



**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:** 15th - 16th Ave & E Madison St / E Pine St

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**Site Address:** \_\_\_\_\_ **Date of Inspection:** 1/24/2024

\_\_\_\_\_ **Date of Clean-Up:** 1/25/2024

**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
1/24/2024	2	0	0	0	2

### 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:** 1

**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  Yes  No lines

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

**TOTAL SCORE:** 9

**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

<input checked="" type="checkbox"/> Obstruction Removal	<input type="checkbox"/> Emphasis Zone	<input type="checkbox"/> Hazard Removal
<input 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





Heavy Crew Hours On-site \_\_\_\_\_

Number of Labor Crew \_\_\_\_\_

Labor Crew Hours On-site \_\_\_\_\_

**STAGING LOCATION**

**Date/Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**SITE POSTING PHOTOS**

No Regular Encampment Clean-up: 72-hour Notice

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- 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
1/25/2024	2	0	0	0	2

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
0	0	0	0

Owner Name OR Owner	Storage?	Not Storable?	# of	# of	# of	# of Large	Short Description
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Tent/Structure #	Present?	Declined	<i>Check All That Apply</i>	Bins	Bikes	Luggage	Items
T1-KJ-0125	Yes	Declined					Camper [REDACTED] stood by as crew and myself went through tent and removed items. Not storable due to conditions inside tent.
T2-KJ-0125	Yes	Declined					Camper [REDACTED] stood by while crew and myself went through items inside tent. Unsafe and hazardous conditions inside tent.



# Inspection Photos











Clean Up Photos





















## After Clean Photos



**City of Seattle**

**NOTICE OF CLEANUP / AVISO DE LIMPIEZA**

CLEANUP DATE / FECHA DE LIMPIEZA	LOCATION / UBICACIÓN
	<b>E. Pine St. &amp; 16th Ave.</b>

This is not an authorized area for storage or shelter. Material found here was removed by the City. / Esta no es una zona autorizada para almacenamiento o refugio. El material que se encontró aquí fue retirado por la Ciudad.

**BELONGINGS ARE IN STORAGE:**  
Las Pertencencias Están En Almacenamiento

YES / SÍ  NO / NO

**TO RECOVER OR ASK ABOUT BELONGINGS CALL:**  
PARA RECUPERAR SUS PERTENCENCIAS, LLAME AL: **206-459-9949**

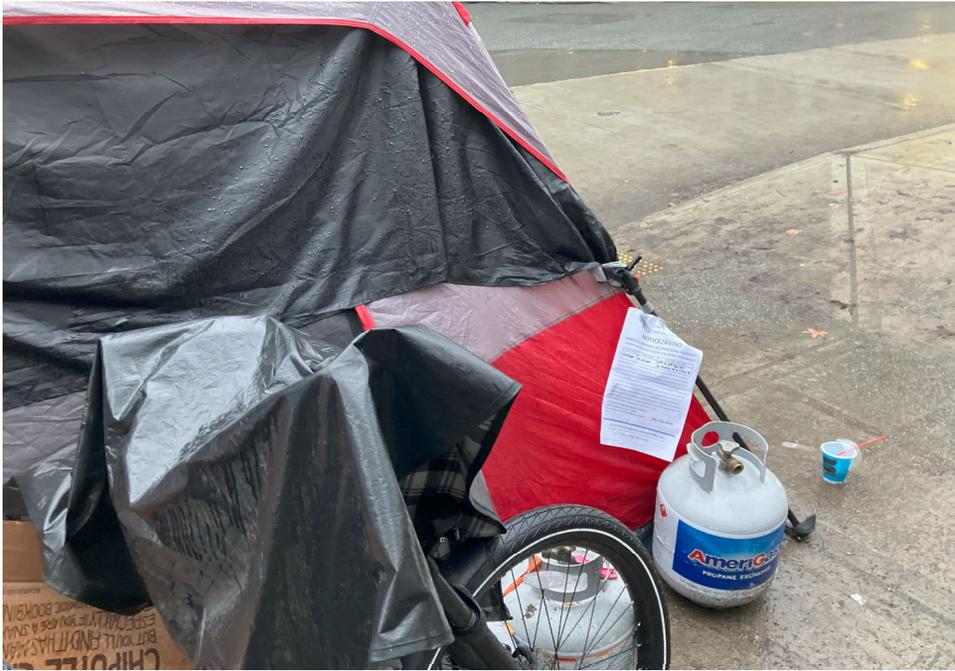
Belongings found by the City and authorized for storage will be placed into a secure facility within the City of Seattle and stored for 70 days at no charge. The City will deliver stored belongings to you. / Las pertenencias encontradas por la Ciudad y autorizadas para el almacenamiento se colocaran en una instalación segura dentro de la Ciudad de Seattle y se almacenarán durante 70 días sin cargo. La Ciudad le entregará las pertenencias guardadas.

**FOR OUTREACH AND HOUSING SUPPORT CALL:**  
Para asistencia sobre contactos con la comunidad y sobre la vivienda, llame al: **211 or 206-461-3222**

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# Posting Photos





DATE OF NOTICE: 1/24/24  
 City of Seattle

## NOTICE/AVISO

**ORDER TO REMOVE ALL PERSONAL PROPERTY**  
**ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES**

AS OF/ DESDE	TIME/ HORA	LOCATION/ UBICACIÓN
1/24/24	9:00 am	15th to 16th Ave and E Madison St to E Pine St

Materials in this area are an obstruction of the intended use of this property, are in a hazardous location or present an American with Disabilities Act (ADA) obstruction. This is not an authorized area for storage or shelter. Any materials left here will be removed by the city on or after the date and time posted above, and belongings found by the City and authorized for storage will be placed to a secure facility within the City of Seattle and stored for 70 days at no charge. / Los materiales en esta zona son una obstrucción del uso previsto de esta propiedad, están en un lugar peligroso o constituyen una obstrucción de la Ley de Estadounidenses con Discapacidades (ADA). Esta no es un área para almacenamiento o refugio. La Ciudad retirará todos los materiales que se encuentren en la fecha y hora indicadas anteriormente o después, y las pertenencias encontradas serán almacenadas para el almacenamiento se colocarán en una instalación segura dentro de la Ciudad de Seattle y se almacenarán durante 70 días sin cargo.

**RECOVER OR ASK ABOUT STORAGE**  
**BELONGINGS CALL: / PARA**  
**UPERAR SUS PERTENENCIAS, LLAME**

**206-459-9949**

