



Shoreline Policy and Procedure – Encampment Clean-up Protocol

Category and Number: Shoreline Administrative Rules –	Receiving Number: 8880
Code and Statutory Guidance: SMC Chapters 8.12	Authorized: Effective Date: <i>August 18, 2017</i>
Supersedes:	By: <i>Acting</i> City Manager:  <i>Assistant</i> City Attorney: 

PURPOSE: This protocol provides guidance to Shoreline city staff on the procedures to be followed when faced with an encampment on property owned or managed by the City as parkland.

Enforcing Park Code (SMC 8.12) – Certain sections of the Park Code are pertinent and may be enforced by Shoreline Police immediately including:

- Camping (erecting a tent or shelter or arranging bedding or both for the purpose of, or in such a way as will permit remaining overnight or parking a camper for the purpose of remaining overnight) is not allowed in Parks (SMC 8.12.220). No person shall camp at any time in any park area. Violators will immediately be asked to remove their tent, shelter, bedding and any other property that violate the park rules.
- Tents and shelters are prohibited unless there is an unobstructed view from at least two sides (SMC8.12.230).
- Parks are closed 45 minutes after sunset to 45 minutes before sunrise (SMC8.12.350).

Reporting – The City of Shoreline learns of camping/unauthorized encampments in several ways, including:

- Through calls from the public to the Parks Staff, Customer Response Team and through the SeeClickFix mobile app.
- From the Shoreline Police Department and other City staff out in the field who encounter people camping on City-owned property.

Assessment – Upon receiving reports, CRT or Parks staff visit the site to assess the situation. Shoreline Police should be called to assist if necessary and appropriate.

Prioritization – Cleanups at unauthorized camping sites are prioritized based on health and safety issues observed. Criminal behavior and obstructing a facility (e.g., camping in the park) are considered as part of this prioritization.

Scheduling – Encampments are scheduled for removal based on their priority. If an encampment is abandoned but trash remains, Parks or CRT removes the rubbish.

Notice –

- **Pre-cleanup:** Sites scheduled for cleanup will be posted at least 24 hours in advance with the date(s) and time of the cleanup.

The pre-clean-up notice should be posted on each tent/shelter and in a conspicuous location at the site and include the following:

1. The date the notice was posted,
 2. The date and approximate time range the property will be removed,
 3. Where the property will be stored,
 4. How long the property will be retained before disposal,
 5. Contact information on how to reclaim property, and
 6. Any local resources within the City to assist individuals.
- **Post-cleanup:** After the site is cleaned-up notice will be posted in a conspicuous location at the site for five (5) calendar days and include the following:
 1. Date the property was removed,
 2. Where the property is stored,
 3. How long the property will be retained before disposal,
 4. Contact information on how to reclaim property, and
 5. Any local resources within the City to assist individuals.

Notices will be posted in English and Spanish.

Storage – On the day of the cleanup, staff collects and stores personal belongings unless the items are clearly trash, damaged, contaminated, or hazardous in which case they will be disposed of appropriately. Information on how to retrieve items from storage is handed to campers (if on site) and posted at the site. Personal belongings are placed in bags with the date collected and the location they were collected from. The bags are to be stored in a covered area at the North Maintenance Facility or other appropriate location. Items are stored for at least 60 calendar days. If individuals are present, staff will give them the opportunity to collect personal belongings. If they do not, then staff will collect and store them.

Disposal –

- Items that are clearly trash, damaged, contaminated or hazardous are disposed of immediately using proper disposal methods.
- Personal belongings that are not collected within the 60 calendar day storage period will be disposed of.

Retrieval of Stored Belongings – Belongings may be recovered by calling 206-801-2700 and providing the date and location last seen and providing a description of the items.

Contacts –

- Parks Contact: Park Superintendent, Kirk Peterson, 206-801-2611
- Police Contact: Request a call from the on duty Shoreline sergeant 206-296-3311
- Customer Response Team Contact: Customer Response Team Supervisor Bob Crozier, 206-801-2263
- Media inquiries: Communications Program Manager Eric Bratton, 206-801-2217