



SITE JOURNAL CONTENTS

- Completed Site Journal
- Exhibit A: Site Inspection Photos
- Exhibit B: Site Posting Photos
- Exhibit C: Outreach Report
- Exhibit D: Clean Up & Storage Photos
- Exhibit E: Storage Detail

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:	Elliot Ave and Elliot Way from Wall St to Pine St		
Site Address:		Date of Inspection:	7/15/2025
		Date of Clean-Up:	7/15/2025
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
7/15/2025	2	0	1	0	3

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: 3

SOLID WASTE

Disorganized Garbage ☒ Yes ☐ No

Bagged Garbage ☐ Yes ☒ No

Loose Garbage ☒ Yes ☐ No

Bulky Items Garbage ☐ Yes ☒ No

Metal ☐ Yes ☒ No

TOTAL COUNT: 2

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: 1

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:	26
---------------------	----

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

☒ Obstruction Removal	☐ Emphasis Zone	☒ Hazard Removal
☐ Blocking intended use of facility		☐ Safety of camper
☒ Tent on sidewalk		☐ Safety of others near and around camp
☐ Tent on median to adjacent sidewalk		☒ 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	☐ Yes	☒ No
Waste Hauling to Dump	☒ Yes	☐ No
Waste Hauling to Other Location	☐ Yes	☒ No
Vegetation Pruning	☐ Yes	☒ No
Biohazard Waste	☐ Yes	☒ No
Chemical Waste	☐ Yes	☒ No

Specifications/Notes

EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew		
Number of Hazmat Crew		
Number of Truck Drivers		
Contractors Labor Crew Hours On-Site		

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Crew		



Heavy Crew Hours On-site

Number of Labor Crew

Labor Crew Hours On-site

1

2

SPR Light team

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
------	------	----------	---------------	-----------------	---------------------	-----------------------------

OBSTRUCTION SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
7/15/2025	2	0	1	0	3

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
1	0	0	2

Owner Name OR	Owner	Storage?	Not Storable?	# of	# of	# of	# of Large	Short Description
---------------	-------	----------	---------------	------	------	------	------------	-------------------



Tent/Structure #	Present?	Check All That Apply		Bins	Bikes	Luggage	Items
T1-KJ-0715	No	N/A	Hazardous Material; Human Waste; Damaged	1			2 Tent damage/blanket and linen items foul smell(discarded) Items stored 1- cell phone w/ case 1- metal dolly 1- metal chair 1- broom

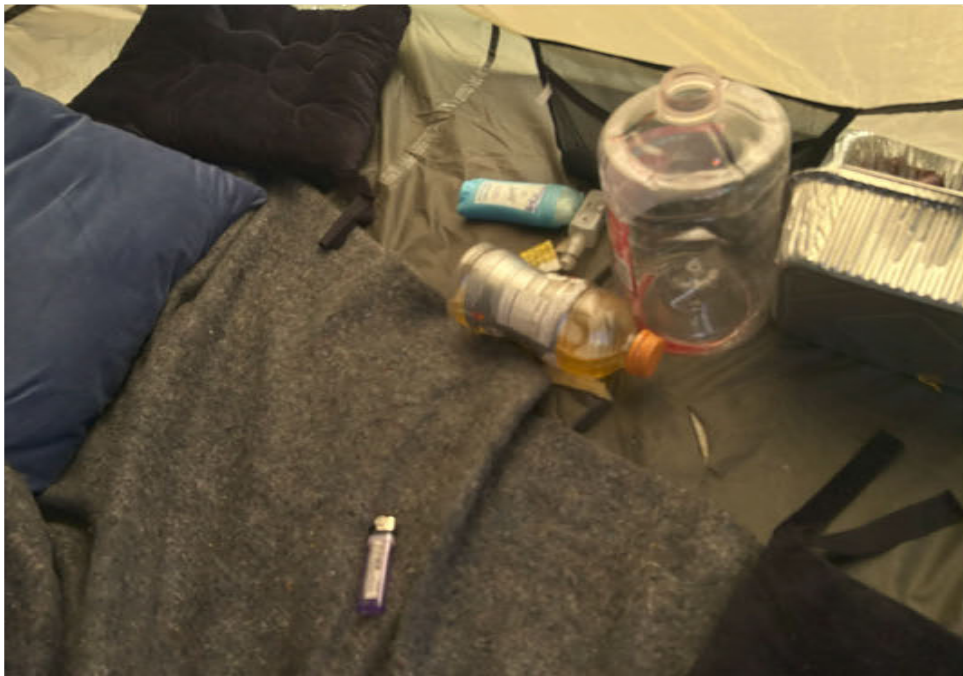
Inspection Photos





Clean Up Photos











After Clean and Posting Photos

