

PROVIDED BY 0-3
MARA SHLACKMAN
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MODEL POLICY FOR CLEANING PUBLIC SPACES:

I. PURPOSE

The purpose of this protocol is to establish procedures for disposition of property discovered during the cleaning of public spaces, including areas where individuals who are homeless may be located. The goal is to ensure that the owners of any property discovered during a cleaning are afforded due process of law and support by appropriate service provider agencies.

II. NOTICE

The city agency responsible for cleaning public spaces shall provide 14 days notice prior to cleaning a space in which homeless individuals are located. Written notice should be provided to each person at the location and shall also include a posted written notice in conspicuous places at the location. The written notice shall be in both English and Spanish and include the date and time the cleaning will occur, advisement that property is subject to confiscation if not removed, the procedure for retrieving any confiscated property, the current contact information of the government agency responsible for storing the property, and the contact information of an appointed service provider agency.

Prior to posting written notice of the cleaning, the city agency shall contact a pre-designated service provider to provide notice of the cleaning. The agency should have the ability to conduct outreach to the individuals located at the cleaning site. The 14-day notice period will not commence until the city agency has made contact with the service provider agency.

The 14-day notice period refers to regular business days and does not include weekends or holidays. This will allow outreach workers a reasonable period of time to contact the persons at the cleaning location and to arrange for any necessary services.

III. Sorting and Storing Property

Any property remaining at the cleaning site after the 14-day notice period shall be sorted through. Any items that are spoiled or mildewed shall be considered trash. Appropriate arrangements shall be made to have those items disposed of.

Personal items that do not appear to be spoiled or mildewed, such as clothing, bedding, photographs, personal papers, and keepsakes, shall be processed and stored for 6 months at a designated storage site from which its owner may retrieve it.