

CONTRA COSTA COUNTY MEMORANDUM OF UNDERSTANDING FOR HOMELESS ENCAMPMENT ACTION PROTOCOL

PURPOSE

This memorandum of understanding (hereafter referred to as "MOU") is a multi-jurisdictional effort to establish protocols to identify, respond, and remove homeless encampments within Contra Costa County. Parties to this MOU (set forth in Exhibit A) agree to adhere to the procedures set forth in this memorandum that will facilitate the removal of encampments and support the relocation of the encampment inhabitants into shelters.

RELATIONSHIP OF PARTIES

Parties to this agreement are listed in Exhibit A. The relationship between parties is not and shall not be construed or interpreted to be a partnership, joint venture or agency. The relationship between parties is as independent agencies and jurisdictions in a collaborative undertaking.

RESPONSIBILITIES

The co-signers of this memorandum mutually agree to the following roles and activities:

1. Any entity responding to a report of, or discovering a homeless encampment, will identify any immediate hazard to be addressed. Document with photographs whenever possible. An "immediate hazard" is an imminent threat to the health or safety of the homeless or the community, e.g. a fire, and its removal is exempted from the 72-hour time requirement.
2. Notify the County Health Services Department Homeless Program Director via e-mail (homelessprogram@hsd.cccounty.us) immediately upon becoming aware of any encampment. If no response is received within **24 hours** the Director can be contacted at (925) 313-7700. The Homeless Program Director will send the Outreach Team to the identified site as soon as practical to find and offer alternative housing and services. It is desirable that individuals either move into services or vacate the area on their own and remove their own belongings.
3. After the Outreach Team has visited the site, the Homeless Program will contact the notifying jurisdiction of the situation and provide any relevant information.
4. The responsible jurisdiction will arrange to have the encampment posted with the vacate demand. It is encouraged that the notice be printed in multiple languages, as appropriate for the area and includes the date, time and location of posting.
5. After posting and up to two hours prior to the time expiration, the Outreach Teams will continue to go out to assist individuals to find housing and other services.
6. After expiration of the notice, the encampment may be removed after the following is completed:
 - a. Conduct a quick field review of the encampment (i.e., look around at the items which are in plain view).
 - b. Take sufficient photographs, notes, or otherwise document the condition and extent of area covered by the encampment.

7. Each agency with jurisdiction is encouraged to keep a record of the date, time and location of the removal of a homeless encampment.
8. During removal of the encampment, if any of the following types of items are apparent, reasonably safe and not a sanitary hazard, they should be held by the appropriate maintenance yard for a minimum of 30 days prior to disposal. Items stored may include but are not limited to the following:

Watches	Medication	Eyeglasses
Jewelry	Personal photographs	Personal records

9. The location where the above belongings are stored shall be posted at the encampment site.
10. Anything stored from a location can be kept in one box/container that is marked with the date, time and location of the removal. Possessions are to be released to persons who can identify them in accordance with each agency's policy.
11. Persons illegally trespassing or lodging may be arrested immediately. However, normally law enforcement personnel will only make arrests if someone refuses to leave or is suspected of committing a criminal offense.
12. The property owner is responsible for cleaning up and making safe the area of the encampment. This will include cleaning any hazardous waste found in the area and repairing or replacing items such as fencing.
13. Individuals assigned to remove the encampment should take appropriate safety precautions in the course of the work.
14. If necessary, request the County **Health Services, Environmental Health Department** to inspect and report on issues involving the protections of the homeless and workers during encampment removal, including hazardous waste.
15. It is the agreed upon policy not to permit the re-establishment of encampments once they have been removed through this procedure. This will include the following activities:
 - a. After encampment removal, the area will be posted with signs saying "No Camping" or "No Trespassing" and include the telephone number of the shelter hotline – 1-800-799-6599.
 - b. The agency with jurisdiction will provide routine patrol of the areas to prevent the formation of an encampment.
16. **Any citizen who would like to report an encampment should be directed to contact their local police department.**

MODIFICATIONS AND AMENDMENTS

The parties recognize and agree that this Memorandum of Understanding represents only a general document to outline understanding and procedures of a collaborative process that shall be used in the discovery and removal of homeless encampments and its inhabitants. As such, the parties agree to work closely with each other to identify and/or clarify any administrative or quality issues that may arise and to modify and/or amend this agreement to reflect any and all changes which are mutually agreed to by the parties.

AGREEMENT TERM

This memorandum shall become effective on the date of execution by each party and remain in effect unless or until terminated, in writing, by any party requesting to succeed from the collaborative agreement.

SIGNATURE OF PARTICIPATING ENTITIES

See attached.

**CONTRA COSTA COUNTY
MEMORANDUM OF UNDERSTANDING FOR
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Exhibit A

LIST OF PARTICIPATING ENTITIES:

Contra Costa Health Services, Behavioral Health Homeless Program

Concord Police Department

Walnut Creek Police Department

Contra Costa County Sherriff's Office

Contra Costa Public Works

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