. We are funding and finding permanent housing for homeless people. We also fund rental assistance to prevent homelessness, as well as other services that help homeless people stabilize their lives and live independently. In 2007, the city allocated nearly \$40 million toward ending homelessness. See the attached fact sheet for details regarding the city's efforts.

City staff have been removing encampments from city property for more than 15 years. Encampments in greenbelts and public properties present serious public safety and health problems including unsanitary toileting practices; increased population of rats; illegal behavior including drug use and excessive noise; intimidation of other users by residents of unauthorized encampments; large quantities of garbage, including used hypodermic needles; fires and destruction of property.

In August 2007, staff from several city departments removed encampments from the Northeast Queen Anne greenbelt. In one day, staff removed seven tons of debris. However, they were not able to fully clean the site and concerns arose about removal procedures including the posting of out-of-date phone numbers. After review of the removal procedures, staff determined that the procedures should be improved and standardized.

The new administrative rule establishes consistent approaches for removing encampments on land owned by city departments. The updated procedures build on the rule to respond to the unauthorized encampments in a way that provides humane assistance to people displaced from the encampments, addresses public safety and health concerns of the community, and enforces laws.

Key Elements of the Administrative Rule

- · Defines unauthorized encampments and specifies operating hours for each property
- Describes enforcement options
- Provides a <u>minimum</u> of 72 hours notice to encampment occupants before removal of personal property
- Provides opportunity for retrieval of personal items
- Provides storage of personal items for up to 60 days

Key Elements of Encampment Removal Procedures

- Provides consistent, coordinated approach and procedures across all city departments
- Directs the public and staff to work through the city's Customer Service Bureau to identify unauthorized encampments
- Provides outreach to unauthorized campers to connect them with needed services and shelters
- Provides added shelter capacity if needed

Earlier this year, the city issued a draft of the new rule and procedures. During a public comment period from Jan. 14 to 31, 2008, city staff received many written comments. The city also conducted a public hearing on Jan. 28, 2008. All comments were considered as city staff developed final versions of the rule and procedures.

"We received a lot of thoughtful input and it's reflected in the changes to the documents," said Seattle Human Services Department Director Patricia McInturff.

The key changes to the rule and procedures prompted by public comments include increasing the minimum amount of notice given to encampment occupants from 48 hours to 72 hours; clarification of the definition of "personal items" that the city will save and store for up to 60 days; and a longer duration between the time a complaint is filed and the target date for encampment removal (from 10 business days to 21 days). In addition, in response to request, we are issuing the procedures as an Executive Order.

For more information on the new administrative rule and procedures, including copies of the documents themselves, please visit www.seattle.gov/humanservices.

Unauthorized Encampments on City Property: Frequently Asked Questions

1. What is the definition of "unauthorized encampment?"

"Unauthorized encampment" means three or more unauthorized structures in an identifiable area which appears to be being used for unauthorized camping. An identifiable area includes areas where the structures are in sight of each other and/or areas where each structure is located within approximately 300 feet of another structure. A structure is anything constructed or erected on or under the ground, or any improvement built up or composed of parts joined together in some definite manner. Structures include, but are not limited to, buildings, lean-tos, tents, awnings, and tarps.

2. What is the definition of "unauthorized camping?"

"Unauthorized camping" means erection of a tent or other shelter, or to assemble camping equipment and personal property on public and private property that, to a reasonable person, indicates a person has remained or intends to remain on the property overnight without proper permits or when the property is not open to the public. Camping equipment includes, but is not limited to tarps, blankets, sleeping bags, cooking equipment, and other items commonly associated with remaining overnight.

3. Who do people call for assistance?

The Customer Service Bureau (CSB), 206-684-CITY (2489), is open from 8 am to 5 pm Monday through Friday, and individuals may call CSB for any reason. After hours, leave a message and staff will contact you the next business day.

4. What happens when an unauthorized encampment has been reported?

If upon inspection, the City determines that an unauthorized encampment has been established on a site, staff will:

- Inform occupants that it is illegal to camp at this site.
- Post the area with a minimum 72-hour Notice and Order to Remove Personal Property prior to cleaning the area.
- Provide outreach services prior to removing the encampment.
- Sort and store, for up to 60 days, any remaining personal property in the area at the time of encampment removal.
- Post a notice that personal property has been removed, indicating the location of the storage facility where the owner can claim their personal property.

5. Are people living in cars unauthorized encampments?

No. However, a vehicle cannot remain parked on a street for more than 72 hours. After 72 hours, city regulations pertaining to abandoned vehicle(s) apply. You may report car camping by calling the Abandoned Vehicle Hotline at 684-8763 or on the web at http://www.seattle.gov/police/forms/Abandoned_Vehicles.htm.

November 1, 2010

6. Are people allowed to stay overnight in an area that has been posted?

It is illegal to remain on the City property overnight without proper permits or when the property is not open to the public.

7. If someone is in a posted site, will he or she be arrested?

Once a site has been posted, individuals may enter an encampment to remove personal items and get information about available services and shelter without risk of receiving a notice of exclusion or being charged with criminal trespass. Such permission may be denied to people who are the subject of an existing exclusion order. If the City property is closed to the public at certain times, the City may require such entry to occur during times the property is open to the public.

8. Are there any circumstances when the City will not post a Minimum 72-Hour Notice at an unauthorized encampment?

The Notice procedures do not apply to: (1) any items that are not personal property or are obstructions, or (2) to any encampment in which the authorizing official has reasonable suspicion that a person in the encampment is engaged in (a) a violent crime, (b) a felony drug delivery, or (c) is in possession of weapons in the encampment.

9. What plans are in place to provide shelter for people living in unauthorized encampments?

The City's Human Services Department has arranged for additional beds at the Compass Center and overflow beds at the City Hall Severe Weather Shelter.

10. What are the procedures if an unauthorized encampment continues to recur?

If an encampment recurs three times in one location within a 60-day period, the area will be permanently posted and a regular cleaning schedule will be maintained without further notice. The City will not provide outreach.

11. How does the City ensure that belongings are not lost or destroyed?

The City will collect, label and store for 60 days certain personal items found during cleanup. These items include any item that is (1) reasonably recognizable as belonging to a person; and (2) in its present condition has apparent utility; and (3) is not hazardous material. The label will indicate the location at which and the date on which the items were collected. A storage facility for Parks is located at Westbridge Warehouse, 4209 West Marginal Way S.W., ¾ mile south of the Spokane Street bus stop. A SDOT, SCL and SPU storage facility has been established at Sunny Jim, SDOT Sign and Signal Shop, 4200 Airport Way S. An owner has up to 60 days to claim their property.

12. What will the City do with belongings like tents, radios, eyeglasses, personal letters and documentation, and prescription medications?

The City will collect, label and store these items up to 60 days if they are found during cleanup and uncontaminated.

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13. How will individuals know where to go to identify personal property?

The City will post the site with a Notice of Recovered Property that will direct individuals to the CSB, 206-684-CITY (2489), for information and assistance regarding which storage facility has their item(s) and the hours of operation.

14. What proof of ownership will individuals need to show in order to retrieve personal property?

Individuals should expect to provide some form of identification, a complete description of each item they wish to claim, including unique identifying information; and the location and date of the encampment removal.

15. How long has the City been dealing with unauthorized encampments?

The City has been removing unauthorized encampments from public property for more than 15 years. While some of the removals have been in response to complaints from community members, other actions have been part of routine City property maintenance. With the Administrative Rule and Executive Order, the City is updating and improving its policies and procedures to assure that its response to unauthorized encampments is consistent, coordinated and compassionate.

16. What are the procedures for encampments on private property?

The new administrative rule and procedures on unauthorized encampments pertain primarily to City-owned property. But if the City receives a complaint about an unauthorized encampment on private property, staff will refer the site to the City's Department of Planning and Development (DPD) for enforcement action under applicable City ordinances. DPD will work with the affected property owners(s) to complete removal of the encampment consistent with applicable laws.

17. Will outreach be provided to individuals who are camping illegally?

Not necessarily. The Rule and Executive Order focus on encampments, which are defined in terms of three structures or more. The presence of structures suggests permanence. Also, as the number of structures in an area increases, risks to safety and health and interference with the intended uses of the property increase.

18. Who do people call to report an encampment?

Call the City of Seattle's Customer Service Bureau (CSB) at 206-684- CITY (2489), or use the web form at http://www.seattle.gov/customerservice/request.htm.

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What Seattle is doing to end homelessness

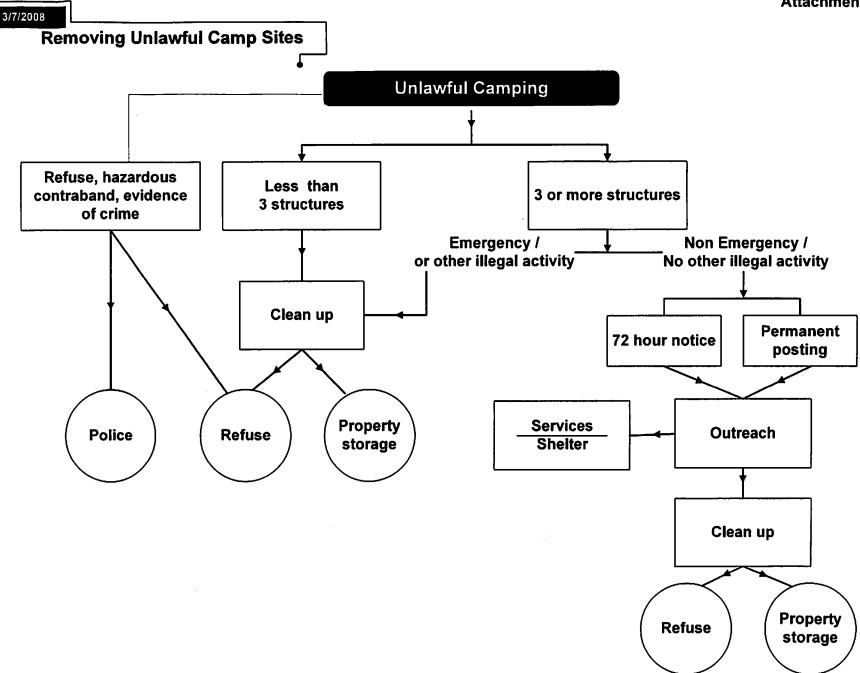
The City of Seattle is committed to the Ten-Year Plan to End Homelessness and is making a large investment of time and resources to implement the plan. Unless otherwise noted, funding amounts listed are annual figures.

The City invests nearly \$40 million a year to prevent and end homelessness. We are a lead partner in the Committee to End Homelessness and are working hard to implement the Ten-Year Plan (approved in 2005). We also provide temporary support services to keep people without homes safe and healthy so they can regain stability and rebuild their lives. The City funds services and programs that provide a pathway out of homelessness. We are also working to involve other cities in the region to coordinate efforts and resources.

- Hygiene facilities and day centers. The City invests \$2.6 million in these facilities, including the Urban Rest Stop and Downtown Emergency Service Center's (DESC) Connections program—where the City spends \$1 million a year to help homeless people with employment, job training, housing search and other services. These programs offer refuge from the streets and provide homeless people with shower and laundry facilities and referrals to other services such as housing and health care. Some centers provide hot meals, storage space, drug/alcohol counseling, and employment services. The City also helps fund Health Care for the Homeless, which is administered by Public Health Seattle & King County.
- Meal programs. The City invests \$540,000 in meal programs. The programs provide meals to low-income
 and homeless people to help meet nutritional requirements. Sites vary in size and hours of operation.
 Programs that serve night and day shelters are open every day.
- Eviction prevention and rental assistance. The City invests \$3.1 million to help over 1,680 households remain in permanent housing or move from homelessness to permanent housing. These strategies include legal assistance, payee services, housing stability case management, and rental assistance.
- Enhanced shelter beds. The City invests \$6 million in 16 shelter programs (1,189 beds and 100 family voucher units) serving homeless single adults and families. Investment in shelter has increased 46% (\$2.9 million) since 2000. Recently, the City has prioritized funding shelters that provide "enhanced" services, that is, on-site assessment and case management in addition to a safe place to sleep. Since January 2007, more than 1,200 people in City-funded shelters have moved to stable housing.
- Transitional housing, The City invests nearly \$1 million in 792 transitional housing units in programs run by agencies such as the Low Income Housing Institute, Muslim Housing Services, and Immanuel Cascade Emergency Services. Transitional housing is comprised of temporary housing and supportive services to help homeless people transition to long-term housing within two years.
- Permanent supportive housing. The City has invested \$28 million since 2005 in new permanent housing for homeless people, including \$6.5 million in new general fund resources specifically to create housing for disabled, long-term homeless people with the greatest needs. Seattle provides about \$1 million a year in operating and maintenance subsidy to this homeless housing. Adding the resources from partners like the County and United Way, collectively, we have helped bring on-line 620 new housing units for homeless persons during the last two years, with another 600 units under construction or in the works. Examples include the 1811 Building (run by DESC), Plymouth Housing's Plymouth on Stewart, and the Co-STAR program for people frequently in jail.

• Other investments:

- ➤ King County voters passed the Veterans and Human Services Levy in 2005, which provides \$13 million a year for veterans, their families and others with a variety of housing and supportive services.
- > A recently approved King County sales tax will also increase services available to homeless people who need substance abuse and mental health services.
- > United Way has committed to raising \$25 million to help end chronic homelessness.



Administrative Rule and Procedures Regarding Unauthorized Encampments on City Property: Selected Key Elements

	Elements	Final
		Administrative Rule
1.	Departments involved	Office of Housing, Parks, City Light, Public Utilities, Transportation, Fleets & Facilities, Neighborhoods, Seattle Center
2.	Definition of encampment	Focuses on three (3) or more unauthorized structures in an identifiable area which appear to be being used for unauthorized camping. An identifiable area includes areas where the structures are in sight of each other and/or areas where each of the structures is located within approximately 300 feet of another structure.
3.	Definition of personal property	Defines "Personal Property" to mean "an item that is: 1) reasonably recognizable as belonging to a person; 2) in its present condition has apparent utility; and 3) is not hazardous material."
		"Examples of personal property include, but are not limited to, tents, bicycles, radios or other electronic equipment, eyeglasses, prescription medications, photographs, jewelry, crutches, wheelchairs, and any items that reasonably appear to be of more than \$25 in value. Personal property does not include building materials such as wood products, metal, or rigid plastic."
		Also requires that the "authorizing official should resolve a reasonable doubt as to whether an item is personal property in favor of deciding the item is personal property and treat it accordingly under these rules."
4.	Advance Notice Requirement	1) Provides for a minimum of 72 hours before personal property removed from encampment is required. 2) Provides for permanent posting of recurring encampments defined to mean "encampments observed in the area at least three times within any 60 day period." 3) Provides for an occupant of an encampment to have reasonable opportunity to enter a posted area to remove personal property (See 7.4.1.1).
5.	Exception to Advance Notice Requirement	The Notice procedures do not apply to: 1) any items that are not personal property or are obstructions, or 2) any encampment in which the authorizing official has reasonable suspicion that a person in the encampment is engaged in (a) a violent crime, (b) a felony drug delivery, or (c) is in possession of weapons in the encampment.
6.	Storage of Personal Property	Mandates that personal items taken shall be stored; a notice informing individuals where they may claim removed personal property shall be posted in the area; depending on the circumstances, an attempt shall be made to contact the owner, notice may be placed on the web or in the newspaper; unclaimed items may be disposed of after 60 days.
7.	Notice of Exclusion	The authorizing official of all City departments may issue an Administrative Notice of Exclusion and delegate to sworn SPD personnel the authority to enforce these notices and any other applicable written or posted rules.

Administrative Rule and Procedures Regarding Unauthorized Encampments on City Property: Selected Key Elements

		Procedures
8.	Subject of the procedures	All unauthorized encampments.
9.	Coordinator	Customer Service Bureau
10.	Target for cleaning encampments	The responsible department shall inspect the area immediately and complete the encampment removal within 21 calendar days. 1) Re-establishes the Unauthorized Encampment Workgroup, which consists of the contact person/liaison from each department that owns City property, HSD, CSB, and SPD.
		2) States that the responsible department shall inspect the area immediately and assess, in consultation with the Workgroup, the site's priority for removal.
11.	Outreach and Additional Shelter	The Human Services Department will be responsible for arranging outreach prior to removal of the encampment. It also will establish additional interim/overflow shelter beds, as necessary, for occupants of unauthorized encampments.
12.	Documentation	Includes documentation requirements for the following: - the initial inspection - posting the 72-hour notice - the outreach process - the results of the encampment removal (refuse and personal property)
13.	Property Storage	 States how personal items with identifying information and that are not contaminated, illegal, or hazardous will be labeled for storage and how the city will make an effort to contact owners. Clarifies that the responsible department is responsible for not only labeling and storing the appropriate personal items, but also for attempting to contact owners. Storage is required for 60 days.
14.	Preventing re- establishment of encampments	 States that staff from the department will revisit the site in one week, and periodically, thereafter, to make sure an encampment has not been re-established. Departments shall permanently post areas where there are 3 recurring encampments within 60 days. Continuous outreach and notice will not be required.



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2008 APR -7 PM 3: 55
CITY CLERK

Executive Order: 06-08

Encampments

An Executive Order directing departments to follow specific procedures in the event of unauthorized encampments on City property.

WHEREAS, the City of Seattle has a responsibility to protect the health and safety of the general public and individual community members in our City; and

WHEREAS, the Mayor has endorsed the Ten Year Plan to End Homelessness and is committed to its goal of ending homelessness, and has directed large investments of City time and resources toward that end; and

WHEREAS, in 2007, the City of Seattle allocated more than \$41 million (a combination of City General Funds, federal and state funding, and other sources) toward ending homelessness; and

WHEREAS, living in unauthorized encampments on greenbelts and on other public property exposes individuals to serious health risks by exposing individuals to severe climate conditions, unsanitary hygiene conditions, and the accumulation of garbage and human and animal waste; and

WHEREAS, living in unauthorized encampments on greenbelts and on other public property may expose individuals to serious safety risks because of the presence of unlawful weapons, violent crimes, unlawful drug activity, and uncontrolled fires: and

WHEREAS, the unsanitary conditions in unauthorized encampments also threatens the safety and health of City of Seattle employees and other community members; and

WHEREAS, occupants of unauthorized encampments may want and benefit from assistance with social services;

NOW, THEREFORE, I, GREGORY J. NICKELS, Seattle Mayor, do hereby direct the relevant City Departments to abide by the attached procedures.

Inquiries regarding this Executive Order should be directed to Regina LaBelle at (206) 684-4000.

Dated this 7 day of 10, 2008

Fregory J. Nickels Mayor, City of Seattle

UNAUTHORIZED ENCAMPMENT RESPONSE PROCEDURES

I. Introduction

The City of Seattle owns and operates various City real property, including property under the jurisdiction of the Seattle Parks and Recreation Department ("Parks"), Seattle Public Utilities ("SPU"), Seattle Department of Transportation ("SDOT"), Seattle City Light ("SCL"), Fleets and Facilities Department ("FFD"), Department of Neighborhoods("DON"), Office of Housing ("OH"), and Seattle Center. This property is made available or accessed in a variety of ways to support the quality of life of Seattle residents. However, the following conduct on various City properties threatens public safety and health and interferes with the public's ability to use public property for its intended purposes:

- The unauthorized entry on certain City property that is closed to the public or is open to the public only during certain operating hours or only for certain limited purposes;
- 2. Erecting unauthorized structures, tents, or other shelters; and
- 3. Unauthorized camping, which includes erecting unauthorized structures noted in point #2 or assembling camping equipment, in order to unlawfully remain in an area that is not open to the public or is open to the public only during certain operating hours or for certain limited purposes.

These uses cause the following problems:

- 1. Unsanitary hygiene conditions, including the accumulation of garbage, human and animal feces, and other hazardous materials that threaten the health and safety of campers, other members of the public, and City employees;
- 2. Unsanitary hygiene conditions, including the accumulation of garbage, human and animal feces, and other hazardous materials that increase the presence of rodents and other vermin;
- 3. Criminal activity, including incidents of violent crime and felony drug trafficking, that threaten the health and safety of campers, other members of the public, and City employees;
- 4. The presence of used hypodermic needles that threaten the health and safety of campers, other members of the public, and City employees;
- 5. The presence of unlawful weapons and other contraband that threaten the health and safety of campers, other members of the public, and City employees;
 - 6. Destruction or vandalism of public property;
 - 7. Damage to trees, plants, and other vegetation;

- 8. Fires that threaten the health and safety of campers, other members of the public, and City employees, and that have damaged public infrastructure and improvements, including overpasses and public rights of way;
- 9. A public perception that it is unsafe to enter certain public properties, thereby discouraging the public uses for which the property is intended and maintained;
- 10. Structures, garbage accumulation, camping equipment and other obstructions that interfere with the intended uses of the property or with maintenance, repair, or improvements to the property, thereby discouraging the public uses for which the property is intended and maintained.

The City has the responsibility to protect the health and safety of the general public and individual community members and to enforce City laws. The City has been removing unauthorized encampments from public property for more than 15 years. While some of the removals have been in response to complaints from community members, other actions have been part of routine City property maintenance.

II. Purpose

While all unauthorized entry and unauthorized camping is prohibited on City property, City departments shall follow these procedures and respond to unauthorized encampments in a consistent, coordinated and compassionate fashion. These procedures provide guidance for departments on how to provide notice and outreach to persons displaced from these encampments while addressing the public safety and health concerns of the community and enforcing appropriate laws. These procedures shall be followed by all City of Seattle employees who carry out removal of unauthorized encampments.

Unauthorized camping means erection of a tent or other shelter, or to assemble camping equipment and personal property on public and private property that to a reasonable person indicates a person has remained or intends to remain on the property overnight without proper permits or when the property is not open to the public. Camping equipment includes but is not limited to tarps, blankets, sleeping bags, cooking equipment, and other items commonly associated with remaining overnight.

An unauthorized encampment means three (3) or more unauthorized structures in an identifiable area which appear to be being used for unauthorized camping. An identifiable area includes areas where the structures are in sight of each other and/or areas where each of the structures is located within approximately 300 feet of another structure. A structure is anything constructed or erected on or under the ground, or any improvement built up or composed of parts joined together in some definite manner. Structures include, but are not limited to, buildings, lean-tos, tents, awnings, and tarps. For purposes of these procedures, a "structure" does not include bridges, overpasses, park equipment, or other publicly-owned or maintained structures.

Although these procedures apply only to City-owned property, the City will ask other public and private property owners to follow this policy and comply with all applicable laws.

III. Intake and Follow-Up Procedures

A. CSB Intake

When any City of Seattle employee identifies an unauthorized encampment or receives a complaint from a community member, s/he shall complete the Customer Service Bureau's (CSB's) on-line intake form at http://www.seattle.gov/customerservice/request.htm (or call CSB at 684.2489), as soon as possible and no more than 24 hours later.

Upon receipt of the intake form, CSB will research who owns the property, and then refer the request for removal to the appropriate departments for follow-up as follows.

B. For City -Owned Property

If CSB determines the property is City-owned, CSB will send the request to remove the encampment to the responsible department, i.e. Parks, Seattle Public Utilities, Seattle City Light, Seattle Department of Transportation, Fleets and Facilities Department, Department of Neighborhoods, Office of Housing, or Seattle Center. A copy of the request shall also be sent to the Human Services Department and Seattle Police Department. The responsible department (the department that has jurisdiction over the property) will first confirm that the site meets the definition of an encampment, and, if so, shall comply with the procedures set forth in Section IV.

C. For Other Public Property

If CSB determines the property is owned by another public entity (e.g. State Department of Transportation, King County, Port of Seattle), CSB will notify representatives of the other public entity. Until the jurisdictions have formalized arrangements with their own law enforcement agencies, e.g. State Patrol, King County Sheriff, and Port Police, these jurisdictions may request Seattle Police Department (SPD) officers accompany their work crews to address public safety issues arising during encampment removals.

D. For Private Property

If CSB determines the property is privately owned, CSB will refer the encampment to the Department of Planning and Development (DPD) for enforcement action under applicable City ordinances. DPD will work with the affected property owner(s) to complete removal of the encampment consistent with applicable laws. DPD will report the encampment removal date to CSB when the private property owner has taken action.

E. For Jointly-Owned Property

If CSB determines the property with the encampment is owned by a City department and other parties (private or other public entities), CSB will refer the encampment to the responsible department. The responsible department shall coordinate with the other parties for the complete removal of the encampment consistent with applicable laws, rules and procedures, and report the encampment removal date to CSB.

IV. Removal of Unauthorized Encampments from City Property

- A. T he responsible department shall take all reasonable steps to complete the removal and cleanup of the unauthorized encampment within twenty-one (21) days of notification by CSB of the need for such action.
- B. Each department will assign a point person responsible for encampment removal. This person will serve as CSB's point of contact and serve on the Unauthorized Encampment Workgroup. The Unauthorized Encampment Workgroup shall consist of the contact person from Parks, Seattle Public Utilities, Seattle City Light, Seattle Department of Transportation, Fleets and Facilities Department, Department of Neighborhoods, Office of Housing, and Seattle Center as well as representatives of the Human Services Department, the Customer Service Bureau, and the Seattle Police Department.
- C. The responsible department should inspect the area immediately to determine if it meets the definition of an encampment and, if it does meet the definition, assess the site's priority for removal under these procedures in consultation with the Unauthorized Encampment Workgroup. The responsible department shall document and maintain:
 - 1 The date of the initial inspection
 - 2 Photos documenting the initial inspection:
 - 3. The number of structures identified during the inspection; and
 - 4. The number of individuals seen at the site during the inspection.
- D. Once the priority has been determined, the responsible department should schedule the removal of the encampment in coordination with the Human Services Department and other appropriate departments, such as the Department of Transportation to assist with road closure, the Department of Neighborhoods to assist with neighborhood communications, and the police department to assist with safety issues.
- E. The responsible department shall comply with MDAR No. 08-01 with respect to removal of personal property from encampments.

- F. The responsible department shall post the encampment site with written notice(s) a minimum of 72 hours before the encampment is removed. This notice will include CSB's telephone number. The responsible department shall document and maintain:
 - 1 The date of the posting(s);
 - 2. Photos of the posting(s); and
 - 3. The number of individuals seen at the time of posting.
- G. When there is reasonable suspicion that a person in the encampment is engaged in a violent crime or a felony drug delivery, or is in possession of weapons in an encampment, no 72-hour minimum notice is necessary prior to the removal of personal property. In addition, the Human Services Department will not be expected to assist with outreach and social service referrals. An exception to the 72-hour notice also may be made in the event of significant health risks caused by waste, vectors, disease, hazardous materials, or other threats to human life or safety. The responsible City department, in consultation with SPD, Public Health Seattle and King County, and/or other agencies, is authorized to determine whether public safety and health issues exist and may waive the notice and outreach requirements.
- H. The responsible department may request that Seattle Police Department (SPD) officers accompany staff while posting notice at or during a cleanup of an encampment. The responsible department should provide a minimum of 48 hours notice to SPD to request their presence at the posting, outreach or cleanup.
 - From the time the site is posted notifying occupants of a pending encampment removal until the day the encampment is removed, persons may enter an encampment to remove personal items and get information about available services and shelter without risk of receiving a notice of exclusion or being charged with criminal trespass. Such permission may be denied to persons who are the subject of an existing exclusion order. If the City property is closed to the public at certain times, the City may require such entry to occur during times the property is open to the public.
- J. The Human Services Department (HSD) will be responsible for arranging outreach, accompanied by police, prior to removal of the encampment. In addition to outreach, HSD will arrange, if needed, additional shelter beds. HSD shall document and maintain:
 - 1. The dates of outreach;
 - 2 The number of individuals contacted;
 - 3. The type(s) of service(s) offered;
 - 4. The number of successful referrals, if known; and

- 5. Any other documents generated as part of the outreach process.
- K. Upon c ompletion of the outreach process, HSD shall update CSB with the above information.
- L. The responsible department shall schedule the actual removal and may use a team of staff from its own department and/or other departments or a contracted service, such as the State Department of Corrections work crew. If the responsible department expects the clean-up to take more than one day, it should schedule the clean-up for multiple days. The responsible department shall document and maintain:

The date of the removal:

- 2. The number of individuals present at the time of removal;
- 3. The amount of garbage and debris disposed of;
- 4. Photos of garbage and debris disposed of;
- 5. An inventory of any personal property removed and placed in storage;
- 6. Photos of the personal property removed and placed in storage;
- Photos of the posting stating where one can retrieve removed items;
- 8 The location of the stored items; and
- 9 Other documents generated as part of the removal process
- M. Upon completion of the removal, the responsible department will update CSB with the above information.
- N. Personal property items that are not contaminated, illegal, or hazardous will be stored and labeled with the date collected, the location of the encampment, and the name(s) of the personal property owners if available.
 - 1 The responsible department will take these items to an approved storage facility for 60 days. Unclaimed items may be disposed of after 60 days.
 - 2. When contact information is available for removed personal property items, the responsible department will notify the owner of the property's disposition.
 - 3. If the owner is not identified on an item, and the item has a reasonable value of \$100 or more, the responsible department shall publish notice in a

newspaper or on a City website stating the item has been removed, is being stored, and the manner for claiming the item.

- O. The responsible department shall revisit the site one week after the removal, and periodically thereafter, to make sure an encampment has not been re-established. The responsible department shall maintain any documents and photos of the reinspection and will report the dates of the re-inspection and results to CSB.
- P. If encampments in the area persist, the responsible department will consider the site for routine cleanup. If three encampments are established in the same area within 60 days, then the responsible department will permanently post the site indicating personal property items may be removed without further notice.

V. Enforcement

A. Any violation of City laws or rules regarding unauthorized encampments or other applicable law may, depending on the particular circumstances of the case, result in any or all of the following:

- 1 Withdrawal of permission to enter or remain on the property;
- 2. Issuance of either a Parks Notice of Exclusion or a department's administrative notice of exclusion;
- 3. Issuance of a citation under applicable law;
- 4. Arrest under applicable law (for example, criminal trespass).
- B. A person is subject to a citation or arrest for criminal trespass when he or she:
 - 1. Enters or remains on City property when such areas are closed to the public
 - 2. Enters or remains in an area after having received a Notice of Exclusion from that area.

Subject: MULTI-DEPARTMENTAL ADMINISTRATIVE RULES	No. MDAR 08-01
Rules Regarding:	//
Operating Hours for City Properties; Unauthorized Camping on City Properties; Enforcement Procedures; and Removal of Unauthorized Property.	Effective: 4/7 , 2008
Approved: //////// Superintendent, Seattle Dept. Date	
of Parks and Recreation	
Superintendent, Seattle City Light Date	
afundland 4/4/08	
Director, Seattle Public Utilities Date	
Director, Seattle Department Date	
of Transportation	
15mg 5 4/4/08	
Director, Seattle Fleets Date and Fabilities Department	
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Director, Seattle Department Date of Neighborhoods	
1/1/08	
Director, Office of Housing Date	
Director, Seant Center Date	
i	,

1.0 INTRODUCTION AND PURPOSES

1.1. Introduction and Findings

The City owns and operates various City real property, including property under the jurisdiction of the Seattle Parks and Recreation Department ("Parks"), Seattle Public Utilities ("SPU"), Seattle Department of Transportation ("SDOT"), Seattle City Light

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("SCL"), Fleets and Facilities Department ("FFD") the Department of Neighborhoods ("DON"), the Office of Housing ("OH"), and Seattle Center.

The City finds the following conduct on various City properties is a threat to the public safety and health and interferes with the public's ability to utilize public property for its intended purposes:

- 1.1.1 The unauthorized entry on certain City property that is closed to the public or is open to the public only during certain operating hours or only for certain limited purposes;
- 1.1.2 Erecting unauthorized structures, tents, or other shelters;
- 1.1.3 Unauthorized camping. Unauthorized camping includes erecting unauthorized structures, tents, or other shelters, or assembling camping equipment, in order to unlawfully remain in an area that is not open to the public, or is open to the public only during certain operating hours or for certain limited purposes.

In developing and promulgating these rules, the City has reviewed information received from a variety of sources, including members of the public, City employees and other authorized City agents. That information includes written descriptions, photographs, video, and other forms of information regarding conditions in areas where unauthorized camping has taken place.

Based on that information, the City finds that unauthorized camping and the erection of unauthorized structures has exacerbated the following problems the rules are designed to reduce:

- 1. Unsanitary hygiene conditions, including the accumulation of garbage, human and animal feces, and other hazardous materials that threaten the health and safety of campers, other members of the public, and City employees;
- 2. Unsanitary hygiene conditions, including the accumulation of garbage, human and animal feces, and other hazardous materials that increase the presence of rodents and other vermin;
- 3. Criminal activity, including incidents of violent crime and felony drug trafficking, that threaten the health and safety of campers, other members of the public, and City employees;
- 4. The presence of used hypodermic needles that threaten the health and safety of campers, other members of the public, and City employees;

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- 5. The presence of unlawful weapons and other contraband that threaten the health and safety of campers, other members of the public, and City employees;
 - 6 Destruction or vandalism of public property;
 - 7. Damage to trees, plants, and other vegetation;
- 8. Fires that threaten the health and safety of campers, other members of the public, and City employees, and have damaged public infrastructure and improvements, including overpasses and public rights of way;
- 9. A public perception that it is unsafe to enter certain public properties, thereby discouraging the public uses for which the property is intended and maintained;
- 10. Structures, garbage accumulation, camping equipment and other obstructions that interfere with the intended uses of the property or with maintenance, repair, or improvements to the property, thereby discouraging the public uses for which the property is intended and maintained.

1.2 Present Laws and Administrative Rules

- 1.2.1 The Parks Code (SMC Chapter 18.12) establishes general operating hours for parks, prohibits the erection of unauthorized structures, prohibits camping, and provides for enforcement by, among other means, the issuance of Parks Exclusion Notices.
- 1.2.2 The Street Use Ordinance (SMC Chapter 15.04) prohibits the unauthorized entry onto SDOT property that is not open to the public and prohibits the erection of unauthorized structures on SDOT property.
- 1.2.3 A SPU administrative rule for Open Spaces establishes operating hours, prohibits the erection of unauthorized structures, prohibits camping, and provides for enforcement by, among other means, issuance of administrative notices of exclusion.
- 1.2.4 FFD administrative rules establish FFD operating hours, general rules of conduct, including the prohibition of camping, and provide for enforcement by, among other means, issuance of administrative notices of exclusion.
- 1.2.5 Seattle Center Campus Rules prohibit camping and require a permit for the erection of structures on Seattle Center property.

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1.3. General Purpose

The general purpose of these administrative rules is to establish uniform rules and procedures for the enforcement of present laws and administrative rules in Parks, in SPU open spaces, on SDOT property, on SCL property, on FFD property, on DON property, on OH property, and on Seattle Center property.

1.4 Specific Purposes

Specific purposes of these rules include to:

- 1.4.1 Establish rules and procedures regarding entering or remaining in certain areas of City property that are either not open to the public or are open to the public only during certain operating hours;
- 1.4.2 Establish rules and procedures regarding the erection of structures or the placement of equipment on certain City property;
- 1.4.3 Establish administrative rules prohibiting camping on City property under the jurisdiction of City departments, including Seattle Department of Transportation (SDOT); Seattle City Light (SCL); Fleets and Facilities Department (FFD); the Department of Neighborhoods (DON), the Office of Housing (OH), and Seattle Center.
- 1.4.4 Establish uniform administrative enforcement rules for Parks, SPU, SDOT, SCL, FFD, DON, OH, and Seattle Center;
- 1.4.5 To establish for Parks, SPU, SDOT, SCL, FFD, DON, OH, and Seattle Center standard procedures regarding the removal from City property of unlawful or unauthorized structures, camping equipment, and other personal property left on City property.
- 1.4.6 Define "camping" as that term is used in: SMC Section 18.12.250 (Parks Code) and in SPU Open Space Rule (October 2006).

2.0 REFERENCES AND AUTHORITY

- 2.1 SMC 18.12.250 "Camping";
- 2.2 SMC 18.12.278 "Park Exclusion";

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- 2.3 SMC 18.12.030 "Definitions";
- 2.4 SMC 18.30.010 "Definitions";
- 2.5 SMC 15.04.012 "Use and Occupation Permits";
- 2.6. SMC 15.38 "Impounding",
- 2.7 These administrative rules are authorized by and promulgated as provided in the City Administrative Code (SMC Chapter 3.02) and:
 - 2.7.1 SMC 3.26.040 (Parks);
 - 2.7.2 SMC 3.32.020 (SPU);
 - 2.7.3 SMC 3.12.020 (SDOT);
 - 2.7.4 SMC 3.08.020 (SCL);
 - **2.7.5** SMC 3.18.030 (FFD);
 - 2.7.6 SMC 3.35.040 (DON);
 - 2.7.7 SMC 3.14.740 (OH); and,
 - 2.7.8 SMC 17.04.040 (Seattle Center).

3.0 DEFINITIONS

- 3.1 "Abandoned" means that personal property in a public place is presumed to be abandoned by the owner or custodian so as to permit an authorizing official to take custody whenever:
 - A. The property is placed out for collection in conjunction with solid waste or recyclable material on the scheduled date for City collection, or it is placed there on a date contemporaneous with a community collection or clean-up;
 - B. A reasonable person would not allow the property to be there unattended for the length of time the property has been there, taking into account the location of the property in the sidewalk or roadway, the type of property, the danger of theft, and the risk of damage from weather;

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- C. No name appears on the property and the occupant or owner of the adjacent real property on inquiry disclaims ownership, and there is no permit for such a use of the public place; or
- D. The property is unattended, without a permit, on a sidewalk or planting strip adjoining a park or in a park drive or boulevard.
- 3.2 "Authorizing Official" means as to property under their jurisdiction the Superintendent of Parks and Recreation, the Superintendent of Seattle City Light, the Directors of SPU, SDOT, FFD, DON, OH, or Seattle Center, and their respective authorized designees.
- 3.3 "Camp" and "camping" means (for purposes of SMC 18.12.250, SPU Open Space Rules issued December 2006, and these rules) to crect a tent or other shelter, or to assemble on City property camping equipment and personal property, that to a reasonable person evidences that a person has remained, or intends to remain, on the property overnight or on the property when it is closed to the public. Camping equipment includes but is not limited to, tarps, blankets, sleeping bags, cooking equipment and other items commonly associated with remaining overnight.
- 3.4 "City" means the City of Scattle.
- 3.5 "City Property" means City buildings and adjacent premises owned or occupied by the City, and any real property or facilities owned by, operated by, or under the jurisdiction of a city department, including Parks, SPU, SDOT, SCL, FFD, DON, OH, and Seattle Center.
- 3.6 "Contraband" means any property that is unlawful to produce or to possess.
- 3.7 "Department" means the Seattle Department of Parks and Recreation ("Parks"), the Seattle Public Utilities ("SPU"), Seattle City Light ("SCL"), Seattle Department of Transportation ("SDOT"); Fleets and Facilities Department ("FFD"); the Department of Neighborhoods ("DON"), Office of Housing ("OH"), or Seattle Center.
- 3.8 "Director" means the Director of Seattle Public Utilities, the Seattle Department of Transportation, the Fleets and Facilities Department, or the DON, OH, and Seattle Center or his or her authorized designee.
- 3.9 "Encampment" means three (3) or more unauthorized structures in an identifiable area which appear to be being used for unauthorized camping. An identifiable area includes areas where the structures are in sight of each other and/or areas where each of the structures is located within approximately 300 feet of another structure.

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- 3.10 "Garbage" or "refuse" means any item that in its present condition has no apparent utility.
- 3.11 "Hazardous items" means an item that reasonably appears to pose a health or safety risk to members of the public or to City employees or to other authorized personnel. Hazardous items include blankets, clothing, sleeping bags, or other soft goods that are in an unsanitary condition or appear to be otherwise contaminated by unknown substances.
- 3.12 "Obstruction" means an item is located in such a way as to impede a sidewalk, trail, path, or other commonly used route of travel through City property.
- 3.13 "Open Space" means land owned, operated and occupied by SPU, either improved or unimproved, including land predominantly in its natural state, riparian areas, watersheds or other habitat areas, which are preserved from urbanization and with which a public right of way is associated. Open space does not include parks that are under the jurisdiction of the Department of Parks and Recreation.
- 3.14 "Park" means all parks and bodies of water contained therein, squares, drives, parkways, boulevards, trails, golf courses, museums, aquaria, zoos, beaches, playgrounds; playfields, botanical gardens, greenbelts, parking lots, community centers, and other park, recreation and open space areas and buildings and facilities comprising the parks and recreation system of the City under the management and control of the Superintendent of the Department of Parks and Recreation.
- 3.15 "Personal Property" means an item that is: 1) reasonably recognizable as belonging to a person; 2) in its present condition has apparent utility; and 3) is not hazardous. Examples of personal property include, but are not limited to, tents, bicycles, radios or other electronic equipment, eyeglasses, prescription medications, photographs, jewelry, crutches, wheelchairs, and any item that appears to have a reasonable value of more than \$25. Personal property does not include building materials such as wood products, metal, or rigid plastic. The authorizing official should resolve a reasonable doubt as to whether an item is personal property in favor of deciding the item is personal property and treat it accordingly under these rules.
- 3.16 "Reasonable value" means the amount of money an item could be expected to sell for, in its current condition, on an open market.
- 3.17 "Structure" means anything constructed or erected on or under the ground, or any improvement built up or composed of parts joined together in some definite manner. Structures include, but are not limited to, buildings, lean-tos, tents, awnings, and tarps.

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- 3.18 "SMC" means Seattle Municipal Code.
- 3.19 "Superintendent" means the Superintendent of Parks and Recreation or the Superintendent of Seattle City Light, as appropriate in the context, or his or her authorized designees.
- 3.20 "Unauthorized item" means an item that is abandoned on public property, that is present on public property without a required permit or other authorization, or that evidences use for camping in violation of applicable law or these rules.

4.0 INDIVIDUAL DEPARTMENTAL RULES

The following rules apply to property owned, operated or under the jurisdiction of the applicable department.

4.1 Parks

- 4.1.1 Operating Hours and Areas Closed to the Public. Some Parks property is closed to the public at all times. Other Parks property is open to the public only during established operating hours.
 - **4.1.1.1** General park operating hours are between 4:00 a.m. and 11:30 p.m. as established in SMC 18.12.245.
 - **4.1.1.2** Special operating hours may be established for individual parks or facilities either by administrative rule or by posting as provided in SMC 18.12.040 and SMC 3.02.020.
 - 4.1.1.3 Violation. In addition to a violation of any other applicable law, it is also a violation of these rules to enter or remain in any area of a park when the area is closed to the public.

4.1.2 Structures, Tents, or other Shelters

- **4.1.2.1** Permit Required. SMC 18.12.070 requires a permit to erect a structure in a park.
- **4.1.2.2** Violation. SMC 18.12.275 provides that engaging in any activity that requires a permit without first obtaining a valid permit is a violation of SMC 18.12.275. In addition to a violation of that or any other

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applicable law, it is also a violation of these rules to erect any structure in a park without a required permit.

4.1.3 Camping

- 4.1.3.1 SMC 18.12.250 prohibits camping in any park except in places set aside and posted for such purposes by the Superintendent.
- **4.1.3.2** Violation. In addition to a violation of SMC 18.12.250 or other applicable law, it is also a violation of these rules to camp except in places set aside and posted for such purposes by the Superintendent.

4.2 Seattle Public Utilities (SPU)

- **4.2.1 Operating Hours and Areas Closed to the Public.** Some SPU property may be closed to the public at all times. Other SPU property is open to the public only during established operating hours.
 - **4.2.1.1** General operating hours for SPU Open Spaces are from 4:00 a.m. to 11:00 p.m., as provided in SPU Open Space Rules (December 2006).
 - 4.2.1.2 Different operating hours may be established for particular SPU property either by separate administrative rule or by posting as provided in SMC 3.02.020.
 - **4.2.1.3** Violation. In addition to a violation of other applicable law, it is also a violation of these rules to enter or remain in any area of SPU property when the area is closed to the public.
- **4.2.2 Structures, Tents, or other Shelters.** SPU Open Space Rule (December 2006) prohibits, among other things, erecting any structure, including but not limited to tents, barricades, and fencing in any SPU Open Space.
- 4.2.3 Camping. SPU Open Space Rule (December 2006) prohibits, among other things, unauthorized camping in any SPU Open Space. In addition to a violation of that rule or other applicable law, unauthorized camping in any SPU Open Space is also a violation of these rules.
- 4.3 Seattle Department of Transportation (SDOT)

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4.3.1 Operating Hours and Areas Closed to the Public. Some SDOT property may be closed to the public at all times. Other SDOT property may be open to the public only during established operating hours. Operating hours for particular SDOT properties may be established by administrative rule or by posting as provided in SMC 3.02.020.

4.3.1.1 Violation. In addition to a violation of other applicable law, it is also a violation of these rules to enter or remain in any area of SDOT property when the area is not open to the public.

4.3.2 Structures, Tents, or other Shelters

- **4.3.2.1** Permit Required. SMC 15.04.010 and 15.02.048 requires a permit for, among other uses, the erection of any structure in a public place.
- 4.3.2.2 Violation. SMC 15.04.010 provides that engaging in any activity that requires a permit without first obtaining a valid permit is a violation of Chapter 15. In addition, it is a violation of these rules to erect any structure on any SDOT property without a required permit.

4.3.3 Camping

- **4.3.3.1** Violation. In addition to violating any other applicable law, unauthorized camping on any SDOT property posted as "No Camping" or similarly posted, is a violation of this rule.
- 4.3.4 SDOT Notice of Exclusion. An SDOT notice of exclusion issued pursuant to these rules shall not preclude a person from utilizing an open public right of way for transportation purposes.

4. 4 Seattle City Light (SCL)

- 4.4.1 Operating Hours and Areas Closed to the Public. Some SCL property may be closed to the public at all times. Other SCL property may be open to the public only during established operating hours. Operating hours for particular SCL properties may be established by administrative rule or by posting as provided in SMC 3.02.020.
 - 4.4.1.1 Violation. In addition to violating any other applicable law, it is also a violation of these rules for any person to enter or remain in any area of any SCL property when the area is closed to the public.

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4.4.2 Structures, Tents, or other Shelters

4.4.2.1 Violation. In addition to violating any other applicable law, it is also a violation of these rules for any person to erect any structure, tent, or other shelter on any SCL property without the written permission of the Superintendent.

4.4.3 Camping

4.4.3.1 Violation. In addition to violating other applicable law, unauthorized camping on any SCL property is also a violation of these rules.

4.5 Fleets and Facilities Department (FFD)

- 4.5.1 Operating Hours and Areas Closed to the Public. Some FFD property may be closed to the public at all times. Other FFD property may be open to the public only during established operating hours. Operating hours for particular FFD properties may be established by administrative rule or by posting as provided in SMC 3.02.020.
- 4.5.1.1 FFD rule (January 2005) establishes building and facility operating hours, unless provided otherwise by rule or by posting, as from 7:00 a.m. to 6:00 p.m., Monday through Friday, except for City holidays. FFD buildings and facilities are generally not open to the public on Saturday, Sunday, during City holidays and on weekdays between 6:00 p.m. and 7:00 a.m.
 - **4.5.1.2** Violation. In addition to a violation of other applicable law, it is also a violation of these rules to enter or remain in any property under the jurisdiction of FFD when the area is closed to the public.

4.5.2 Structures, Tents, or other Shelters

4.5.2.1 Violation. In addition to violating other applicable law, it is also a violation of these rules for any person to erect any structure, tent, or other shelter on any FFD property without the written permission of the Director.

4.5.3 Camping

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FFD Administrative Rule (January 2005) prohibits, among other things, unauthorized camping on any FFD property.

4.5.4. In addition to a violation of that rule or other applicable law, unauthorized camping on any FFD property is also a violation of these rules.

4.6 Department of Neighborhoods (DON)

- 4.6.1 Operating Hours and Areas Not Open to the Public. Some DON property may be closed to the public at all times. Other DON property may be open to the public only during established operating hours. Operating hours for particular DON properties may be established by administrative rule or by posting as provided in SMC 3.02.020.
- 4.6.2 Violation. In addition to a violation of other applicable law, it is also a violation of these rules to enter or remain in any property under the jurisdiction of DON when the area is not open to the public.

4.6.3 Structures, Tents, or other Shelters

4.4.2.1 Violation. In addition to violating other applicable law, it is also a violation of these rules for any person to erect any structure, tent, or other shelter on any DON property without the written permission of the Director.

4.6.4 Camping

4.6.4.1 Violation. In addition to violating any other applicable law, unauthorized camping on any DON property is also a violation of these rules.

4.7 Seattle Center

4.7.1 Operating Hours and Areas Not Open to the Public. Some Seattle Center property may be closed to the public at all times. Other Seattle Center property may be open to the public only during established operating hours. The Seattle Center Campus is open from 7:00 A.M. to Midnight daily (Ordinance No. 92792). Seattle Center may establish other operating hours for particular areas or facilities.

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4.7.2 Violation. In addition to a violation of other applicable law, it is also a violation of these rules to enter or remain in any property or facility under the jurisdiction of Seattle Center when the area is not open to the public.

4.7.3 Structures, Tents, or other Shelters

- **4.7.3.1** Violation. In addition to violating other applicable law, it is also a violation of these rules for any person to place any structure, tent, or other shelter on any Seattle Center property without the written permission of the Director.
- 4.7.4 Camping. Violation. In addition to violating any other applicable law, unauthorized camping on any Seattle Center property is also a violation of these rules.

4.8 Office of Housing (OH)

- **4.8.1 Operating Hours and Areas Not Open to the Public.** Some OH property may be closed to the public at all times. Other OH property may be open to the public only during established operating hours.
- **4.8.2** Violation In addition to a violation of other applicable law, it is also a violation of these rules to enter or remain in any property or facility under the jurisdiction of the OH when the area is not open to the public.

4.8.3 Structures, Tents, or other Shelters

- **4.7.3.1** Violation. In addition to violating other applicable law, it is also a violation of these rules for any person to place any structure, tent, or other shelter on any OH property without the written permission of the Director.
- 4.8.4 Camping. Violation. In addition to violating any other applicable law, unauthorized camping on any OH property is also a violation of these rules.

5.0 ENFORCEMENT

5.1. These rules are enforced in the same way as any other administrative rules. Any violation of these or any other applicable rule or law may, depending on the particular circumstances, result in one or more of the following:

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- 5.1.1 Written or oral withdrawal of a person's permission to remain on the property;
- 5.1.2 Issuance of a Parks Notice of Exclusion as provided in SMC 18.12.278 if the property is Parks Department property;
- **5.1.3** Issuance of an administrative notice of exclusion if the property is not Parks property;
- **5.1.4** Issuance of a citation, a notice of infraction, or other enforcement action under applicable law.

5.2 Criminal Trespass

- 5.2.1 Criminal Trespass Areas closed to the public. Any person who enters or remains on City property when such areas are closed to the public is subject to citation or arrest for criminal trespass (SMC 12A.08; RCW 9A.52).
- 5.2.2 Criminal Trespass Notice of Exclusion. Any person who enters or remains in an area in violation of a Notice of Exclusion from that area is subject to citation or arrest for criminal trespass (SMC 12A.08; RCW 9A.52).
- **5.2.3** Criminal Trespass Withdrawal of Permission. Any person who remains on City property after having received notice that his or her permission to remain on that property has been withdrawn is subject to citation or arrest for criminal trespass (SMC 12A.08; RCW 9A.52).

6.0 NOTICES OF EXCLUSION

- 6.1 Parks Exclusion Under SMC 18.12.278.
 - 6.1.1 Issuance The Superintendent may, by delivering a Notice of Exclusion in person to the offender, exclude from any park a person who has violated any law or any rule designated by the Superintendent as a "parks rule" as provided in SMC 18.12.278. The Superintendent hereby designates these rules as "parks rules", the violation of which may result in issuance of a Parks Exclusion Notice.
 - **6.1.2 Period of Exclusion.** The period of exclusion for a Parks Exclusion Notice shall be as provided in SMC 18.12.278.

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6.1.3 Appeals. Any person who receives a Parks Exclusion Notice for a period of time exceeding 7 (seven) days may file an appeal within seven (7) calendar days as provided in SMC 18.12.278.

6.2 Administrative Notices of Exclusion from City Property other than Parks Property.

6.2.1 Issuance. The authorizing official may issue an Administrative Notice of Exclusion as provided in these or other applicable administrative rules.

6.2.2 Delegation.

- 6.2.2.1 Sworn Seattle Police Department personnel are authorized to enforce on City property these and any other applicable written or posted rules, and to issue notices of exclusion for violations.
- 6.2.2.2 The authorizing official may also in writing authorize others to enforce on City property these and any other applicable written or posted rules. However, only City employees may be authorized to issue a Parks Exclusion Notice or an Administrative Notice of Exclusion.
- **6.2.3** Basis for Exclusion. The excluded person need not be charged, tried, or convicted of any crime or infraction in order for a notice of exclusion to be issued or effective. The exclusion may be based on observation by the Director or Superintendent, or his or her authorized representatives, or upon the sort of civilian reports that would ordinarily be relied upon by police officers in the determination of probable cause.
- 6.2.4 Contents of Notice. The Notice of Exclusion shall be in writing and shall be signed by the issuing individual. It shall specify the date of issuance and the length and places of exclusion. Warning of the consequences for failure to comply and the processes regarding an administrative review hearing shall be prominently displayed in the Notice of Exclusion.
- 6.2.5 Unless otherwise specified, the exclusion shall take effect immediately upon actual or constructive receipt of the notice by the person being excluded. A person may not defeat the effectiveness of an exclusion by refusing to accept the notice. Receipt of the notice is construed to have been accomplished if the person knew or reasonably should have known from the circumstances that his/her privileges to enter upon City property have been revoked. Receipt of the notice is also construed to have been accomplished two (2) days after an exclusion notice

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is placed in the U.S. mail to an individual's last known address.

6.2.6 Periods of Exclusion.

- 6.2.6.1 Felony or Weapons Violation. If the current violation is a felony or a weapons violation, the person may be excluded for up to one year.
- 6.2.6.2 If the current violation is not a felony or a weapons violation, the person may be excluded as provided below:
 - 6.2.6.2.1 No Prior Exclusion within One Year. If a person has not been excluded from any City property under the jurisdiction of the issuing department within the preceding year,, the person may be excluded for up to seven days from the date of the Notice of Exclusion. If the violation occurred on property owned and maintained by Parks, then the Superintendent may exclude the violator from the City park zone in which the current violation occurred.
 - 6.2.6.2.2 One Prior Notice of Exclusion. If a person has been the subject of only one Notice of Exclusion issued within one year prior to the current violation, the person may be excluded for up to 30 days from the date of the Notice of Exclusion.
 - 6.2.6.2.3 Two or More Prior Notices of Exclusion. If a person has been the subject of two or more Notice of Exclusions issued within one year prior to the current violation, the person may be excluded for up to one year from the date of the Notice of Exclusion.

6.2.7 Administrative Hearings – Notices of Exclusion.

- 6.2.7.1 If the issuing department has administrative rules that apply to such administrative hearings, those rules apply.
- 6.2.7.2 If the issuing department does not have rules that apply to such administrative hearings, the following rules apply;
- 6.2.7.2.1 Request for Administrative Review. A person who receives a Notice of Exclusion for a period greater than seven (7) days may within seven (7) business days of issuance of the notice submit a written request to the authorizing official for an administrative hearing. The person seeking the hearing shall include in the request any written documentation he or

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she seeks to have considered in the administrative review process. The notice of exclusion remains in effect pending administrative review.

6.2.7.2.2 If a person timely requests an administrative review, the authorizing official shall designate a Review Officer. The administrative review is an informal process designed to give the individual the opportunity to explain his or her side of the events surrounding the alleged violation. The Review Officer may at his or her discretion conduct meetings or interviews with the individual excluded and other individuals who may have information relevant to the Notice of Exclusion. The Review Officer may consider sworn written or verbal statements and give them the appropriate weight under the circumstances.

6.2.7.2.3 The Review Officer shall provide a written decision within 10 business days of the request for review. The decision may affirm, modify, terminate, or reverse the exclusion order. The Review Officer's decision is final City action on the review.

7.0 REMOVAL OF PROPERTY.

- 7.1 Violation. In addition to a violation of other applicable law, it is also a violation of these rules to abandon or to store without authorization personal property on City property or to place garbage or refuse anywhere on City property except in a designated receptacle.
- 7.2 Summary Removal and Disposal: Garbage, Refuse, Hazardous Items, Building Materials, Contraband, or Evidence of a Crime.
 - 7.2.1 Removal and Disposal. The authorizing official may summarily and without advance notice remove and dispose of the following: refuse; hazardous items, building materials, contraband; or evidence of a possible crime.
 - 7.2.2 Contraband or Evidence. The authorizing official shall, before disposal, allow the appropriate law enforcement agency the opportunity to take possession of any item that is contraband or evidence of a possible crime.
- 7.3 Notice of Removal and Storage of Personal Property. The authorizing official shall post a notice on the property providing information regarding how individuals may claim removed personal property.
- 7.4 Additional Notice Required Under Limited Circumstances

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7.4.1 Notice Prior to Removal of Personal Property from an Encampment. The authorizing official shall follow the procedures below before removing personal property from an encampment. These Notice procedures do not apply to: 1) any items that are not personal property or are obstructions, or 2) to any encampment in which the authorizing official has reasonable suspicion that a person in the encampment is engaged in (a) a violent crime, (b) a felony drug delivery, or is in possession of weapons in the encampment.

7.4.1.1 Minimum Seventy-Two Hour Notice.

The authorizing official shall post on the property a written notice that camping in the area is prohibited and that personal property left in the area will be removed at least seventy-two (72) hours before removing personal property from an encampment. The authorizing official shall upon request grant permission to a person to enter a property after notice has been posted to remove his or her personal property. Such permission need not be granted to a person who is the subject of a current notice of exclusion from the property. If the property is at certain times closed to the public, the authorizing official may require such entry to occur during times that the property is open to the public.

7.4.1.2 Posting Recurring Encampments.

If the authorizing official determines that an area is a site of recurring encampments, the authorizing official may post on the property notice that camping is prohibited, that personal property left in the area is subject to immediate removal without further notice, and procedures regarding how to claim removed personal property. "Recurring encampments" means, that an encampment has been observed on the property three (3) or more times within any sixty (60) day period. The authorizing official may remove personal property from an encampment located on property that has been posted under this section without providing the minimum seventy-two hour notice described above.

- 7.4.2 Owner Identified. If the name and contact information for the owner of a particular item of personal property is identified on the item, the authorizing official shall attempt to provide to the identified owner via the contact information notice that the item has been removed, is being stored, and the procedure for claiming the item.
- 7.4.3 Property Valued at over \$100. If the owner is not identified on an item of personal property, and the item has a reasonable value of \$100 or more, the authorizing official shall publish notice in a newspaper or on a City website that the item has been removed, is being stored, and the procedures for claiming the item.

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7.5 Disposal of Unclaimed Personal Property. The authorizing official may dispose of any item of stored personal property if it is unclaimed after a period of sixty (60) days.

8.0 Delegation and Guidelines.

- 8.1 An authorizing official may authorize any person or organization to assist in implementing these rules. However, only authorized City employees may issue a Parks Exclusion Notice or an Administrative Notice of Exclusion.
- 8.2 An authorizing official may issue operating guidelines, procedures, or protocols that, among other things, inform City employees and other authorized persons how to properly implement these rules.

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RECORD RETENTION

All departments shall maintain public records generated by their department regarding Unauthorized Encampments according to their own record retention schedules. Departments are only responsible for maintaining those records generated by them. These records include those items mentioned in this manual, including, but not limited to:

Intake FormsInspection RecordsMaintenance RecordsStaffing SchedulesPhotographsDispatch RecordsPolice ReportsNotices of Exclusion

Citations Checklists

Outreach Forms Shelter Intake Forms

Waste Removal Records

Inventories of Personal Property

Contracts Invoices

Newspaper Notices 60 Day Disposition Records Tracking Reports Performance Measures

Departments are required to update SERIS with:

Inspection Results (Responsible Department)

(Date, Number of People and Shelters, Photographs, Presence of Garbage, Human Waste, Hazardous Material, Rats, Criminal Activity, Weapons, Alcohol/Drugs, Property Damage)

Outreach Results (Human Services Department)

(Dates, Number of People/Male & Female), Number of Shelter Referrals/Male & Female

Posting Results (Responsible Department)

(Dates, Notices Posted)

Clean-Up/Maintenance Inventory Results (Responsible Department)

(Dates, Number of People and Shelters, Weight of Garbage, Total Labor Costs, Total Staff Hours, Inventory of Personal Property Removed – Item Description, Bag Number, Claimed Date, Date Disposed, Valued Over \$100, Date Published. Scheduled Disposal Date, Photographs, Location of Stored Items)

Re-inspection Maintenance (Responsible Department)

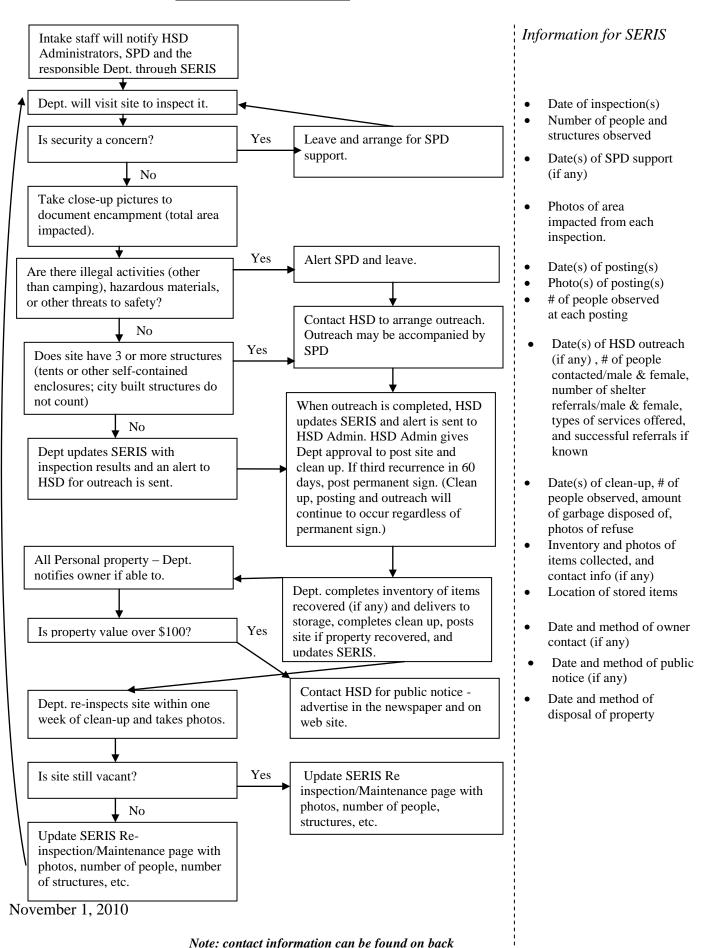
(Date, Number of People and Shelters, Photographs, Presence of Garbage, Human Waste, Hazardous Material, Rats, Criminal Activity, Weapons, Alcohol/Drugs, Property Damage)

Records responsive to Public Disclosure Requests shall be reviewed and redacted as appropriate.

Encampment Checklist for Call Takers

- Caller's Name, address (or department), and phone number. This information is mandatory for city staff reporting these as part of their daily duties. Private customers may make anonymous complaints, but they should understand that may hinder our ability to follow through if we need to contact them for additional information. We do expect these to be the object of public disclosure requests. We will try to protect your identity, but that may not be possible.
- What is the exact location of the encampment with address and other descriptive information (steep slope, etc.)?
- Is there evidence of an intent to stay on the property (tents, shelters, sleeping bags, bed rolls, cots, mattresses, cooking equipment, furniture, tools, etc.)?
- How many structures have been observed at the location and when?
- How many people have been observed at the location and when?
- How large is the area impacted by the encampment (square feet, etc.)?
- Is the encampment new or on-going? How long has the encampment been at this location?
- How much litter and debris is associated with the encampment?
- Is there an accumulation of human waste, open toilets, etc?
- Are there other hazardous materials (drums, oil, paint, etc.)?
- Are there vermin or pests?
- Are there fires associated with the encampment?
- Is there current criminal activity associated with the encampment (drug dealing, prostitution, assaults, etc.)?
- Have you seen weapons (guns, knives, etc.)?
- Is there a problem with intoxication?
- Is the encampment interfering with the intended use of the property (park purposes, transportation, maintenance, construction, etc.)?
- Are there safety, health, emergency or other similar issues created by the encampment?

Encampment Flow Chart



Encampments -- Key Contacts

Human Services Department

Al Poole	684-0260	al.poole@seattle.gov
Judy Summerfield	684-0569	judy.summerfield@seattle.gov
Edwin Obras	684-0419	edwin.obras@seattle.gov

Customer Service Bureau

Cynthia Phillips	684-2489	cynthia.phillips@seattle.gov
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Seattle Department of Transportation

Roxanne Thomas	386-9060	roxane.thomas@seattle.gov
Shelley Barouh – Sunny Jim, Sign	386-1211	shelley.barouh@seattle.gov
Signal Shop, Storage Facility		

Department of Parks and Recreation

Belinda Gigliotti – North Region	233-3967	belinda.gigliotti@seattle.gov
Cheryl Fraser – South Region	684-8016	cheryl.fraser@seattle.gov
Mary Alderete – S Central	233-3955	mary.alderete@seattle.gov
Andy Soden – Jefferson Park,	684-7497	andy.soden@seattle.gov
Jackson Park, West Seattle Golf		
Courses		
Peggy Pulliam – Magnuson Park	684-4995	peggy.pulliam@seattle.gov
Mark Mead – Trails and some	684-4113	mark.mead@seattle.gov
natural areas		
Linda Hubert – Westbridge Storage	386-1959	linda.hubert@seattle.gov
Facility		

Seattle Public Utilities – Illegal Dumping

Alex Tonel	684-4170	alex.tonel@seattle.gov
Eric Bird	386-4554	eric.bird@seattle.gov

Seattle Police Department

Seame Fonce Department		
West Precinct		
Lt. James Fitzgerald	684-8718	james.fitzgerald@seattle.gov
Sgt. Paul Gracy	386-9135	paul.gracy@seattle.gov
North Precinct		
Lt. Ken Hicks	684-0740	kenneth.hicks@seattle.gov
Sgt Dianne Newsom	684-0794	dianne.newsom@seattle.gov
East Precinct	·	
Lt. Sean O'Donnell	684-4306	sean.odonnell@seattle.gov
Sgt. Jay Shin	733-9536	jay.shin@seattle.gov
South Precinct		
Lt. James Koutsky	386-1862	james.koutsky@seattle.gov
Sgt. Ann Martin	386-1393	ann.martin@seattle.gov
Southwest Precinct		

November 1, 2010

Lt. Norm James	233-2033	norman.james@seattle.gov
Sgt. Kevin McDaniel	233-1549	kevin.mcdaniel@seattle.gov

Precinct map located at: http://www.seattle.gov/police/maps/precinct_map.htm

Customer Service Bureau Encampment IQ & SERIS Protocols:

Encampments shall be reported to the Customer Service Bureau (CSB) via the CSB Web Form at www.seattle.gov/customerservice/, via the CSB email address Seattle 311, or via telephone at 206-684-CITY (2489). See the Encampment Check List for Call Takers for information requested when reporting an encampment.

If reported via the web form (preferred method), a workflow is automatically created in IQ.

If reported via email to Seattle 311, a workflow will be opened in IQ and the email will be attached to the workflow.

If reported via telephone, CSB call taker enters all relevant information into an IQ workflow.

CSB researches property ownership and determines which department is responsible for the property.

When property ownership is determined, CSB will enter the information in SERIS and an email alert will be sent from SERIS to the Seattle Police Department, the responsible department, and Al Poole/Edwin Obras, Human Services Department administration for review and inspection. CSB will add a step note in IQ indicating that the case was entered in SERIS and close the IQ workflow.

When approval is determined, HSD administration will notify the appropriate representative of the responsible department to clean-up.

List of email contacts:

(For SPD Precinct staff assigned by District and Parks District Managers, see Key Contacts list):

For **SPU**: Alex Tonel and Eric Bird; HSD: Al Poole, Edwin Obras, Judy Summerfield; SPD: Precinct CPT Sergeant and Operations Lieutenant

For **SDOT**: Roxanne Thomas; HSD: Al Poole, Edwin Obras, Judy Summerfield; SPD: Precinct CPT Sergeant and Operations Lieutenant

For **SCL**: Cheryl Crawford; HSD: Al Poole, Edwin Obras, Judy Summerfield; SPD: Precinct CPT Sergeant and Operations Lieutenant

For **Parks:** Christopher Williams and relevant District Manager; HSD: Al Poole, Edwin Obras, Judy Summerfield; SPD: Precinct CPT Sergeant and Operations Lieutenant

For **FFD**: Bill Craven; HSD: Al Poole, Edwin Obras, Judy Summerfield; SPD: Precinct CPT Sergeant and Operations Lieutenant

For **Seattle Center**: Michael Moon; HSD: Al Poole, Edwin Obras, Judy Summerfield; SPD: Precinct CPT Sergeant and Operations Lieutenant

For **OH**: Amy Gray; HSD: Al Poole, Edwin Obras, Judy Summerfield; SPD: Precinct CPT Sergeant and Operations Lieutenant

For **DON**: Kimberlee Archie; HSD: Al Poole, Edwin Obras, Judy Summerfield; SPD: Precinct CPT Sergeant and Operations Lieutenant

For **WSDOT:** Vern Johnson at johnsov@wsdot.wa.gov, or 206-389-2138

For **Port of Seattle**: Lindsay Pulsifer at <u>pulsifer.l@portseattle.org</u>, or Maintenance Dispatch Desk 206-728-3350

November 1, 2010

For **King County**: Richard Quellet at <u>richard.quellet@kingcounty.gov</u>, or 206-205-3335 For private property: The information will be entered in IQ and SERIS. The IQ workflow will be updated with a step note indicating a case was opened in SERIS and will be closed. DPD will update SERIS with enforcement actions taken and when encampment is removed.

The department representative will have ultimate responsibility for making sure SERIS is updated properly and in a timely manner. It is the responsible department that must inspect, post the property, coordinate with HSD outreach, and then schedule and complete the clean-up according to procedure.

Responsible department first updates SERIS with:

- 1. Initial inspection report of the area including the date and time of the inspection;
- 2. Photos of the conditions and documentation of what is found, e.g., number of structures, accumulation of garbage, mattresses, bicycles, other debris;
- 3. Number of people observed at time of initial inspection;
- 4. Number of people observed at time of posting.

When the department completes adding the inspection information in SERIS, an alert will be sent to HSD Outreach and HSD Administration so they have information about the number of people in need of services and outreach can be scheduled. Outreach staff prefer to visit the site prior to or during posting and during clean-up.

HSD updates SERIS with:

- 1. Dates of outreach;
- 2. Number of individuals contacted;
- 3. Services offered;
- 4. Number of successful referrals (if known);
- 5. Any other documentation of outreach process.

HSD and its contractors shall maintain documents, such as shelter intake forms and other materials, outside the SERIS system. No individual health information shall be input into SERIS. However, HSD may state that "X number of individuals were in need of medical attention and X number of individuals received referrals to health providers."

When HSD Outreach completes their outreach and enters the results in SERIS an alert will be sent to HSD administration. HSD administration will approve the site for clean-up in SERIS and an alert will be sent to the responsible department.

The responsible department will post the site, schedule the clean-up and notify SPD if assistance is needed at the time of clean-up. When the clean-up is completed, the department will update SERIS with:

- 1. Date of removal;
- 2. Number of individuals present at time of removal;
- 3. Photo(s) of "Notice and Order to Remove" sign(s);

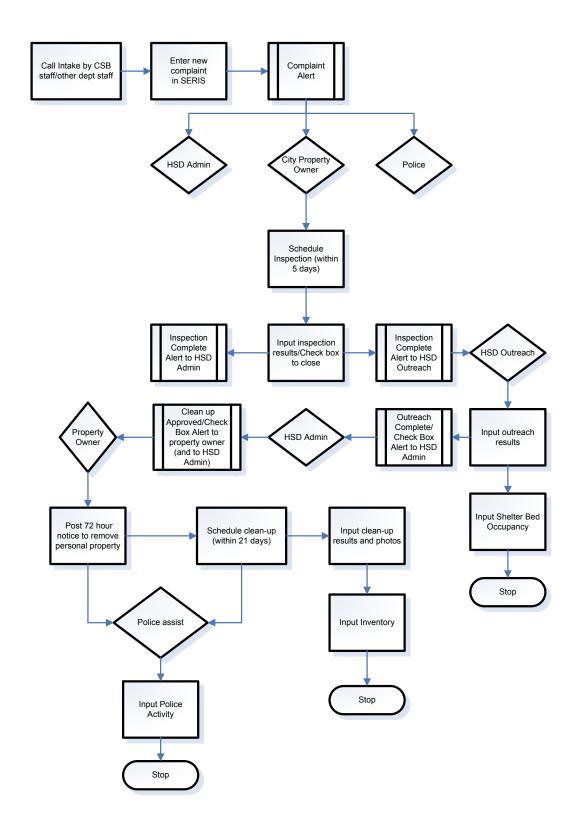
- 4. Photos before, during and after clean-up;
- 5. Amount of garbage and debris disposed of;
- 6. Photos of garbage and debris disposed of;
- 7. Inventory of items recovered and placed in storage. Personal items that are not contaminated, illegal, or hazardous will be stored and labeled with the date collected, location of the encampment, and name(s) of the personal property owner if available;
- 8. Photos of items placed in storage;
- 9. Photos of the posted notice stating the storage location where one can retrieve recovered items;
- 10. Any other documentation of the removal process, such as, copies of dump receipts, any Notice of Exclusion, work orders, web or newspaper notices, signed claim forms, and 60-day disposition records or receipts (scan documents to pdf file and download into SERIS);
- 11. Documentation of re-inspection completed one week after clean-up.

Seattle Encampment Response & Information System (SERIS) User Manual

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BUSINESS PROCESS DIAGRAM



LINK TO SERIS

http://dea.seattle.gov/seris



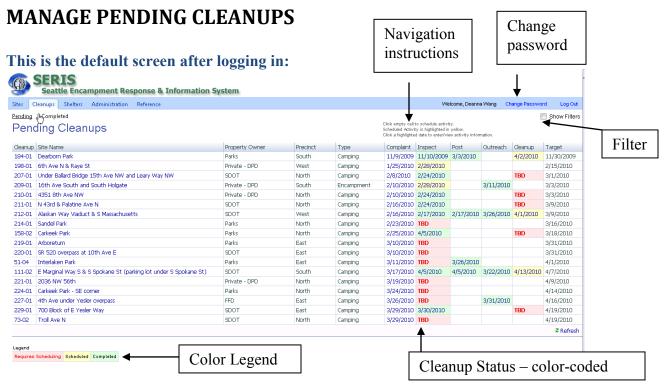
LOGIN

User ID = Outlook user id
Default Password = campers (You are asked to change the password once you log in.)

If you forget your password, click the link: <u>Forget your password?</u> Then enter your email address, a temporary password will be sent to your e-mail. Use the temporary password to log in. You will then be asked to create a new password.

NOTATIONS

- You will see this colorful people icon on this page as well as many other places in the application. If you place your cursor over the icon (hover), you will see the name and contact information of the person who entered the record.
- You may enter **dates** by clicking on the calendar icon and selecting the date or you can type in the date in a MM/DD/YYYY format.
- This icon means save.
- ➤ This icon means cancel.
- This icon means edit.
- ➤ This rest of the document explains the layout and the functionality of the pages pertaining to the different tasks of handling encampment: Complaint, Inspection, Posting, Outreach, Police, Cleanup. There are several access points to these pages depending on the stage of a particular cleanup. Please refer to the business diagram on Page 1 for the business process and effect of each action.



- Click the Cleanup cell, Cleanup Activity page will appear.
- Click the Site Name cell, Site page will appear.
- Click the Complaint cell, Complaint page will appear.
- Click the dates to get to the respective pages of Inspection, Post, Outreach, Cleanup. If the date is blank, it means that cleanup is at that stage. For example, Cleanup 184-03 shown in the above diagram is now at the Outreach stage. Cleanup 214-03 is at the Inspection stage.

To manage the cleanup, click the Cleanup Number to get the details. The following screen is an example. You can click the appropriate button at the bottom to update the cleanup.



Click the Date under the Activity column to update each activity.

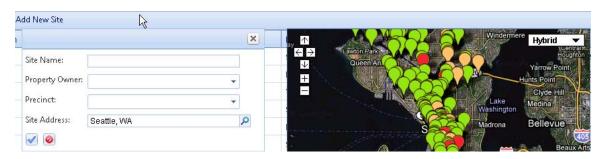
ADDING A SITE

Click the Sites link.

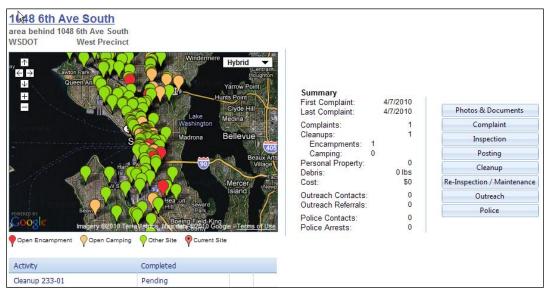


Check if the site exists already. (The Site Name label can be clicked to sort ascending or descending. Or click the Show Filters box to search.)

If the site does not exist, click Add New Site. The following screen shows. Enter the Site Name, Property Owner, Precinct and Site Address. Click the Check mark to save.

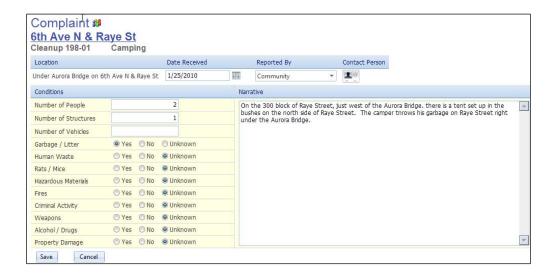


If the site exists, click to see if the complaint exists already. Make sure to zoom in and out. Sometimes there are complaints in the nearby area. Look for the yellow and/or red bubbles.



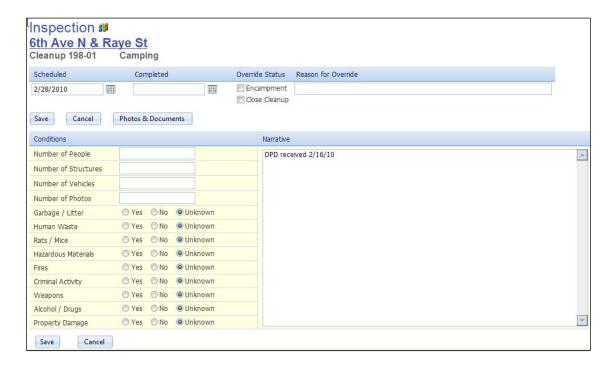
Click the Complaint on the right of the screen to get to the Complaint page.

COMPLAINT



This page is to record all the intake information of the complaint. Fill in the boxes or click the appropriate buttons. There is a large comment box for descriptive narrative. Click the Save button to save the complaint. Click the Cancel button to get out of the complaint without saving. Either the Save or the Cancel button will take you back to the Site page.

INSPECTION



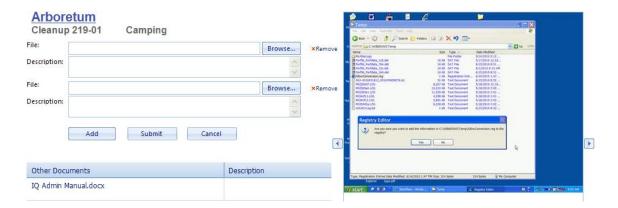
The Inspection page also includes a checklist form and narrative. If you enter 3 or more in the Number of Structures box, SERIS will automatically list the site type as Encampment. If fewer than 3 are entered, it will default to "Camping." However, you can amend the default values by checking the Encampment override box. If there are only 2 structures but 20 people, check the box and enter the reason you wish to override the general rule. Then the site will be identified as an encampment.

Upload documents and photos

Click the **Photos & Documents button**. In the following dialog box, click the Browse button to look for the file to upload. Click the Add button for more files. Click Remove to delete extra lines. See diagram in the next page.



When the correct document is identified in the box, click **Submit** to upload. You can create a list and then Submit to upload multiple documents at one time. The documents or photos will then be displayed. Click the left or right arrow to scroll through the documents.



Once the files are uploaded, you won't be able to remove the images. Contact Jeffery Roy in DEA/FA to remove or reassign them.

When you save the page you'll be returned to Pending Clean-ups. Please note that you can also use the Back button on your browser tool bar.

POSTING

Click Add Posting for new postings.

Po	sting		
6th	Ave N & F	Raye St	
Clea	anup 198-01	Encampment	
	Posting Date	Notices Posted	
No re	cords to display.		
+	Add Posting		
Ex	it		

Pick or enter the date. Click the icon to save and the icon to cancel.

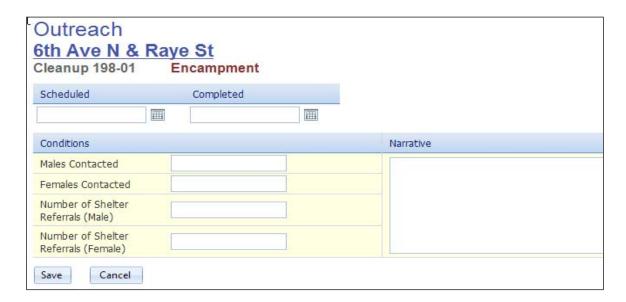


To edit the posting, click the pencil icon.

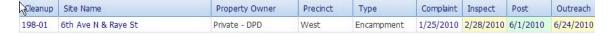


Point to this icon, you will see the name and contact information of the person who entered the record.

OUTREACH

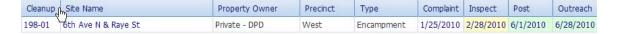


Select from the calendar or enter the date Outreach is scheduled and click SAVE. In the Pending clean-ups page, you will see the yellow shaded box with the scheduled clean-up date.



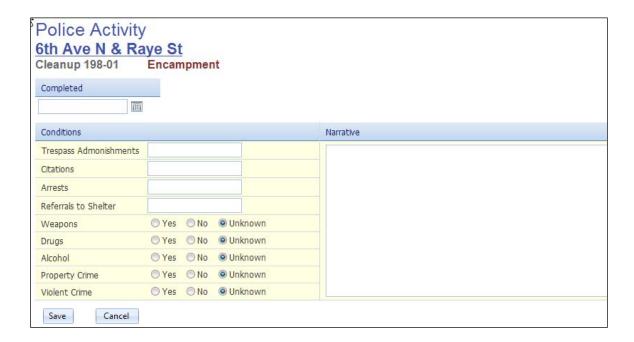
When outreach is completed, select/enter the date of completion. Identify the number of male and female contacts, number of shelter referrals by gender and enter any appropriate narrative. Click SAVE.

In the Pending page, the Outreach box should be shaded green with the completion date displayed.



POLICE

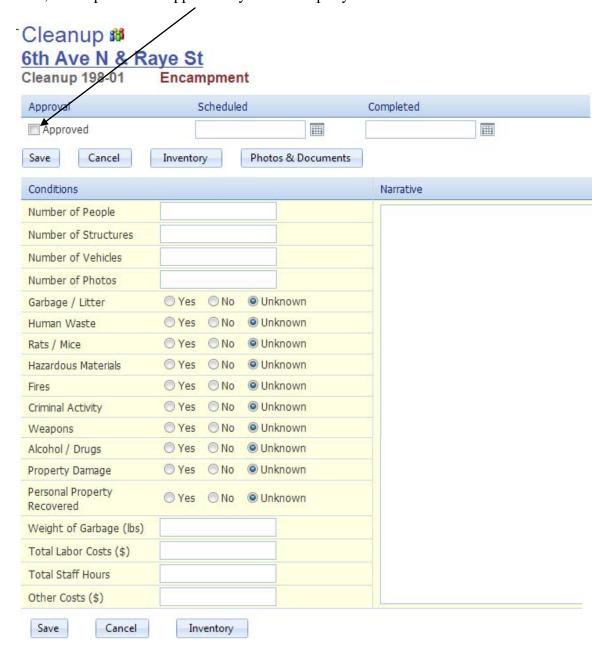
Fill in the appropriate information and click Save.



CLEAN-UPS

Note: You will not be able to fill out the Clean-up page until Outreach has been completed.

Also, cleanup has to be approved by HSD. Property owner can enter the scheduled date.



Enter the appropriate information.

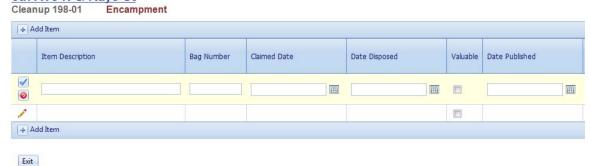
To upload files, click the **Photos & Documents** button.

To perform inventory, click the **Inventory** button. The Inventory page will appear.

INVENTORY

Enter the items bagged and taken from a site for storage.

©leanup/Maintenance Inventory 6th Ave N & Raye St



Click the icon to save and the icon to cancel.

After the record is saved, a camera icon will appear in the documents column. Click this and you'll be taken to the upload documents page.

To edit the inventory, click the pencil icon-

FILTER SEARCH

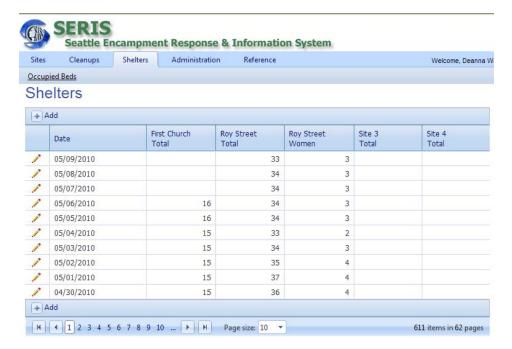
This function is at the Pending Cleanups page. You will see it after logging in or by clicking the Cleanups link at the top of the page.

Click the Show Filters box located at the upper right hand corner. The option (**Site Name, Property Owner, Precinct, Type**) for filter will show up. Click the drop down arrow to select the criteria. The search result will be displayed.



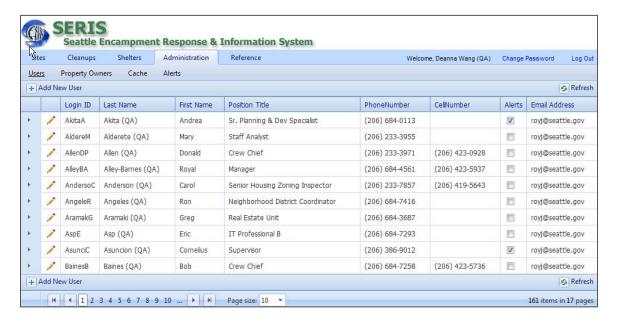
SHELTERS

This link is at the top of the page next to the Cleanups link. It provides a tally of the number of beds occupied in various shelters. Click the navigation arrows at the bottom to go through the records. Click ADD for a new entry. To edit the existing entry, click the pencil icon.



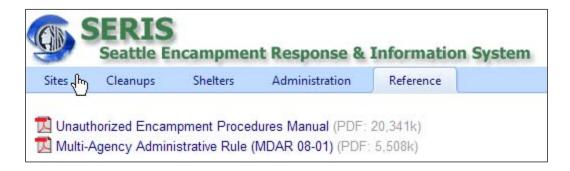
ADMINISTRATION

This page requires security rights and can only be used by administrators to manage users, property locations and ownership as well as alerts.



REFERENCE

This page provides reference materials related to SERIS.



OUTREACH SERVICES

Outreach Purpose

Outreach to homeless individuals is a critical component of the City's procedures to remove unauthorized encampments, ensuring a consistent and compassionate approach. Outreach workers visit the encampments to assist occupants in need of social services and shelter.

Outreach is coordinated by the Human Services Department (HSD) through a contract with Public Health - Seattle & King County. Evergreen Treatment Services' REACH team provides the service.

How is Outreach provided?

REACH usually works in teams of two and may be accompanied by police during outreach. Police play a supportive role only. REACH staff introduce themselves to unauthorized campers as outreach workers and determine what services the campers may need. REACH offers shelter set aside specifically for people in encampments. REACH staff may include a public health nurse with expertise in homeless issues.

REACH staff and staff at the encampment set-aside shelter coordinate if follow up is necessary for services needed while the person is in the shelter.

Scheduling Outreach

After the responsible department has completed its initial site inspection the information will be entered in SERIS and it will alert HSD. HSD will then notify REACH which works directly with departments and may include the Seattle Police Department Community Police Team to schedule outreach times and dates. If you do not have a direct contact for REACH, please contact a Human Services Department Key Contact on the back of the Encampment Flow Chart.

Outreach Documentation

HSD Outreach staff will update SERIS with the results of each outreach visit and when outreach is complete an alert from SERIS will be sent to HSD Administration for approval for clean-up. Outreach is complete when two attempts to reach people at the site have been made. REACH may request exceptions to this policy in cases where the physical environment makes it difficult to reach the site or if the site size requires additional staff to be present.

If you have questions about outreach, please contact a Human Services Department Key Contact on the back of the Encampment Flow Chart.



NOTICE AND ORDER TO REMOVE PERSONAL PROPERTY

DATE	TIME	LOCATION / ADDRESS
=		
3		

THIS IS NOT AN AUTHORIZED AREA FOR STORAGE OR SHELTER. THIS MATERIAL WILL BE REMOVED NO LESS THAN 72 HOURS FROM THE DATE AND TIME POSTED ABOVE.

FOR INFORMATION AND ASSISTANCE CALL THE CUSTOMER SERVICE BUREAU AT 206-684-2489 (206-684-CITY).



AVISO Y ORDEN DE RETIRO DE OBJETOS PERSONALES

FECHA DE ANUNCIO	HORA DE ANUNCIO	UBICACIÓN/DIRECCIÓN
		ei ei

ESTA ÁREA NO ESTÁ AUTORIZADA PARA EL ALMACENAJE O REFUGIO. ESTE MATERIAL SERÁ RETIRADO EN NO MENOS DE 72 HORAS DE LA FECHA Y HORA PRECITADA.

PARA MÁS INFORMACIÓN Y ASISTENCIA LLAME A LA OFICINA DE SERVICIO AL CLIENTE AL 206.684.2489 (206.684.CITY).

Encampment Protocols for Collecting Property

The Responsible Department shall insure that personal property is collected according to these protocols.

Garbage – Do Not Keep – Items soiled with chemical, biological or other hazardous materials (contact a contractor); debris, spilled loads, obstructions (SMC Chapter 15.38), or solid waste (SMC 21.36.400-.440); or "abandoned" items that are less than \$25 in value. Take pictures of all materials treated as garbage (document name of person that took photos and date of the photos).

Items Under \$25

Items are presumed abandoned if a reasonable person would not allow the property to be there unattended for the length of time the property has been there, taking into account the location of the property, the type of property, and the danger of theft or damage <u>and</u> no name appears on the property

Items that should <u>NOT</u> be presumed to be abandoned and should be collected regardless of their value and whether or not a name is on the item: photos, jewelry, eyeglasses, medicine, crutches, slings, wheelchairs, braces or other similar items, radios, electronics, cameras, bicycles, carts, skateboards, skates, tents, lanterns, stoves, pots, pans, dishes, and items with names or other contact information. Take pictures of all items to be collected (document name of person that took photos and date of the photos).

All Other Items

Abandoned items over \$25 in value shall be collected. This may include furniture or other valuables.

Steps

When in doubt, keep it.

Photograph all property to be sent to the garbage and all property to be collected.

Prepare Inventory of Personal Property, signed by 2 city employees.

Post site with date of collection, location of storage facility, and CSB contact information.

Store property at designated storage areas with copy of inventory.

Label property with date and location of collection.

Provide notice to owners as required (personally, newspaper, and web) - keep copy.

Store for 60 days following notice.

Properly dispose of items after 60 days (through City surplus process, refuse or donation to charity).

Keep all receipts, forms, and other documents generated – scan into IQ.

Proof of Ownership and Resolution of Conflicts

Claimant should provide some form of identification and contact information.

Claimant shall sign declaration with items redeemed and list any items missing.

Inventory of personal property removed from encampment

Item Description	# of items	Photos Taken By Who? Please Print	Date of Posting Notice of Recovered Property	Valued Over \$100?	Date of Publication (if any)
				-	
				•	
	,				
				,	

Date

Supervisor's Signature



NOTICE OF RECOVERED PROPERTY

Date Recovered	Location	Storage Facility
-		3
*		

FOR INFORMATION AND ASSISTANCE CALL THE CUSTOMER SERVICE BUREAU AT 206-684-2489 (206-684-CITY).



AVISO DE OBJETOS RECUPERADOS

Fecha de Recuperación	Lugar	Almacén

PARA MÁS INFORMACIÓN Y ASISTENCIA LLAME A LA OFICINA DE SERVICIO AL CLIENTE AL 206.684.2489 (206.684.CITY). Month/Day/Year

DAILY JOURNAL OF COMMERCE P.O. Box 11050 Seattle, WA 98111

(Delivered via Facsimile/206-622-8416)

The Department of requests that the attached notice be printed in the Daily Journal of Commerce for official notice. The information should run (X number of days), beginning, Month/Day/Year. A hard copy of this faxed notice will be mailed to the above address.				
•	esting a copy of the notice and an affidavit of publication. Please forward these nvoice to (Department's PIO) at the following address:			
	Name (PIO) Department Address			
	me directly at (206) XXX-XXXX if you have any questions on the content or your assistance.			
Sincerely,				
Name Title				
Attachments:	Notice (1 page)			



NOTICE OF RECOVERED PROPERTY

FROM AN AUTHORIZED ENCAMPMENT REMOVAL

Please call the CUSTOMER SERVICE BUREAU AT 206-684-2489 (206-684-CITY) if your personal property, valued over \$100, was removed during a recent authorized encampment removal. Please note that you must be able to provide the following in order to claim the property:

- 1) Identification
- 2) A description of each item including unique identifying information
- 3) The location and date of the encampment removal

Interim Storage Site Information

<u>PARKS</u>

Name: Westbridge Warehouse

Location: 4209 West Marginal Way S.W., Seattle, WA 98106

Hours for Property Retrieval:

• Monday - Wednesday, 7:00 a.m. – 1:00 p.m.

Contact Person(s):

• Larry Henderson, Chief Warehouser 206-423-0524

Directions: Please see map on the following page

SDOT, SPU, SCL

Name: Sunny Jim – SDOT Sign and Signal Shop

Location: 4200 Airport Way S, Seattle, WA 98108

Hours for Property Retrieval:

• Mondays - Friday 8:00 a.m. – 2:00 p.m.

Contact Person:

• Traffic Maintenance Line 206-386-1206

Directions: Please see map on following page

Where in the World is Westbridge?

It's at 4209 West Marginal Way, on the West Seattle side of the Duwamish River.

Driving directions:

From North: Follow I-5 or Highway 99 down to West Seattle Bridge/Spokane Street exit. Go west on the West Seattle freeway.

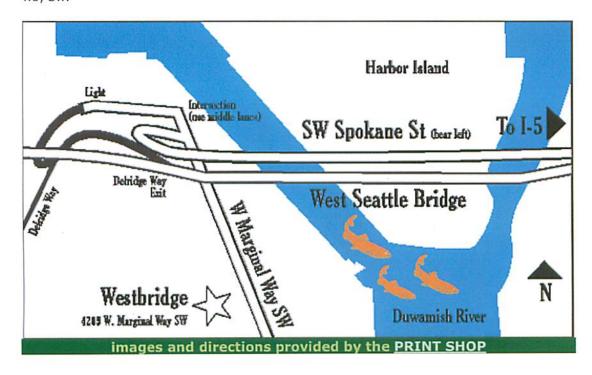
Then you have a choice: Take either the high road (West Seattle Bridge) and exit at Delridge Way exit, then follow signs to SW. Spokane St., sharply turning right onto (W. Marginal Way SW. Make a gradual right at the intersection (use center lanes). The building is half a mile south on the right.

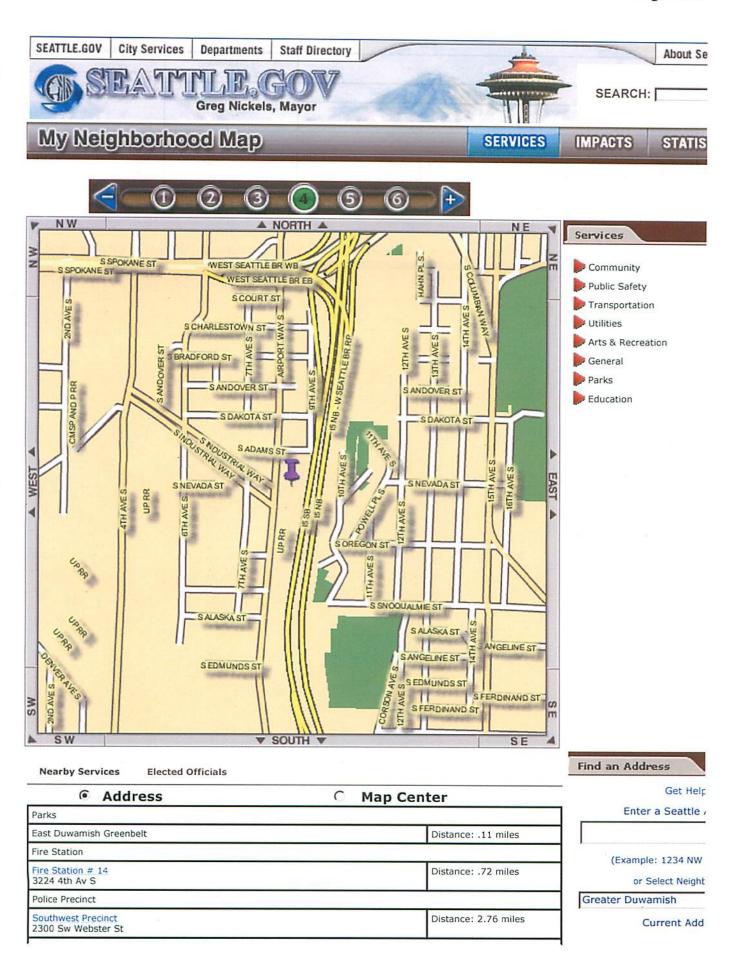
Or you can take the low road (SW. Spokane St), following signs to Harbor Island exit. Once off the viaduct, bear left (follow the

yellow center line) passing Harbor Island and take the low bridge over the Duwamish. Then make sharp right turn and follow signs to W. Marginal Way SW. From South: Drive under First Ave. S. Bridge and follow signs to W. Marginal Way SW. Turn right and go north 2 miles. The building is on your left.

From East: See directions for North.

From West: Go to West Seattle Junction and head east to (35th SW., then to Avalon Way SW. and follow signs to W. Marginal Way SW.





SeaStat Services Page 2 of 2

Public Elementary School	4200 AIRPORT	
Maple 4925 Corson Ave S	Distance: .51 miles	
Public Middle School		
Mercer 1600 S Columbian Wy	Distance: .47 miles	
Public High School		
Franklin 3013 S Mt. Baker Blvd	Distance: 1.52 miles	

Please send your feedback via email to My Neighborhood Project Team

Seattle.gov: Services | Departments | Staff Directory | Mayor | City Council

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Questions/Complaints | Privacy

Encampment Property Claim Declaration

Ade Tel Type of Ide	dress:		
Location a	nd Date of Encampment: Property Returned to Cla		
# of Items	Describe Property	Staff Initials	Claimant Initials
	Property Claimant Lo	<u>ost</u>	
# of Items	Describe Property	Staff Initials	Claimant Initials
	·		
I, (print claim State of Wa	, declare under permant's name) ashington that the above information is true	nalty of perjury of the land correct.	Laws of the
	Claimant's Signature	City, S	tate, Date
State of Wa	nployee's name) (ashington that this individual received all proof o Claimant, collected by the City from		
Er	mployee's Signature	City, State	e, Date

NOTE: Type or Print Legibly. See instructions on back.

City of Seattle CLAIM FOR DAMAGES

CITY USE ONLY			
CLAIM NUMBER			
DATE FILED			

CLAIMANT NAME (FIRST - M LAST	OR BUSINESS NAME)	HOME PHONE	
	·		
HOME ADDRESS (NUMBER - STREET - CITY	- STATE - ZIP)	BUS. PHONE	
ACCIDENTA OCC	DATE TIME		
ACCIDENT/LOSS			
LOCATION/SITE BE VERY SPECIF	FIC: STREETS, ADDRESSES, etc.	DIAGRAM	
		Use if this will help you locate or describe	
		what happened	
MUAT HADDENED DESCRIBE II	N YOUR OWN WORDS HOW THIS LOSS OCCURRED	-	
	OU BELIEVE THE CITY IS RESPONSIBLE.	N.	
		CITY DEPT?	
		CITY EMPLOYEE(S)?	
		CITY	
		VEHICLE NUMBER, LIC., etc.	
	e, auto, personal property) DAMAGED?		
	SUCH AS AGE, MAKE MODEL, CONDITION, VALUE, OR	EXTENT OF DAMAGE.	
□ NO		<u> </u>	
WERE YOU INJURED?	YES IF YES, THEN COMPLETE THE FOLLOWING:		
WEITE TOO INSOITED!	NO		
DESCRIBE YOUR INJURY (IDENTIFY YOUR	DOCTOR(S)		
BECOMBE TOOK MOOK! (IDEN'IN T TOOK BOOTOK(O)			
	□ YES		
DATE OF BIRTH	WAGE LOSS NO	IF YES, THEN RATE OF PAY	
KIND OF WORK	EMPLOYER	· 	
AMOUNT CLAIMED IF UNKNO	WN, THEN ENTER "UNKNOWN"	 \$	
SIGNATURE OF CLAIMANT	I declare under penalty of perjury under the laws of the	State of Washington	
(AND TITLE, IF A BUSINESS)	that the foregoing is true and correct.		
	EXECUTED this day of	, 19 ,	
	at County, Wash	ington.	
		····g···	

PRESENTATION OF A CLAIM

This official City of Seattle document must be signed, and mailed or delivered.

Mail to: CITY CLERK'S OFFICE PO BOX 94728 Seattle, WA 98124-4728

Deliver to: CITY HALL 600 Fourth Avenue, 3rd Floor Between James St. & Cherry St.

It is to your advantage to present with your claim relevant supporting documents (receipts, canceled checks, estimates, billings, etc.) or additional evidence (photos, diagrams, etc.). All documents are subject to the Washington State Public Disclosure Statutes.

EXPLANATION OF CLAIMS PROCESS

The day after your Claim is filed in the City Clerk's Office, it is delivered to the Claims Section. The Claim is then assigned to an adjuster who will conduct an investigation which includes a written response from the involved department. The claims section will then evaluate and recommend a reasonable resolution of your Claim, which will be one of three alternatives:

- 1. Pay a sum of money.
- 2. Tender transfer to another party or entity.
- 3. Deny where there is no evidence of any negligence by the City.

If you have any questions, then do not hesitate to call the Claims Section at 684-8213.

CS 19.10 REV. 6/04