

# CLEANUP OF CAMPS ON TRIMET PROPERTY

## PURPOSE AND SCOPE

ORS 203.077 requires all municipalities to develop and implement policies which address unauthorized camping on public property. The Tri-County Metropolitan Transportation District of Oregon (TriMet) is a municipal corporation of the State of Oregon pursuant to its enabling statute (ORS 267.200).

TriMet recognizes the social nature of the problem of individuals camping on public property and the need to develop a policy for the removal of camps. This procedure is being developed to ensure the humane treatment for removal of individuals and personal property from camp sites on TriMet property.

These procedures shall apply to all TriMet property, regardless of whether a permanent sign such as “No Camping” has been posted at the site.

The General Manager has designated the Executive Director of Safety, Security and Environmental Services to implement, update or modify this Policy as needed.

## DEFINITIONS

The following definitions shall apply to this Policy:

“Camp” or “Camping” means to live, cook, sleep, or take overnight shelter in a temporary or non-permanent structure, motorized vehicle, or location, including but not limited to a hut, shack, lean-to, storage shed, tent, travel trailer, recreational vehicle, boat, utility trailer or vehicle of any kind; or within, under or on a permanent structure such as a bridge or overpass.

For purposes of this Policy, the below list of activities and circumstances may be considered in determining whether a person has "camped" or is "camping" on TriMet property.

1. Sleeping or making preparations to sleep, including the laying down of bedding for the purpose of sleeping overnight.
2. Occupying a shelter out of doors. "Shelter" shall mean any cover or protection from the elements other than clothing, such as a tent, tarp, shack, sleeping bag, or other structure or material.
3. The presence or use of a campfire, camp stove or other heating source or cooking device.
4. Keeping or storing Personal Property.

“Debris” means any item that has no apparent utility or is in an unsanitary condition.

“Personal Property” means any personal property reasonably recognizable as belonging to a person and that has apparent utility.

## **NOTIFICATION AND CLEANUP OF UNAUTHORIZED CAMPS POLICY**

The procedure developed below is established pursuant to ORS 203.077 – 203.081. It is intended to address the identification, notification and removal of Camps while preserving as much as possible the dignity and respect all persons deserve. TriMet’s Safety, Security, and Environmental Services Department is responsible for ensuring compliance with this Policy, and should work with Transit Police officers to ensure the safe and humane implementation of the Policy.

1. Notice of Cleanup: A TriMet employee shall post a temporary Notice, “Notice This Site to be Vacated and Cleaned Up” (Notice) (see attachment), prior to removal of personal property from a Camp, regardless of whether or not a permanent sign such as “No Trespassing” is posted at the site. The posting of the Notice should be documented by means such as photographs or daily journal entries.

The Notice must:

- Be posted in a conspicuous place in the general vicinity of the personal property to be removed.
  - Be laminated or otherwise made weather resistant.
  - Be posted at least 24 hours before cleanup.
  - Be posted at the conclusion of the cleanup.
  - Be written in both English and Spanish.
  - Be posted on something other than personal property in the area.
  - Indicate the date(s) that items must be removed.
  - Indicate a TriMet contact phone number.
  - Indicate how personal property may be claimed.
2. Exceptions to Notice Requirement: The 24-hour Notice required above shall not apply when:
    - a) There are grounds for law enforcement officials to believe that illegal activities are occurring; or
    - b) In the event of an exceptional emergency, such as possible site contamination by hazardous or bio-hazardous materials or when there is immediate danger to human life, welfare or safety.

In the event Personal Property is removed pursuant to an Exception to the Notice Requirement:

- i. Notice shall be posted at the time the Personal Property is removed.
  - ii. Personal Property shall be stored as described under "Cleanup of the Camp," below, for a minimum of 30 days.
  - iii. Debris may be immediately discarded from the Camp.
3. Documentation of Posting Notice and Notification of Social Service Agency: A TriMet employee who posts a Notice at a Camp will notify the TriMet Safety, Security and Environmental Services Department and photograph the Camp and its contents to the extent possible, including the Notice. A TriMet employee or Transit Police officer must notify local social service agencies in case they are able to offer assistance to the campers. At a minimum, the following agencies must be notified and provided information about the Camp location, date and time of the Notice posting, estimated number of campers, and the name and telephone number of the reporting employee or officer. For properties located:

**Inside the Portland city limits.** Contact JOIN at (503) 232-2031 or (503) 232-7052 or [joinpdx.com](http://joinpdx.com).

**In Washington County.** Contact the Department of Health & Human Services at (503) 846-8881.

**In Clackamas County.** Contact County Social Services at (503) 650-5622.

**In Multnomah County.** Contact the Department of Human Services at (503) 988-3691.

If appropriate, a TriMet employee may arrange for outreach workers to visit the Camp where a notice has been posted to assess the need for social service assistance in arranging shelter and other assistance.

4. Cleanup of the Camp:

A TriMet employee familiar with the policy on the removal of Personal Property from Camps should be on-site at each Camp cleanup to provide the cleanup crews, who may be employed by a contractor, with a review of what is considered Personal Property and to monitor the cleanup to assure that the correct procedures are followed.

At the time the Camp is to be cleaned up, the TriMet employee should take photos showing the general condition of the area before items are removed, including the major Personal Property items at the location (e.g., bicycles, camping equipment, etc.). Photos and other documentation should be held at least two years after the storage period ends.

The TriMet employee shall investigate the area before the cleanup begins. If weapons, possible stolen goods, hazardous waste, drugs, or drug paraphernalia are

found, the person may call the appropriate local law enforcement agency. If campers are present, the TriMet employee should contact the Transit Police and request a uniformed officer be present.

Any items designated as Personal Property and not Debris must be placed on a tarp or other covering and photographed. To the extent possible or feasible, the Personal Property should be arranged so that each item is distinguishable in the photo. Cleanup crews shall take reasonable effort to open boxes, bags, and other containers and to display and photograph the contents if the contents appear to be Personal Property. A cleanup report consisting of photos and other documentation as appropriate shall be placed in a file that is held at least two years after the storage period ends.

All Debris should be bagged and recycled or deposited in a proper disposal area.

If the posted Notice is found to have been removed, the TriMet employee should replace the Notice on the day of the cleanup using the dates from the original notice. The TriMet employee should ensure that Notice is posted at the conclusion of the Camp cleanup to ensure that campers know how to retrieve their Personal Property. The Notice posted at the conclusion of Camp cleanup should be documented by photos and an entry in the cleanup report.

If appropriate, following the removal of homeless individuals from a Camp the police, TriMet officials, and outreach workers may meet to assess the Notice and this Policy, to discuss whether the removals are occurring in a humane and just manner, and to determine if any changes are needed in the Policy.

5. Storage of Personal Property:

Personal Property to be stored should be identified with the date and location where it was collected. Small items may be placed in plastic bags for ease of transport and storage. Bags should be clear to aid in identifying the Personal Property when claimed. Personal Property removed from Camps shall be placed into storage in a manner likely to protect it from harm.

TriMet shall store items of Personal Property and make them reasonably available to any person claiming ownership for a minimum of 30 days. After the 30 day storage period, unclaimed Personal Property can be disposed or recycled.

## NOTICE

### THIS SITE TO BE VACATED AND CLEANED UP – PERSONAL PROPERTY MUST BE REMOVED

DATE OF POSTING: \_\_\_\_\_

Pursuant to TriMet's policy "Cleanup of Camps on TriMet Property," this area has been declared an unauthorized camp. It is the policy of TriMet to provide at least 24-hours notice before removing shelters and personal possessions at camps. All temporary shelters, bedding, personal property and litter must be removed before the cleanup date of \_\_\_\_\_.

Personal property remaining on site on or after the cleanup date shall be removed by TriMet. Items that appear to have no apparent utility or to be in an unsanitary condition will be immediately discarded. Personal property will be held for 30 days. Property that is unclaimed after 30 days will be disposed of. To retrieve personal property or for more information, contact TriMet at 503-962-5743.

If this box is checked, Law Enforcement has determined that an illegal activity other than camping, or an exceptional emergency such as possible site contamination by hazardous or bio-hazardous materials and/or an immediate danger to human life, welfare or safety is occurring. Personal property has been removed or discarded as described above.

Name of Officer: \_\_\_\_\_

#### SOCIAL AGENCY CONTACTS

**\*Contact 211 for current available services in the area**

**Other Contacts**

**In Portland - JOIN – (503) 232-2031**

**Washington County Dept. of Health & Human Services – (503) 846-8881**

**Clackamas County Social Services – (503) 650-5622**

**Multnomah County Dept. of Health & Human Services – (503) 988-3691**

PERSON POSTING NOTICE \_\_\_\_\_

# AVISO

## ESTE SITIO SE DESALOJARÁ Y LIMPIARÁ – SE DEBERÁN RETIRAR TODOS LOS EFECTOS PERSONALES

**FECHA DEL AVISO:** \_\_\_\_\_

Conforme a la política de TriMet sobre limpieza de campamentos en propiedades de TriMet, esta área se declarará como campamento no autorizado. Es política de TriMet dar aviso por lo menos con 24 horas de antelación antes de retirar albergues y efectos personales de los campamentos. Todos los albergues temporales, alojamientos y enseres personales deberán retirarse antes de la fecha de limpieza programada para \_\_\_\_\_.

Los enseres personales que no sean retirados antes de la fecha ya indicada, serán removidos por TriMet. Aquellos artículos que aparentemente no parezcan ser de utilidad o que no presenten condiciones sanitarias se eliminarán de inmediato. Los enseres personales se mantendrán por un plazo de 30 días. Todo artículo que no sea reclamado transcurrido el plazo de 30 días será desechado. Para recuperar pertenencias o solicitar más información, comuníquese con TriMet llamando al 503-962-2472.

Si este cuadro está marcado significa que la policía ha determinado que se ha producido una actividad ilegal (que no corresponde a acampar), o una situación de emergencia excepcional, como por ejemplo una posible contaminación del sitio producto de materiales peligrosos o de riesgo biológico, o peligro inminente a la vida, el bienestar o la seguridad de las personas. Los enseres personales se han retirado o eliminado según lo descrito anteriormente.

Nombre del funcionario: \_\_\_\_\_

### CONTACTOS DE LA AGENCIA SOCIAL

**\*Llame al 211 para consultar los servicios disponibles en el área**

**Otros contactos**

**En Portland - JOIN – (503) 232-2031**

**Depto de Salud y Servicios Humanos del Condado de Washington – (503) 846-8881**

**Servicios Sociales del Condado de Clackamas – (503) 650-5622**

**Depto de Salud y Servicios Humanos del Condado de Multnomah – (503) 988-3691**

PERONA QUE PUBLICA ESTE ANUNCIO \_\_\_\_\_