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## **OPERATION OUTREACH PROTOCOL FOR PROCESSING HOMELESS PROPERTY-"BAG & TAG"**

On December 1, 2004, the Department established the Operation Outreach Program. The goal of Operation Outreach is to utilize a community policing approach with regard to homeless individuals. While enforcing the law, an officer's mission is also to determine the places most frequented by the homeless, provide strict attention to those areas, contact homeless persons, and determine their needs. Officers should work collaboratively with the Outreach Officer in their districts and appropriate City agencies to provide needed services.

Officers are encouraged to use SFPD's established relationships with the Human Services Agency and the Department of Health, e.g., the City's Homeless Outreach Team, to refer individuals to services such as housing, drug and mental illness treatment, and intensive case management.

Officers routinely contact homeless individuals and their property. At times, a homeless person's property may be deemed "infectious" due to presence of potential biohazards such as fecal material, needles, etc. As such, this potentially infectious material should not be brought into a station to avoid unnecessary exposure to other officers.

Officers encountering homeless individuals subject to arrest and in possession of property should follow Department of Public Works (DPW) bag and tag procedures denoted in the protocol below.

### **PROCEDURES FOR PROCESSING PROPERTY BELONGING TO HOMELESS INDIVIDUALS**

Officers who find a large amount property on the street and cannot find the individual responsible for the property or who arrest an individual with an impractical amount of property should do the following:

- Contact the Department of Public Works at 695-2134
- DPW will respond and assess the material for environmental health issues
- DPW will then take charge of the property and provide plastic bags for the personal items
- DPW will then tag those items to log the property
  - a. Date
  - b. Time
  - c. Location
  - d. Name of DPW employce and officer(s)

e. Name of arrestee if applicable.

Officers taking property from an individual shall refer to DGO 6.15 section IIIA (1) and issue the individual a property receipt (SFPD 315) in duplicate. If no one claims ownership of the property then officers do not have to issue a property receipt.

Officers should also review Department Bulletin 10-233, RIGHTS OF THE HOMELESS.

### **Department of Public Works Policy**

Only personal property is collected for storage at the DPW Maintenance Yard

- a. Items of value are stored in the Homeless Cage 1
- b. Items soiled with urine or fecal matter are destroyed
- c. No furniture is stored
- d. Food items will be bagged and stored for no more than five (5) days
- e. Property held for 90 days (120 days if hauled in by SFPD)

Useful Telephone Numbers:

Mayor's Department of Health Homeless Outreach Team (H.O.T. Team):

- 203-6643 or 203 9963

*Greg P. Suhr*  
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Chief of Police