

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:	Broadway Hill Park		
Site Address:	Date of Inspection:		10/26/2025
	Date of Clean-Up:		10/26/2025
Final Inspector:	CSR #: [REDACTED]		
Referred By:	Photos to HSD? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
 CPT/Bike SPD Response? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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:		



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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
10/27/2025	1	0	0	0	1

PRIORITY CONDITION DATA

VULNERABLE POPULATIONS

Perceived Elderly (60+ years old)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Rats/Mice	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Perceived Infants/Children (≤ 14 years old)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Hazardous Materials	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Perceived Youth (15-24 years old)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Bio Waste	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Perceived Not Ambulatory	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Chemical Waste	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Perceived Wounds	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Food Waste	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Near Facilities for Children (e.g., school, daycare)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Within 50ft of a water body or wetland	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

PUBLIC HEALTH/BIOWASTE

Near Facilities for the Elderly (e.g., nursing home)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Loose Sharps	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Perceived Women	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	TOTAL COUNT: 3		
Perceived Couples	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			
LGBTQIA (DATA ONLY COLLECTED IF ASKED--otherwise leave blank)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			
POC (DATA ONLY COLLECTED IF ASKED--otherwise leave blank)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			
Presence of Alcohol	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			
Presence of Contained Sharps	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			
TOTAL COUNT: 0					

SOLID WASTE					
Disorganized Garbage	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Bagged Garbage	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Loose Garbage	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Bulky Items Garbage	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Metal	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			
			TOTAL COUNT: 2		

PUBLIC SAFETY/STRUCTURAL CONCERNS

Weapons	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Park	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Sidewalk	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Proximity to Bridge	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Impeding Roadway	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Within 50ft of a Guardrail	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Heavy Traffic	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

STRUCTURAL CONCERNS/ENVIRONMENTAL RISKS/EMERGENCY RISKS

Near Industrial Zone-blocking vehicle site lines	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Falling Trees/Limbs	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Forested Area	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Rented Area	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Property Damage	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
TOTAL COUNT: 0		



Slope more than 27 degrees	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Slide Zone	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Fires	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Exposed Electrical Wiring	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

TOTAL COUNT:

2

TOTAL SCORE:

22

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

NAVIGATION TEAM ASSESSMENT

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

Obstruction or hazard cleanup

Clean - no campers

B. OBSTRUCTION/HAZARD

<input checked="" type="checkbox"/> Obstruction Removal	<input type="checkbox"/>	Emphasis Zone	<input type="checkbox"/> Hazard Removal
<input checked="" type="checkbox"/> Blocking intended use of facility			<input type="checkbox"/> Safety of camper
<input checked="" type="checkbox"/> Tent on sidewalk			<input type="checkbox"/> Safety of others near and around camp
<input type="checkbox"/> Tent on median to adjacent sidewalk			<input type="checkbox"/> 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			Specifications/Notes
Fall Protection Required	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	_____
Waste Hauling to Dump	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Waste Hauling to Other Location	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	_____
Vegetation Pruning	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	_____
Biohazard Waste	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	_____
Chemical Waste	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	_____

EXTERNAL CONTRACTORS

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

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Crew	_____	_____



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Heavy Crew Hours On-site

1

SPR light crew

Labor Crew Hours On-site

2

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
10/26/2025	1	0	0	0	1

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
1	0	0	0

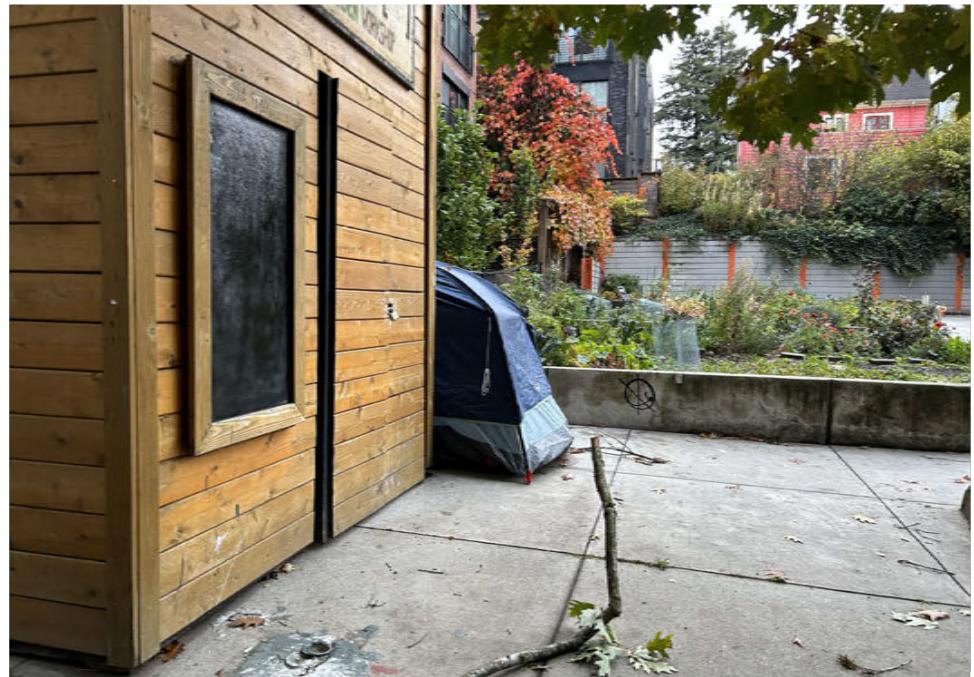
Owner Name OR	Owner	Storage?	Not Storable?	# of	# of	# of	# of Large	Short Description



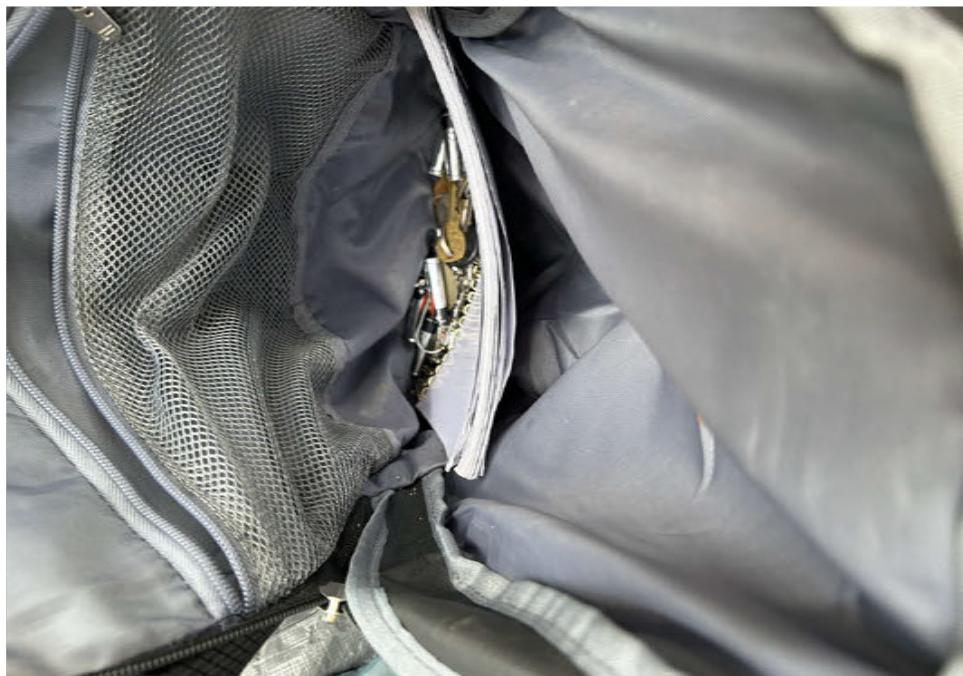
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Tent/Structure #	Present?		Check All That Apply	Bins	Bikes	Luggage	Items
T1-KJ-1027	No	N/A	Hazardous Material; Damaged	1			2- "S83" drones; 1-green and blue tent; 1-black backpack; 1-blue and green sleeping bag; 1-blue sleeping pad; Misc. clothing.

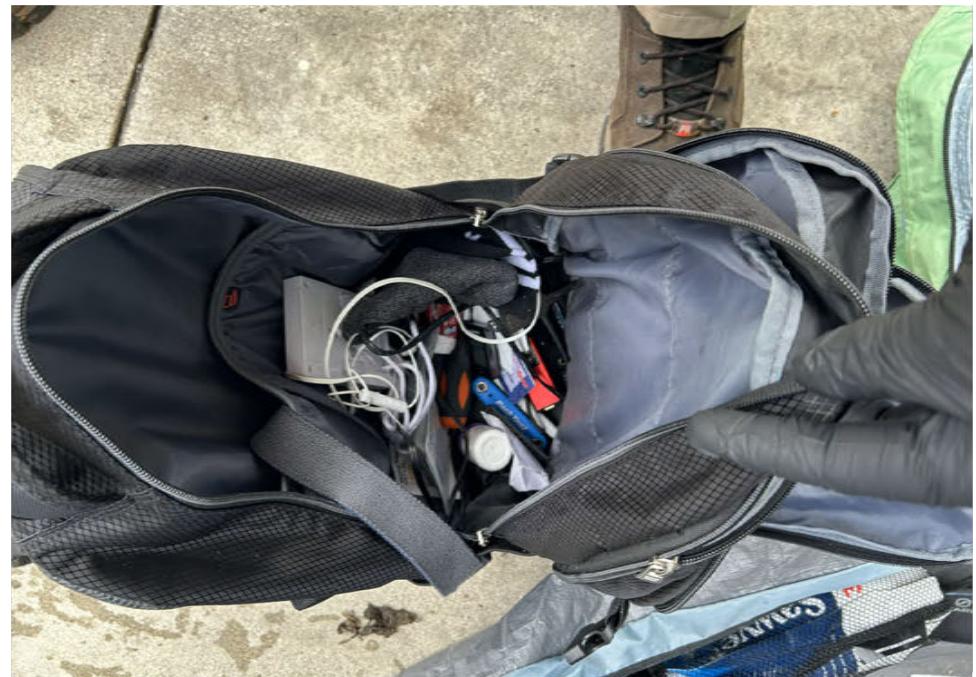
Inspection Photos



Clean Up Photos







After and Posting Photos

