



SITE JOURNAL CONTENTS

- Completed Site Journal
- Exhibit A: Site Inspection Photos
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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: Ravenna/Cowen Park (Under Bridge)

Site Address: _____ Date of Inspection: 2/19/2025

_____ Date of Clean-Up: 2/19/2025

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
2/19/2025	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: 2

SOLID WASTE

Disorganized Garbage Yes No

Bagged Garbage Yes No

Loose Garbage Yes No

Bulky Items Garbage Yes No

Metal Yes No

TOTAL COUNT: 4

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: 3

TOTAL SCORE: 25

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 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

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

Specifications/Notes

Debris hauled to the city dump

EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew	0	<hr/>
Number of Hazmat Crew	0	<hr/>
Number of Truck Drivers	0	<hr/>
Contractors Labor Crew Hours On-Site	0	

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Crew	0	<hr/>



Heavy Crew Hours On-site	<u>0</u>	
Number of Labor Crew	<u>3</u>	1 parks team with a trailer
Labor Crew Hours On-site	<u>1</u>	

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
2/19/2025	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?	<i>Check All That Apply</i>		Bins	Bikes	Luggage	Items	
T1-RM-0219	No			0	0	0	0	<p>The green and blue tent was not stored due to large holes in it and none of the items inside the tent were storable items.</p> <p>A large number of needles were scattered throughout the camp as well as in the tent. Two black bags were not stored as they contained food waste and loose hypodermic needles.</p>

Inspection Photos



Clean Up Photos







After Clean and Posting Photos

