



SITE JOURNAL CONTENTS

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A. SITE INSPECTION

To be filled out by the Field Coordinator prior to any Full Encampment Clean Up and as part of any Obstruction or Hazard Removal. Site Journals and photos should be saved in the appropriate location.

Encampment:	Cal Anderson Park		
Site Address:		Date of Inspection:	8/27/2025
		Date of Clean-Up:	8/27/2025
Final Inspector:		CSR #:	
Referred By:		Photos to HSD?	☒ Yes ☐ No

CPT/Bike SPD Response? ☐ Yes ☒ No

Date of Call to Duty Officer :		Time of Call to Duty Officer:	
Date of Call to FC :		Time of Call to FC:	
Date of FC Response :		Time FC arrived on site:	



Time of FC departure from
site: _____

Action: _____

System Navigator Called?

☐ Yes ☒ No

Name of SN: _____

Date of Call to SN : _____

Time of Call to SN: _____

Time SN arrived on site: _____

Offer of Shelter Made?:

☐ Yes ☒ No

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
8/27/2025	3	0	0	0	3

PRIORITY CONDITION DATA

VULNERABLE POPULATIONS

Perceived Elderly (60+ years old)	☐ Yes	☒ No
Perceived Infants/Children (≤ 14 years old)	☐ Yes	☒ No
Perceived Youth (15-24 years old)	☐ Yes	☒ No
Perceived Not Ambulatory	☐ Yes	☒ No
Perceived Wounds	☐ Yes	☒ No
Near Facilities for Children (e.g., school, daycare)	☐ Yes	☒ No

PUBLIC HEALTH/BIOWASTE

Rats/Mice	☐ Yes	☒ No
Hazardous Materials	☐ Yes	☒ No
Bio Waste	☐ Yes	☒ No
Chemical Waste	☐ Yes	☒ No
Food Waste	☒ Yes	☐ No
Within 50ft of a water body or wetland	☐ Yes	☒ No



Near Facilities for the Elderly (e.g., nursing home)	☐ Yes	☒ No
Perceived Women	☐ Yes	☒ No
Perceived Couples	☐ Yes	☒ No
LGBTQIA (DATA ONLY COLLECTED IF ASKED-- otherwise leave blank)	☐ Yes	☒ No
POC (DATA ONLY COLLECTED IF ASKED-- otherwise leave blank)	☐ Yes	☒ No
Presence of Alcohol	☐ Yes	☒ No
Presence of Contained Sharps	☐ Yes	☒ No
TOTAL COUNT:		0

Loose Sharps	☐ Yes	☒ No
TOTAL COUNT:		1
SOLID WASTE		
Disorganized Garbage	☒ Yes	☐ No
Bagged Garbage	☒ Yes	☐ No
Loose Garbage	☒ Yes	☐ No
Bulky Items Garbage	☒ Yes	☐ No
Metal	☐ Yes	☒ No
TOTAL COUNT:		4

PUBLIC SAFETY/STRUCTURAL CONCERNS

Weapons	☐ Yes	☒ No
Park	☒ Yes	☐ No
Sidewalk	☐ Yes	☒ No
Proximity to Bridge	☐ Yes	☒ No
Impeding Roadway	☐ Yes	☒ No
Within 50ft of a Guardrail	☐ Yes	☒ No
Heavy Traffic	☐ Yes	☒ No

STRUCTURAL CONCERNS/ENVIRONMENTAL RISKS/EMERGENCY RISKS

Near Industrial Zone-blocking vehicle site lines	☐ Yes	☒ No
Falling Trees/Limbs	☐ Yes	☒ No
Forested Area	☐ Yes	☒ No
Rented Area	☐ Yes	☒ No
Property Damage	☐ Yes	☒ No
TOTAL COUNT:		0



Slope more than 27 degrees	☐ Yes	☒ No
Slide Zone	☐ Yes	☒ No
Fires	☐ Yes	☒ No
Exposed Electrical Wiring	☐ Yes	☒ No
Other	☐ Yes	☒ No

TOTAL COUNT:	1
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TOTAL SCORE:	15
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EXHIBIT A: SITE INSPECTION PHOTOS

During a site inspection, Field Coordinators should take photos of the following and store the photos in the appropriate G: Drive folder:

- Cross Street Signs
- Photos of Individual Tents
- Vehicle/RVs/License Plates
- General Photos of the Encampment
- Debris Fields

NAVIGATION TEAM ASSESSMENT

- ☐ Full encampment cleanup
- ☐ Litter pick
- ☐ Reported to SPU as illegal dump



- ☐ Obstruction or hazard cleanup
☐ Clean - no campers

B. OBSTRUCTION/HAZARD

☒ Obstruction Removal	☐ Emphasis Zone	☐ Hazard Removal
☐ Blocking intended use of facility		☐ Safety of camper
☐ Tent on sidewalk		☐ Safety of others near and around camp
☐ Tent on median to adjacent sidewalk		☐ Safety of camper and others near and around camp

a. OBSTRUCTION/HAZARD PRE-CLEANUP ACTIVITIES

CHECKLIST *for* OBSTRUCTION CLEAN UP

- | | | | |
|--|-------|---|--|
| Notice posting is 72 hours in advance of cleanup (Date:) | _____ | ☐ Yes | ☒ No |
| Cleanup is occurring on date specified in notice | | ☒ Yes | ☐ No |
| Personnel are ready to identify and collect belongings | | ☒ Yes | ☐ No |
| SPD or WSP officers are present to support cleanup | | ☒ Yes | ☐ No |
| Crew is present and ready to support cleanup | | ☒ Yes | ☐ No |
| NOT REQUIRED but PROVIDED: | | | |
| Outreach was provided before the cleanup (Date:) | _____ | ☒ Yes | ☐ No |



b. OBSTRUCTION/HAZARD RESOURCE PLANNING

SITE CREW ASSESSMENT *of* FIELD CONDITIONS

JOB SITE INSTRUCTIONS

Fall Protection Required	☐ Yes	☒ No
Waste Hauling to Dump	☒ Yes	☐ No
Waste Hauling to Other Location	☐ Yes	☒ No
Vegetation Pruning	☐ Yes	☒ No
Biohazard Waste	☐ Yes	☒ No
Chemical Waste	☐ Yes	☒ No

Specifications/Notes

debris hauled to city dump

EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew	0	
Number of Hazmat Crew	0	
Number of Truck Drivers	0	
Contractors Labor Crew Hours On-Site	0	

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Crew	0	



Heavy Crew Hours On-site	<u>0</u>	
Number of Labor Crew	<u>1</u>	<u>one parks team with trailer</u>
Labor Crew Hours On-site	<u>1</u>	

STAGING LOCATION

Date/Time: _____ Location: _____

SITE POSTING PHOTOS

No Regular Encampment Clean-up: 72-hour Notice

- Cross Street Signs
- General Photos of the Encampment
- Close up to read post signage
- At a distance to view entire camp
- After Photos

Field Coordinators should take photos and collect photos from the Navigation Officers and store them photos in the appropriate G: Drive folder:

OUTREACH REPORT

The Outreach Coordinator will provide a consolidated report for both pre-engagement and day-of activities of the outreach and Navigation team.

Date	Type	Location	Male Outreach	Female Outreach	Non-specific Gender	TOTAL # of People Contacted
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OBSTRUCTION SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
8/27/2025	3	0	0	0	3

Field Coordinators are responsible for completing this form as part of the *Site Journal*. You should log the following –

- Owners who are present and accept storage
- Abandoned property that we are storing
- Abandoned property that we are disposing of and why

Each tent/structure/bedroll/vehicle should occupy one line so we can document if storage was offered, accepted and/or to explain why items were disposed of.

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
2	0	0	0

Owner Name OR	Owner	Storage?	Not Storable?	# of	# of	# of	# of Large	Short Description
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Tent/Structure #	Present?	Check All That Apply		Bins	Bikes	Luggage	Items	
T1-LL-0827	No			2	0	0	0	Property stored- *1 Clear plastic bin containing 1 Black Solo New York bag containing blue and silver HP Deskjet 350 printer with power cords. 23 assorted sports cards. 1 pair of blue shoes.1 pair of black Levis jeans. 1 pair of cargo pants with no brand name. 1 pair of Divided brand coveralls. 1 pair of yellow Forever Glam shirt. * 1 blue Golden Bear tent. * 1 black shred rain umbrella. * 1 clear umbrella. * 1 pair of Cider brand pants. * 1 pair of Levis jeans. * 1 pair of Bink Bagatelle brand pants. * 1 brown Champions sweater. * 1 black NX stop coat/jacket. * 1 pair of black Forever 21 shirts.



								* 1 pair of Black Kill Star skirt. * 1 pair of black Mica's shirt. * 1 burgundy running shirt. * 1 black and white folding drawing table. * 1 silver electronic dictionary. * 1 brown case of Dominos set. * 1 pair of blue Mariners Bowling shirt.
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Inspection Photos



Clean Up Photos

















After Clean and Posting Photos

