

Protocol for Moving Homeless Camps

2/3/2014

This protocol will be followed by the City of Springfield when responding to a complaint of a homeless camp and moving the camp under the following two conditions:

- The homeless camp is on public property and there is not immediate/impending danger to the homeless individuals or others.
 - The homeless camp is on private property and the property owner has authorized the City to follow this protocol.
- 1) The Springfield Police Department (SPD) will notify the individuals in the homeless camp that they must relocate and will explain why they must move. The homeless campers will be given twenty-four hours to collect their belongings and vacate the site.
 - 2) The Springfield Police Department will notify Springfield-Greene County 911 Emergency Communications of the location of the camp and the fact that a 24-hour notice has been given. Emergency Communications staff will contact the Affordable Housing Center's "One Door" office (225-7499) and the City of Springfield's Department of Public Information and Civic Engagement.
 - a. The Affordable Housing Center will notify the "homeless advocate agencies" on their list so these agencies can provide assistance as they are able and willing. While the Affordable Housing Center is typically open 8:30-5:00, Monday through Friday, an "after hours" phone number will also be provided will allow 24-hour access to a staff member.
 - 3) If the Springfield Police Department feels an after-move clean-up will be necessary for a public site, they will notify the Public Works Department of (a) the location of the camp and (b) confirm a 24-hour notice has been issued to the campers.
 - 4) The City of Springfield Public Works Department will schedule a clean-up for the location after the 24-hour notice has expired. This time gap will ensure homeless campers have sufficient time to move and/or retrieve any desired items.
 - 5) If homeless campers return to the site before Public Works can clean the area, then SPD shall be contacted and respond. Public Works employees will not proceed with any clean-up efforts while homeless campers are still present.
 - 6) The clean-up of private property locations are the responsibility of the property owner.

If (a) the camp is on public property and there is an immediate/impending danger to the homeless individuals or others, or (b) the camp is on private property and the property owner has requested immediate removal of the trespassers, then upon

issuance of a summons, an immediate removal of the homeless campers shall occur in the most humane and considerate method possible given the circumstances. The SPD shall take all action necessary to remove the campers, and shall notify Springfield-Greene County Emergency Communications to contact the Affordable Housing Center and the City's Department of Public Information & Civic Engagement. Affordable Housing Center staff will notify the agencies and "homeless advocates" on their list offering to provide assistance in such situations in order to allow them to help the homeless campers as they are able and willing to do so.