

APPENDIX 3

CONTRA COSTA COUNTY

Homeless Encampment Action Protocol

1. This procedure is applicable to homeless encampments in the unincorporated areas of Contra Costa County only, unless separately agreed to by an incorporated jurisdiction.
2. Any entity responding to a report of, or discovering a homeless encampment, will identify immediate hazard to be addressed. Document with photographs whenever possible. An "immediate hazard" is an imminent threat to the health or safety of the homeless or the community (e.g. a fire).
3. Notify the County Health Services Department Homeless Program Director (925) 313-6736, immediately upon becoming aware of any encampment. The Homeless Program Director will send the Outreach Team to the identified site within 24 hours in an attempt to find and offer alternative housing and services. It is desirable that individuals either move into services or vacate the area on their own and remove their own belongings.
4. After the Outreach Team has visited the site, the Homeless Program will notify the responsible police jurisdiction of the situation and provide any relevant information. The member of the Board of Supervisors representing the district in which the homeless encampment is located will also be notified by the Homeless Program.
5. The responsible police jurisdiction will post the notice to vacate the encampment. It is encouraged that the notice be printed in multiple languages, as appropriate for the area and include the date, time and location of posting.
6. Over the next 72 hours, up to two hours prior to expiration of the time limit, the Outreach Teams will continue to go out to assist individuals to find housing and other services.
7. 72 hours after posting of the notice, the encampment may be removed after the following is completed:
 - a. Conduct a quick field review of the encampment (i.e., look around at the items which are in plain view).
 - b. Take sufficient photographs, notes, or otherwise document the condition and extent of area covered by the encampment.
8. Each agency with jurisdiction is encouraged to keep a record of the date, time and location of the removal of a homeless encampment.

During removal of the encampment, if any of the following types of items are apparent, reasonably safe and not a sanitary hazard, they should be held by the appropriate maintenance yard for a minimum of 30 days prior to disposal:

Watches	Tents	Backpacks
Medication	Eyeglasses	Books
Jewelry	Stoves	Audio equipment
Toiletries	Handbags	Usable clothing
Personal photographs	Personal records	Bedrolls
Blankets	Duffle bags	

9. The location where the above belongings are stored shall be posted at the encampment site.
10. Anything stored from a location can be kept in one box/container that is marked with the date, time and location of the removal. Possessions are to be released to persons who can identify them. Employees are not responsible for insuring that property is released to actual owners.
11. Persons illegally trespassing or lodging on County right of way can be arrested immediately. However, normally law enforcement personnel will only make arrests if someone refuses to leave or is suspected of committing a criminal offense. Individuals are encouraged to take bags or belongings with them at the time they leave.
12. The entity with jurisdiction for the area (for example, the County if the encampment is located on County owned property) is responsible for cleaning up and making safe the area of the encampment. This will include cleaning any hazardous waste found in the area and repairing or replacing items such as fencing.
13. Individuals assigned to remove the encampment should take appropriate safety precautions in the course of the work. This should include gloves, hoots, safety glasses, and other equipment as necessary.
14. If necessary, request the County Health Services Department to inspect and report on issues involving the protections of the homeless and workers during encampment removal, including hazardous waste.
15. It is the agreed upon policy not to permit the re-establishment of encampments once they have been removed through this procedure. This will include the following activities:
 - a. After encampment removal, the area will be posted with signs saying "No Camping" or "No Trespassing" and include the telephone number of the homeless hotline.
 - b. The police agency with jurisdiction will provide routine patrol of the areas to prevent the formation of an encampment.

HOMELESS HOTLINE

1-800-799-6599

CONTRA COSTA COUNTY HOMELESS PROGRAM

(925) 313-6736