

**CITY OF PHILADELPHIA
OFFICE OF THE MANAGING DIRECTOR**

Managing Director's Directive #70

**POLICY REGARDING OUTREACH PROCESS AND
REMOVAL, STORAGE OF PERSONAL ITEMS, TENTS, AND
OTHER STRUCTURES FROM PUBLIC PROPERTY¹**

Issued August 3, 2021

1 DECLARATION AND PURPOSE OF POLICY

The general purpose of this policy is to memorialize the rules and procedures for the disposal or storage of personal items, tents, and other structures removed from public property as well as outreach and engagement of individuals to ensure connections to services.²

2 DEFINITIONS

- 2.1 Abandoned Personal Belongs/Personal Property: Personal Belongings/Personal Property (as defined herein) that once belonged to someone but that a reasonable person would believe the property's owner intended to leave, abandon, get rid of, or otherwise had no intentions of returning to reclaim or use the property. In determining whether property is abandoned versus merely unattended, the City shall look at a variety of factors including, but not limited to, the location of the property (e.g.: whether it is at or near a dumpster, trash can, other trash receptacle, or co-mingled with other debris); whether the property is of financial or sentimental value as opposed to debris (as defined herein); whether the owner or other persons with knowledge of the property's ownership tell City officials the property is abandoned; the condition of the property (e.g.: whether it is stored in a cart or other container or stored neatly versus items that are contaminated with biohazardous waste or are infested); the length of time the property has been left without any owner coming to retrieve it; and any other factor that would cause a reasonable person to conclude that the property had been abandoned as opposed to merely unattended.

¹ This policy is intended to supplement existing laws, City ordinances, and City regulations. *See, e.g.*, Phila. Code 10-611 (governing behavior on sidewalks and enforcement against certain behaviors on sidewalks).

² This policy addresses encampments on public property and not privately-owned property. When an encampment, as defined in this policy, forms on privately-owned property, the City may issue notices of violation to the private-property owner. If the owner cooperates with the City, the City may assist, to the best of its abilities, with offering services that aid in the resolution of encampment, including the offering of Outreach services (e.g. Outreach personnel will visit site and offer services to individuals in the encampment).

- 2.2 City: the City of Philadelphia, including its officers, employees, and agents.
- 2.3 Debris: litter, trash, garbage, waste, and other items deemed by the City of Philadelphia to be a hazard to the public health, safety, or welfare. Examples of Debris include but are not limited to newspaper; cardboard; loose paper; loose plastic; food and other perishable items; garbage; empty cans and/or bottles; scrap metal; drug paraphernalia; grocery or shopping carts that through their markings indicate that they belong to a grocery, store, shop, market, super market, or other retail store; and, Personal Belongings/Personal Possessions contaminated by biohazardous waste including but not limited to hypodermic needles, feces, urine, blood, and/or insect, rodent and/or other infestation(s).
- 2.4 Encampment: one or more tent(s), structure(s), or the assembly of camping equipment or personal property located in an identifiable area within the City of Philadelphia, which appears to a reasonable person as being used for camping or other outdoor living. Encampments do not include sites a reasonable person would conclude are no longer in use for camping because remaining materials are garbage, debris, or waste.
- 2.5 Hazardous: items which pose a threat to health or safety, or which are reasonably expected to become a hazard during storage. Examples of hazardous items include but are not limited to a needle-strewn tent; wet bedding or clothing materials; infested bedding or clothing materials; food and other perishable items; and combustible items.
- 2.6 Hazardous Encampment: an encampment where the conditions within and/or immediately surrounding the encampment threatens the health and safety of the individuals residing therein and/or the individuals residing in and/or visiting the community where the encampment is located.
- 2.7 Obstruction: people, tents, personal property, garbage, debris, other objects, or a combination thereof, on a highway, sidewalk or other public passage that compromises the immediate safety of pedestrians, vehicular traffic in the area, and/or the individual or individuals creating the obstruction.
- 2.8 Outreach Worker: a city employee or contractor who can connect a member of the public with social services. Examples of social services include but are not limited to mental health treatment or counseling, drug or alcohol treatment or counseling, access to shelter, and/or assistance with obtaining benefits and/or identification.
- 2.9 Personal Belongings/Personal Property: possessions and property that belong to someone but that are not Debris or Hazardous, as defined above in this definition section. Examples of items that the City has determined to be Personal Belongings include but are not limited to medicine, clothing, backpacks, hand-held tools, vital documents, cooking utensils, folding carts that are personally owned by an individual

and have not been removed from a retail store, sleeping bags/blankets, and tents in sanitary condition.

- 2.10 Public property: roadways, sidewalks, and rights-of-way, as well as lots, parks, facilities, and other properties owned or maintained by the City, City agency, or another public or quasi-public agency, regardless of whether they are open to public use. This definition shall include public passageways and easements specifically dedicated for free passage by members of the public, such as transit concourses.
- 2.11 Social Services: Social services include but are not limited to mental health treatment or counseling, drug or alcohol treatment or counseling, access to shelter, and/or assistance with obtaining benefits and/or identification.

3 TIMELINES FOR ENCAMPMENT RESOLUTION AND INITIAL ASSESSMENT

- 3.1 As soon as the City observes an encampment has formed, the City should immediately assess the encampment and determine: 1) whether the encampment is an Obstruction or Hazardous Encampment; 2) the extent of any public health concerns; 3) the extent of any infrastructure concerns, and 4) the length of time the encampment has existed. Except in situations involving an Obstruction, the City shall use Attachment 4, attached to this policy, to conduct this assessment.
- 3.2 If the encampment presents an Obstruction (e.g., blocking a sidewalk), the City shall follow the procedures established in Section 5 of this policy. If the encampment is deemed a Hazardous Encampment, then the City may expedite date for resolution of the Hazardous Encampment by shortening the notice periods set forth in the chart in Section 3.4 of this Policy; however, aside from shortening the notice period, the City shall otherwise follow this policy. For all other encampments, the City shall set a reasonable date for resolution of the encampment and follow the procedures established in this policy.
- 3.3 In setting the date that individuals must remove themselves and their possessions from an encampment, the City shall focus on assessing a totality of circumstances through the use of Attachment 4 of this policy and Section 3.4 of this policy. The City may use its discretion in setting a date for resolution – less time can be given to encampment residents to remove themselves and their possessions from an encampment if, for example, it is a Hazardous Encampment, there are more severe and/or pervasive public health concern(s) and/or infrastructure concern(s). For encampments established for seventy-two hours or more, the Managing Director (or their designee) will provide final approval on notice timeline and resolution, with input from representatives from the Philadelphia Police Department, Office of Homeless Services, and Department of Behavioral Health & Intellectual disAbility Services, or the respective designees of these department’s commissioner(s).

3.4 In addition, in setting the time for an encampment resolution, the City should consider the length of time the encampment has existed. While the below chart contains guidelines on presumptively reasonable lengths of time to resolve an encampment, based solely on the length of time an encampment has been established, these guidelines are flexible, situationally dependent, and should be informed by whether the encampment is Hazardous and/or presents public health and/or infrastructure concern(s) as assessed through the use of Attachment 4 to this Policy.

Length of Time Tent or Encampment Has Been Established Before Notice*	Advance Notice Required Before Resolution
31+ days (presumptively reasonable)	30 days
15-30 days	7 days
8-14 days	72 hours
3-7 days	24 hours
Less than 72 hours	Immediate – 24 hours (see Section 3.5 of this policy)

If the City does not know how long the encampment has been established, the City will assume it has been established for more than 30 days.

3.5 In the event the City observes an individual in the process of erecting a tent or other structure or moving Personal Property/Personal Belongings and/or debris in such a manner to obstruct a highway, sidewalk or other public passageway (e.g. creating an Obstruction), the City will provide oral notice to the individual creating the Obstruction to stop and to immediately remove the Obstruction. In situations involving Obstructions, the City may provide the occupant with written information on where the occupant may obtain services but only when providing such information is reasonably practicable, in light of the emergent situation. If the individual fails to comply with the oral notice, the City may issue a Code Violation Notice (“CVN”) or take other appropriate enforcement action.

4. OUTREACH EFFORTS

4.1 Ensuring the safety and dignity of the individuals in an encampment while providing viable shelter alternatives throughout the encampment resolution process is critical. Prior to resolving an encampment or Hazardous Encampment, that is not an Obstruction, the City shall offer alternative locations for individuals in the encampment or identify available housing for encampment occupants. The alternatives shall be available to the encampment occupant starting on the date an encampment resolution notice is distributed and/or posted and shall continue to be available until the encampment resolution is completed. In the event of an Obstruction, the City shall make its best efforts to offer alternative locations for any individuals present once the emergent conditions have been addressed and removed.

- 4.2 Available housing for encampment occupants, at a minimum, shall be no or low barrier emergency or temporary housing, for individuals in need of such shelter. At the City's discretion, the City may offer a range of available housing, social service or treatment opportunities based on individual need.
- 4.3 From the date of the posting until the encampment resolution, outreach personnel shall track the type of service offered and whether the services were accepted in whole, in part, or were rejected.
- 4.4 Outreach personnel shall keep basic demographic information regarding encampment occupants. In addition to any other lawful purpose, outreach personnel shall use such demographic information to ensure that appropriate and available housing or other shelter is available to any encampment occupant who desires the same.
- 4.5 Outreach personnel shall visit each encampment site at least once between the time that notice of resolution is posted and the scheduled resolution date.
- 4.6 Outreach personnel shall be present at the commencement of resolution activities on the date an encampment resolution is scheduled to start, according to the posted notice, and shall be available to offer shelter alternatives and other services until the encampment resolution is completed.
- 4.7 Outreach personnel may leave an encampment resolution operation after outreach services have been refused by all people present at the site. Outreach personnel shall return to a site if an individual requests services before the encampment resolution is completed.

5 EXCEPTIONAL CIRCUMSTANCES: REMOVING OBSTRUCTIONS

- 5.1 Obstructions (e.g., blocking a sidewalk) may be removed immediately for public safety purposes. Provisions of Section 5 apply to Obstructions only.
- 5.2 If an Obstruction is observed and must be immediately removed for public safety purposes, City personnel observing the obstruction, are not required to provide written notice or affix such notice to the Obstruction before its removal. Oral notice is sufficient prior to the removal.
- 5.3 If the Obstruction is determined to have been created by and/or under the control of an individual on location of the Obstruction, the City will provide oral notice to the individual to immediately remove the Obstruction. If the obstruction is not immediately removed, the individual may be cited for the public safety violation. The City will take the necessary actions to safeguard the community until the Obstruction can be properly and safely removed. If the owner of the Personal Belongings/Personal Property creating the Obstruction does not remove the same voluntarily, the City will seize and store any Personal Belongings/Personal Property that is not Debris, Hazardous, and/or Abandoned. If there is any doubt as to whether

the Personal Belongings/Personal Property are, in fact abandoned, the City shall treat the Personal Belongings/Personal Property as if they were not abandoned. The owner will be provided with information on how such Personal Belongings/Personal Property can be reclaimed consistent with Sections 7, 8, 9, and 10 of this policy. Abandoned Personal Belongings/Possessions, Hazardous items, and Debris, as defined in Section 2 of this Policy, will be removed and disposed of by the City as soon as possible.

- 5.4 If the Obstruction is observed, and it is unknown who created the Obstruction, and the Obstruction contains Personal Belongings/Personal Property (e.g. items that are not Debris or Hazardous), a determination will be made whether the Personal Belongings/Personal Property is Abandoned Personal Belongings/Possessions. If there is any doubt as to whether the Personal Belongings/Personal Property are, in fact abandoned, the City shall treat the Personal Belongings/Personal Property as if they were not Abandoned. Personal Belongings/Personal Property that are not Debris, Hazardous, and/or Abandoned shall be seized and stored and can be reclaimed consistent with Section 7, 8, 9, and 10 of this policy. Abandoned Personal Belongings/Personal Property and Debris will be removed by the City as soon as possible. The City shall provide post-deprivation notice in accordance with Section 10 of this Policy.

6 PRE-DEPRIVATION NOTICE FOR ENCAMPMENTS

- 6.1 Prior to any action occurring, the occupant(s) of the Encampment will receive a written notice of the date and time that action will occur. This notice shall be posted in or around the encampment and, as practicable, handed to individuals occupying the encampment. An example of written notice is appended to this policy as Attachment 1.
- 6.2 The written notice will at a minimum include:
- a) The date of the notice (in the event a follow-up notice is necessary it should include the date of the initial notice as well);
 - b) A brief description of the location;
 - c) The condition(s) in violation of the Philadelphia Code or any other applicable rule or regulation;
 - d) A date by which the conditions found in violation of the Philadelphia Code must be corrected;
 - e) An order directing the individual to discontinue the activities found to be in violation of the Philadelphia Code (or any other applicable rule or regulation), inclusive of the need to remove Personal Belongings by a date certain;
 - f) Notice that the City will abate any conditions found in violation of the Philadelphia Code after that date certain, inclusive of disposing of Abandoned Personal Property/Personal Belongings, Debris, and Hazardous items and removing personal items to a storage facility;

- g) Notice that any personal items stored by the City but left unclaimed after a set date and time, not to be less than thirty (30) days, will be discarded without further notice; and,
 - h) Information on where an individual may seek assistance for housing, treatment, or like services.
- 6.3 Notice including plain language examples of what items will be stored or disposed of should also be distributed to the occupants as practicable.
- 6.4 The notice shall be printed in English, Spanish, and any other language the City determines would further the purpose of the notice.
- 6.5 On the day that the City engages in an enforcement action against any person(s) who is (are) encamping on public property in violation of the Philadelphia Code, prior to taking such enforcement action, the City will issue oral notice regarding the need for the individuals to leave the encampment and remove all personal items and/or provide non-hazardous personal items for storage. Notice shall also be given that any items left at the property and not given for storage shall be disposed of.
- 6.6 At all times, individuals are permitted and encouraged to take any Personal Belongings with them.
- 6.7 Nothing in this section shall prohibit the City from posting notice that the resolution of a large encampment will occur over a period of several days, provided each day's operations start during the period identified in the notice. Some encampment sites include tents and structures separated by infrastructure such as a street. Resolution operations may proceed through such sites so long as they start on some portion of the sites within the times specified on the notice.

7 REMOVAL OF ITEMS

- 7.1 The City shall take reasonable steps to segregate Personal Property/Personal Belongings from material that is not Personal Property/Personal Belongings (e.g. Debris and/or Hazardous items), provided the segregation does not pose a danger to the individual segregating the personal belongings from the other material.
- 7.2 The City shall make reasonable efforts to ensure that items that are clearly identifiable as Personal Property/Personal Belongings, including but not limited to medicine, clothing in sanitary condition, backpacks in sanitary condition, tents in sanitary condition, hand-held tools, vital documents, cooking utensils, and sleeping bags/blankets in sanitary condition, are not discarded.
- 7.3 All Abandoned Personal Property/Personal Belongings, Debris, and/or Hazardous items shall be discarded by the City, if not removed by the individual.

- 7.4 If an individual states that Personal Property/Personal Belongings may be discarded, the City shall treat those items as Abandoned and may dispose of the same.
- 7.5 The City will determine whether an item is Personal Property/Personal Belonging, Abandoned, Debris and/or Hazardous, and, in cases when the status of an item cannot reasonably be determined, in the City's best judgment, based on the totality of the circumstances, the City will treat the item as non-hazardous, non-abandoned, Personal Property/Personal Belonging(s).
- 7.6 Tents and structures that are erected in the immediate area of the encampment after the original notice was posted may be removed within the timeframes established by the original notice. As practicable, the City will attempt to hand notices to any individuals within the newly erected tents and structures.
- 7.7 Personal Property/Personal Belongings shall be stored as provided for in Section 8 and may be recovered as provided for in Section 9. Post-deprivation notice shall be provided in accordance with Section 10.
- 7.8 Beginning on the date notice is posted, Outreach services shall be provided in accordance with Section 4 of this policy.

8 STORAGE OF PERSONAL PROPERTY

- 8.1 Personal Property/Personal Belongings that remain on site at the time of the resolution and which the individual is unwilling or incapable of taking with them, and for which the individual has not stated the City may dispose of, may be removed and stored by the City for a minimum of 30 days; individuals shall have an opportunity to retrieve their Personal Property/Personal Belongings during this time period for storage. Personal items that are deemed Hazardous by the City, Abandoned Personal Property/Personal Belongings, trash, and Debris will be immediately disposed of at the time of resolution and without further notice.
- 8.2 Should Personal Property/Personal Belongings be stored, the City will attempt to provide the individual who owns the Personal Property/Personal Belongings a receipt with the storage location and procedures to claim their Personal Belongings. The receipt will be in a form substantially similar to Attachment 3 of this policy.
- 8.3 At the conclusion of the stated storage period (e.g., a minimum of 30 days), in its sole discretion, the City shall have the right to discard of any remaining, unclaimed Personal Property/Personal Belongings.
- 8.4 Personal Property/Personal Belongings being stored by the City will be placed into bags and/or containers and labeled. Additionally, a claim form shall be filled out for each individual with an inventory of the items being stored, number of containers, and when possible identification of the owner and a secret password, established by the owner of the personal possessions.

- 8.5 A property receipt shall be given to each individual who remains during the packaging of their Personal Property/Personal Belongings. The receipt will contain the reference number for their Personal Property/Personal Belongings as well as the location of where those items are being stored. It shall also provide the times and any other requirements for retrieving their Personal Property/Personal Belongings, including the date by which they must be retrieved to avoid the City disposing of those items.
- 8.6 The City shall maintain a log of Personal Property/Personal Belongings removed from the Encampment. Each log of items shall be kept in accordance with Section 11 of this Policy.

9 RECOVERING STORED PERSONAL PROPERTY/PERSONAL BELONGINGS

- 9.1 Notice shall be provided to each individual who remains during the packaging of their Personal Property/Personal Belongings as to where, how, and when personal property may be retrieved. Individuals who do not remain may contact the City with date and location of the removal and will be provided information about how/where the property may be recovered.
- 9.2 When retrieving property, the individual shall either present their property receipt, the password, or describe the personal property with particularity. No identification is necessary for an individual to recover property, unless the individual cannot provide the property receipt or password and is unable to describe the personal property with particularity. The log of personal property shall include who received the recovered property.
- 9.3 Storage and recovery of personal property shall be at no cost to the individual that owns the property.
- 9.4 Personal Property/Personal Belongings shall be stored at a location commonly used by the City for storing property, which should be accessible by public transportation. If a location used for storage is not accessible by public transportation, the City shall provide a location that is accessible by public transportation, where individuals can go to have the City transport them to the storage location. Such transportation should be at no cost to the individual.

10 POST-DEPRIVATION NOTICE FOR ENCAMPMENTS, INCLUDING HAZARDOUS ENCAMPMENTS AND OBSTRUCTIONS

- 10.1 A notice shall be prominently posted at the site where an Encampment, Obstruction, or Hazardous Encampment has been resolved and the site cleaned up. An example of the post-deprivation notice is appended to this policy as Attachment 2.
- 10.2 The notice shall state:
- a) the date the resolution was performed;
 - b) whether personal property was stored by the City;
 - c) where the personal property is stored;
 - d) how any stored personal property may be claimed by its owner; and
 - e) contact information for outreach personnel who can assist individuals with shelter and other services. This post-deprivation notice shall remain posted for a minimum of 10 days.
- 10.3 The notice shall be printed in English, Spanish, and any other language the City determines would further the purpose of the notice.
- 10.4 The City shall post documentation of each encampment resolution on an external City website in a form substantially similar to the one included as Attachment 2 to this policy.

11 DOCUMENTATION

- 11.1 The City will document all of its efforts in resolving an Encampment, including Hazardous Encampments, through the use of a standardized form. A copy of this form is appended to this policy at Attachment 4.
- 11.2 The City will take photographs of any and all notices posted at the encampment, the condition of and items within the encampment, storage claim forms, and the items that were stored in the containers.
- 11.3 The City will retain a copy of this form and all supporting documentation (e.g.: photographs of notices, photograph of storage claim form) for at least 90 days after the latter of: the date the encampment was resolved or the date any materials stored have been destroyed or otherwise disposed of permanently.

ATTACHMENT 1

NOTICE

You are not authorized to use [INSERT LOCATION OF ENCAMPMENT] to erect a tent or other structure, or to otherwise encamp or stay, at this location. The conditions violate Philadelphia Code [INSERT CODE SECTIONS THAT ARE VIOLATED]. These conditions that violate the Philadelphia Code are described in more detail below in this notice.

You must remove your property and leave this location by no later than [INSERT DATE AND TIME OF REMOVAL]. Occupying this space after [INSERT DATE AND TIME OF REMOVAL] is not permitted.

If you would like to seek assistance from the City of Philadelphia in finding alternative shelter, medical assistance, or other treatment, please call: Homeless Outreach anytime at 215-232-1984 or the Department of Behavioral Health and Intellectual disAbility Services member hotline at 888-545-2600. If you do not have access to a telephone, you may reach the City by going to 1430 Cherry Street or 804 North Broad Street, Monday-Friday, 7AM -5PM.

WRITTEN NOTICE FIRST DISTRIBUTED ON: [INSERT DATE]
WRITTEN NOTICE FIRST POSTED: [INSERT DATE]

This encampment and the conditions in and around the encampment violate the Philadelphia Code, create a public nuisance, and otherwise endangers the life, health, safety, and welfare of the encampment residents, the surrounding community, and the general public for the following reasons:

CODE SECTION, REGULATION, OR PUBLIC NUISANCE CONDITIONS	SHORT DESCRIPTION OF CONDITIONS OBSERVED

The conditions pose an immediate hazard and danger to the life, health, safety, and welfare of the individuals in the tents, the nearby residents, first responders, and the public at large. Immediate compliance is necessary to protect the public health.

You must remove your property and personal belongings and leave this location as soon as possible but by no later than **[INSERT RESOLUTION DATE AND TIME]**. Abandoned property, property deemed hazardous, and debris remaining at this location will be removed by the City of Philadelphia on **[INSERT RESOLUTION DATE AND TIME]**.

Non-hazardous personal belongings and personal property, as designated by the City of Philadelphia in accordance with the chart below, will be stored by the City for no more than 30 days. All stored personal belongings and personal property not retrieved within 30 days will be considered abandoned and will be disposed of permanently. Debris and property deemed a hazard to the public health, safety, or welfare will be destroyed immediately. Examples of personal belongings and personal property versus examples of debris and hazardous property are as follows:

PERSONAL BELONGINGS/PROPERTY	DEBRIS AND HAZARDOUS PROPERTY
<ul style="list-style-type: none"> • Tents • Stoves and grills • Pots, pans, and cooking utensils • Medicine • Sleeping bags and blankets (must be sanitary and not infested) • Clothing (must be sanitary and not infested) • Backpacks • Hand-held tools • Personal transport device • Vital documents, files, and folders 	<ul style="list-style-type: none"> • Unsanitary or infested clothing, bedding, or tents and other items determined by the City to be a threat to public and/or municipal workers' health, safety, or welfare • Newspapers and cardboard • Loose paper and plastic debris • Food or other perishable items • Garbage • Empty cans, bottles, and scrap metal • Combustibles • Drug paraphernalia • Shopping Carts

ATTACHMENT 2



**CITY OF PHILADELPHIA
NOTICE OF RESOLUTION/
AVISO DE LIMPIEZA**

Resolution Date/ Fecha De Limpieza	Location/Ubicación

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 Pertenencias Están En Almacenamiento:**

Yes/Sí

No/No

TO RECOVER OR ASK ABOUT BELONGINGS CALL OR GO TO: PARA RECUPERAR SUS PERTENENCIAS, LLAME AL:	[Insert Location]
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Belongings found by the City and authorized for storage will be kept for 30 days at no cost or charge. /Las pertenencias encontradas por la Ciudad y autorizadas para el almacenamiento se guardarán durante 30 días sin costo alguno.

If you would like to seek assistance from the City of Philadelphia in finding alternative shelter, medical assistance, or other treatment, please call: Homeless Outreach anytime at 215-232-1984 or the Department of Behavioral Health and Intellectual disAbility Services member hotline at 888-545-2600. If you do not have access to a telephone, you may reach the City by going to 1430 Cherry Street or 804 North Broad Street, Monday-Friday, 7AM - 5PM

ATTACHMENT 3



**CITY OF PHILADELPHIA
PERSONAL BELONGINGS STORAGE CLAIM FORM**

BIN NO.: _____ LOCATION: _____

NAME: _____
 LAST FIRST MI

BIRTHDATE: _____
 MONTH DAY YEAR

PERSONAL IDENTIFICATION

PASSWORD: _____

Directions: please provide a password to show proof of ownership when retrieving your property

TOTAL NO. OF CONTAINERS _____ TOTAL NO. OF ITEMS: _____

Acknowledgment:

I hereby certify that the information provided herein is accurate, complete, and true. I understand that my property, listed below, will be held at [place], where it may be retrieved during [hours]. I understand that property unclaimed by [day of week, month, day, 2021 at closing time] will be deemed abandoned and will be destroyed by the City of Philadelphia. In addition to the storage option provided by the City of Philadelphia, I understand that I may take my possessions with me. I understand that any items left in my tent/area in the encampment will be permanently disposed of by the City of Philadelphia.

Signature: _____

Date: _____

DESCRIPTION OF PROPERTY

Qty	Article/Item	Description of Item (example: color, material, brand label, etc.)

ATTACHMENT 4

CITY OF PHILADELPHIA ENCAMPMENT RESOLUTION DOCUMENTATION

A. SITE INSPECTION/NOTICE POSTING

Address/Location of Encampment: _____

Date of Initial Inspection: _____

Inspected by: _____

Department: _____

When did the City become aware of the encampment? _____

How did the City learn of the encampment? _____

Date of Posting: _____

Scheduled Date/Time of Removal: _____

Dates of Additional Postings (if any): _____

Date of Inspection	Inspected by	Department	# of Tents	# of Structures	# of Bed Rolls	# of Vehicles	Total # of Persons	Notice Visible? (Y/N)

To the extent known, did any other City Departments respond to this encampment?

OHS Date(s): _____

 Actions Taken (if known): _____

DBHIDS Date(s): _____

 Actions Taken (if known): _____

Police Date(s): _____

 Actions Taken (if known): _____

- Fire Date(s): _____
 Actions Taken (if known): _____
- EMS Date(s): _____
 Actions Taken (if known): _____
- CLIP Date(s): _____
 Actions Taken (if known): _____
- Streets Date(s): _____
 Actions Taken (if known): _____
- L&I Date(s): _____
 Actions Taken (if known): _____
- Other Date(s): _____
 Actions Taken (if known): _____
 Department Name: _____

B. POST-DEPRIVATION NOTICES

Date Posted: _____ Who Posted? _____

Department: _____

Posted 10 days after first posting: Yes No

C. *EMERGENCIES: OBSTRUCTIONS AND IMMEDIATE HAZARDS ONLY*****
 (THIS SECTION SHOULD ONLY BE COMPLETED IN EMERGENCY SITUATIONS – IN ADDITION TO THIS SECTION, ALL OTHER SECTIONS ON THIS FORM SHOULD BE COMPLETED)

Please describe why this encampment needed to be removed immediately (e.g.: what is the immediate life, health, safety risk to the individual in the encampment or the public if the encampment remains at this location for any amount of time): _____

On what day and time did you give oral notice? _____

What was the response of the individual to the oral notice? Please describe. _____

Did you give written notice? Yes - complete section A
 No – describe the reasons why you could not provide written notice: _____

What date and time did you remove the encampment? _____

D. POPULATION DEMOGRAPHICS

Perceived Elderly (60+Years): Yes No; Number:_____

Perceived Infants/Children (14 & Younger) Yes No; Number:_____

Perceived Youth (15-24 Years Old) Yes No; Number:_____

Perceived Not Ambulatory Yes No; Number:_____

Specific Needs Noted: _____

Perceived Wounds Yes No; Number:_____

Specific Needs Noted: _____

Perceived Women Yes No; Number:_____

Perceived Men Yes No; Number:_____

Perceived Couples Yes No; Number:_____

Pets/Animals Yes No; Number:_____

Type of Animals:_____

Other Important Demographic Information? Please Describe:_____

E. PUBLIC HEALTH CONCERNS

Near Facilities for Children (e.g.: school/daycares) Yes No;

Location/Name:_____

Near Facilities for Elderly (e.g.: nursing home) Yes No;

Location/Name:_____

Near Other Facilities (e.g.: church/grocery store) Yes No;

Location/Name:_____

Rats/Mice/Insects/Other Infestation: Yes No;

Describe:_____

Hazardous Materials: Yes No;

Describe:_____

Bio-Waste: Yes No;

Describe:_____

Chemical Waste: Yes No;

Describe:_____

Food Waste: Yes No;

Describe:_____

Within 50 ft of a water body or wetland: Yes No;

Which one?/Describe: _____

Presence of Needles/Sharps: Yes No;

Location/Contained?: _____

Presence of Alcohol or Other Drugs: Yes No;

Describe: _____

Garbage: Yes No;

Contained?: _____

Weapons: Yes No;

Describe: _____

Risk of Falling Tree Limbs/Flooding/Weather: Yes No;

Describe: _____

Exposed Wiring: Yes No;

Describe: _____

Water/Handwashing: Yes No;

Describe: _____

Other Public Health Concern: Yes No;

Describe: _____

F. INFRASTRUCTURE CONCERNS

Damaging Public Facilities: Yes No;

What Public Facility is being damaged: _____

Describe the damage: _____

Blocking Entry into Facility: Yes No;

Which Facility? _____

Blocking Sidewalk: Yes No;

Blocking Roadway: Yes No;

Blocking Use of Public Facility: Yes No;

Which Facility: _____

Describe how the public can no longer use the facility: _____

Blocking Use of Private Property: Yes No;

What property: _____

Describe how the property is blocked or can no longer be used: _____

Describe who is being blocked from the property: _____

Other Infrastructure Concerns? Please Describe: _____

G. Photographs

1. Site Inspection (To the extent practicable, photographer should take photographs of any conditions noted in Sections C and D, the tents/or other structures, and any other factors that are related to the decision to remove the encampment.)

Date Taken: _____ Number of Photographs _____

Photographer: _____

Other City employees present: _____

Where are photographs stored: _____

2. Site Posting (The photographer must take a picture of the full text of any notice. In addition, the photographer should take photos of the notice, at a distance, demonstrating the locations that notices were posted.)

Date Taken: _____ Number of Photographs _____

Photographer: _____

Other City employees present: _____

Where are photographs stored: _____

3. Resolution and Storage (Photographer should take a picture of items placed into container, container before it is closed; container after it is closed; fully completed storage form, and cleaned-up area.)

Date Taken: _____ Number of Photographs _____

Photographer: _____

Other City employees present: _____

Where are photographs stored: _____

4. Post-Deprivation Notice (Photographer must take a picture of the full text of the post-deprivation notice. In addition, the photographer should take photos of the post-deprivation notice, at a distance, demonstrating the locations that notices were posted.)

Date Taken: _____ Number of Photographs _____

Photographer: _____

Other City employees present: _____

Where are photographs stored: _____

H. Outreach Report

Date	# of Individuals Contacted	# Rejecting Services	# Accepting Services	Types of Services

What services were offered? Yes No; Describe the services offered: _____

What services were accepted? Yes No; Describe the services accepted and date of the acceptance of those services: _____

If known, why were services refused: _____

****** IN THE EVENT OF AN OBSTRUCTION OR IMMEDIATE HAZARD ONLY******

IF OUTREACH COULD NOT BE PROVIDED PLEASE DESCRIBE WHY OUTREACH COULD NOT BE PROVIDED: _____

PLEASE DESCRIBE ANY STEPS TAKEN TO PROVIDE INDIVIDUALS SERVICES DESPITE OBSTRUCTION/IMMEDIATE HAZARD: _____

I. Storage/Trash Detail

Owner Name or Tent/Structure #	Owner Present (Y/N)?	Storage Accepted (Y/N)?	Storage Form Completed (Y/N)?	Not Storable (Short Description)	Amount of Trash (Bags or Trucks)?

If the City had to dispose of personal possessions please explain why (e.g.: strewn with needles, presence of biological waste, infestation): _____

Other important information about storage and/or trash removal: _____

Did the individual state that personal belongings could be disposed of? Yes No

Please describe (who spoken to, date of conversation, what was said?)
