

Policy Title: Sweet Home Sleeping Center Rules

The City of Sweet Home has established these rules for the Sleeping Center by ordinance. Failure to obey the rules may result in trespass. Serious or multiple violations may result in extended trespass. Each client is required to acknowledge receipt of these rules by signing at the bottom of the list.

A) The following rules apply to use of both the sleeping area and the property storage area:

1. No one may commit any crime;
2. No one may willfully hinder, delay, or obstruct a city employee in the discharge of his or her official powers or duties;
3. No one may unreasonably disturb others by knowingly engaging in loud or raucous behavior;
4. No one may, with intent to harass, intimidate, or torment any other person, use any lewd, lascivious, indecent or obscene words or language, or suggest the commission of any lewd or lascivious act;
5. No one may possess or use illegal drugs;
6. No one may open or possess an open package containing alcohol or consume alcohol; and
7. No one other than city employees, **staff**, contractors and public safety personnel and the designees of each, may enter or remain during closure hours.

B) The following rules additionally apply to use of the sleeping area:

1. Users may enter only between 6 p.m. and 10 p.m. daily except for emergencies;
2. Users must upon entry meet with the city, **staff**, a security contractor or a designated camp supervisor and agree to abide by all applicable rules;
3. Users who exit between the hours of 10 p.m. and 9 a.m. may not reenter except for emergencies;
4. Users must peaceably exit the sleeping area by 9 a.m. daily;
5. Users must remove their personal property from the sleeping area each day, and any items left in the sleeping area after 9 a.m. each day shall be deemed abandoned and may be removed by the city, **staff**, a security contractor or a designated camp supervisor;
6. No user may do an act, omit to act, engage in a course of activity, or create or maintain a condition that unreasonably:
 - a. interferes with the comfort, solitude, health, or safety of others;
 - b. offends common decency;
 - c. offends common sensibilities and senses by way of extreme noise, light, or odor; or
 - d. obstructs or renders hazardous for public passage any public way or place.
7. No guests shall be allowed in the sleeping area (the sleeping area may be used only by persons who intend to spend the night);
8. No minor shall be allowed in the sleeping area unless accompanied by his or her parent or legal guardian;
9. No weapons may be possessed, displayed, or used except by public safety personnel and security contractors;

10. No fires or open flames are allowed;
11. No marijuana may be possessed or used;
12. No unopened packages containing alcohol may be possessed;
13. Users shall not willfully hinder, delay, or obstruct any security contractor or designated camp supervisor in the discharge of their official powers or duties;
14. Users shall keep and confine their personal property to the area assigned to them by a designated camp supervisor, and designated walkways and paths shall be kept clear;
15. Camping areas shall be kept clean and free of junk, litter and debris; and users must deposit their trash and garbage in receptacles designated by the city for waste disposal;
16. Users shall not take, use or possess the personal property of other users without their express permission;
17. Users shall not take, use or possess property belonging to the city, its security contractor or any designated camp supervisor without the express permission of the owner of the property;
18. Pets shall not be allowed if they are dangerous, diseased or aggressive toward persons or other animals;
19. Pets must be kept on a leash or kept in a kennel, and users must immediately clean up after their pets and dispose of any waste in receptacles designated by the City for waste disposal;
20. Users may urinate and defecate only in bathrooms, portable restrooms, porta-potties or sani-cans designated by the City for that purpose;
21. Users shall not engage in sexual intercourse, sexual contact (meaning any touching of other intimate parts of another person for the purpose of gratifying sexual desire of either party or a third party) or masturbation;
22. Users shall not cause or create any sound or noise that unreasonably disturbs or interferes with the peace, comfort and repose of other users;
23. Between the hours of 10 p.m. and 9 a.m., users shall not use instruments or other devices that generate or make sound that can be heard beyond the user's assigned area; and
24. With the exception of perishable food, users may not possess or bring any of the items prohibited from the storage area into the sleeping area.

C) The following rules additionally apply to use of the storage area:

1. Users must agree to abide by all applicable rules;
2. Users may enter and remain in the storage area only while storing or retrieving property and for no longer than fifteen (15) minutes in any hour;
3. Users are limited to one (1) storage container per person;
4. Users may not store:
 - a. Illegal drugs,
 - b. Marijuana,
 - c. Alcohol,
 - d. Flammable or combustible liquids or materials;
 - e. Toxic liquids or materials,
 - f. Corrosive liquids or materials,

- g. Weapons,
 - h. Ammunition or other explosive materials,
 - i. Stolen property,
 - j. Perishable foods,
 - k. Putrid materials or
 - l. Garbage, litter or debris;
1. Property may be stored for no longer than seventy-two (72) consecutive hours, and any property left in the storage area longer than seventy-two (72) consecutive hours shall be deemed abandoned and may be removed by the city, staff, a security contractor or a designated camp supervisor;
 2. All property must be stored in a container designated by the city for that purpose, and any property left outside of a designated container shall be deemed abandoned and may be removed by the city, staff, a security contractor or a designated camp supervisor; and
 3. Property may be stored at the sole risk of its owner, and the city shall not be responsible for theft, loss, destruction or damage of stored property.

By signing below, I understand and affirm that I have read and understand the camping and storage area rules and agree to abide by all applicable rules. I also understand and affirm that if I violate the rules I may be ordered to immediately leave and not return to the designated camping area.

Signature

Date

Sleeping Center Admission Requirements

Admission is open to all adults who require emergency shelter and obey the Sleeping Center rules. Minimum age is 18 years.

The Sleeping Center is low barrier. Although the Sleeping Center prohibits alcohol, marijuana, and illicit drugs on site, we do not test for use off-site. Admission is behavior based. If you are peaceful and obey the rules, you are admitted.

The Sleeping Center is an emergency shelter and should not be considered a permanent home. Our mission is to provide a temporary safe place for clients until they can arrange more permanent housing.

The City of Sweet Home and Family Assistance Resource Center Group do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Those who cannot follow the rules may be trespassed. Multiple or serious violations of the rules may result in extended trespass.

Is this applicable at this point?

Opening the Sleep Center

How to Open the Sleep Center:

1. Unlock the padlock on the emergency-exit gate.
2. Unlock the padlock on the main gate. Unlock the gate and tie it back to the fence.
3. Open the gatehouse and set out the check-in book.
4. Swab down the outside serving areas if necessary.
5. Set out the hot-water urns (residents will fill these with water) and any available foods.
6. In winter, set up the propane heaters in the Big Tent and/or the reception booth.
7. Empty the two wastebaskets in the gatehouse and beside the gatehouse steps.
8. Reload the black cabinet beside the gatehouse with clean dishes if available.
9. Check the office phone for messages; relay any messages when guests arrive.
10. Check Security's log; file any reports and other documents left on the desk in the gatehouse.

Conceptual policy:

Sleep Center Protocol for Dealing with Police Inquiries

Police officers often drop in at the Sleep Center to check on our general welfare.

Sometimes, though, they are looking for a person or persons in order to serve a summons or make an arrest. So when an officer appears at the gate, we usually ask, "Are you looking for someone in particular?"

If the answer is Yes, the officer will give a name. In this case, we should say whichever of the following applies:

- A. "That person has never registered at the Sleep Center."
- B. "That person registered in the past but no longer stays here."
- C. "That person stays here but is not in camp at this moment."
- D. "That person is present in camp right now. Would you like me to ask them to come to the gate, or shall I show you where they live?"

However, if the officer asks to look at the check-in book, that is, at the whole list of current residents, then privacy issues arise. On the one hand, since the Sleep Center is on city property, the police have a good right to know who is here. On the other hand, citizens have rights to freedom from surveillance without cause and freedom of association.

So if the officer asks to see the book, we can say, "We have concerns about privacy and freedom of association, so we would rather not show you our book. But we'd be glad to look up and write down for you any information we have, in the check-in book and elsewhere, about specific individuals."

If this does not satisfy, and the officer insists on seeing the book, then it is not worth injuring our relationship with the Police Department to require him to get a search warrant. At that point, we should show him the book.

How to Register a New Guest

1. Assemble for each person:
 - a. A manila folder
 - b. A double brad
 - c. A registration form
 - d. For a pet owner, Rules about Pets and Pet Registration forms
 - e. For a couple, Rules about Sharing Huts forms
 - f. An **HMIS release-of-information form**
2. Gather the laminated large-print rules plus the laminated photo of an inspection-ready hut-interior.
3. Determine the next Sleep Center ID number (check the most-current list on the bulletin board to the left of the Sleep Center desk). Print each registrant's first and last name and ID number on the identification tongue of their folder.
4. With each registrant, fill out the registration form. Read over the laminated rules (and the pet forms and/or hut-sharing forms if applicable) and point out details of the inspection-ready hut. Get signatures on all applicable forms. If the registrant is willing to sign the **HMIS form**, make sure the printed name is legible and add the registrant's date of birth.
5. Explain "unwritten rules," i.e. curfew and curfew exceptions; daily check-in responsibility; two-nights-out for huts and first-come-first-serve for overflow beds; volunteer, staff and security hours; shower service; device-charging slots.
6. Mention items usually available from the office: personal hygiene items, first aid supplies and common over-the-counter medications, toilet paper, tissues and cleaning supplies and the office phone for calls out and messages in.
7. Use the two-hole punch and the brad to fasten each new guest's forms (except the **HMIS** form) inside their folder at the top edge. Leave all folders on the desk in the Sleep Center cubicle. Place the HMIS form in the Executive Director's inbox.
8. Walk new guests around the camp, pointing out the common room with coffee-service area, sink and restrooms, the trash-bins around the square, the door to the showers in the service building and the fire gate.
9. Provide new guests with clean bedding and show them to their bed places.
10. Assign each new guest a bin from among the empty ones stored alongside the office-building ramp. Note the number of each bin assigned. Supply a **two-key lock** for each bin; retain one key and hang it in the tan key-box in the Exit office. Leave a note of the assigned bin numbers on the desk in the Sleep Center cubicle for the record-keeper.

Rules About Pets

1. Only one pet per hut.
2. No diseased or aggressive pets, pregnant animals, litters of puppies, or dogs younger than 6 months.
3. Don't acquire a new pet while at the Sleep Center.
4. Provide detailed descriptions of pets, even those that are microchipped.
5. Service animals are recognized only if trained to perform work directly related to the owner's disability. Pets whose function is to provide comfort or emotional support do not qualify as service animals under the ADA.
6. Owners of dogs must show proof of their pets' vaccinations for rabies, parvovirus, and distemper within 14 days of registering at the Sleep Center
7. Dogs must be licensed by the Linn County within 30 days of registering.
8. Pick up and dispose of feces in the trash bins.
9. Never leave pets alone in the huts or assign them to someone else without permission of staff.
10. Pets must be leashed, tethered, or kenneled at all times when they are inside the Sleep Center.
11. The owners of pets that damage property by urinating or defecating in Conestoga huts or by clawing or chewing parts of the huts may be trespassed from the Sleep Center. This rule includes persons with disabilities.
12. Dogs that bark excessively may be trespassed from the Sleep Center.
13. Cruel or abusive treatment or neglect of any animal will result in the owner being trespassed from the Sleep Center and reported to Animal Control.

Finally, be aware of the cost of owning a pet. It costs money to feed and provide veterinary care for an animal. Pet ownership also makes it more difficult to access services like free lunches, ride a bus, seek medical care or meet with social service providers. Most landlords either charge a substantial damage deposit or simply will not rent to someone with a pet.

I understand and agree to abide by these pet rules

Signature _____ Date _____

Standard Trespass Procedure

Guests not following Sleeping Center rules may be trespassed.

1. Volunteers, staff and security personnel (collectively “staff”) are authorized to trespass any guest for 24 hours for violating the rules of the Sleep Center.
2. When a guest violates Sleep Center rules, staff will give the guest verbal notification that they are trespassed. The rule violator will be asked to gather their things and exit the Sleep Center within ten minutes. If the guest is non-compliant or defiant, staff will remain with the guest as needed to maintain the peace of the Sleep Center and call the police to trespass the guest.
3. Staff will complete an Incident Report describing the behavior that led to the trespass. If an extended trespass is being requested, check the box accordingly and notify the guest that we are asking for more than 24 hours.
4. If time and situation allow, staff will give the guest a copy of the Incident Report. If the guest refuses to accept the Incident Report that will be noted as “refused” on the report.
5. If an Incident Report is available when police arrive, the police may review it for accuracy and may take the original.
6. Copies of the Incident Report will be provided to the security staff, placed in the Sleep Center’s 7-day folder and in the guest’s file
7. If requesting more than 24 hours, then approval is requested from the Deputy City Manager (or the City Manager). If an extended trespass is approved The incident report is delivered to the police department to document the incident for future reference as necessary.

Sample INCIDENT REPORT -- TRESPASS REQUESTED

The following person has been instructed to gather his/her things and be ready to leave the Sweet Home Sleeping Center at the listed date and time by the person in charge who completed this report. The police have been contacted in order to implement a trespass of 24 hours or longer.

Person to be trespassed: _____

DOB: _____

Date and time: _____

Reporter/Issuer: _____

Recommended length of trespass: ___ 24 hours ___ Longer (specify): _____

Trespass Distance from the Sleep Center:

___ 300 Feet ___ May only come to Exit Appointments

The reporter/issuer determined that the person being told to leave has violated one or more of the following rules (check any applicable boxes):

Unauthorized or improper entrance

- The person failed to meet and agree to abide by applicable rules.
- The person was a minor who was unaccompanied by his or her parent or legal guardian.
- The person allowed an unauthorized guest into the sleeping area.
- The person was an unauthorized guest in the sleeping area.
- The person entered the sleeping area without permission between the hours of 10 p.m. and 6 p.m. of the next day.

Failure to exit

- The person failed to peaceably exit the sleeping area by 9 a.m.

Failure to maintain hut or site

- The person failed to leave his/her sleeping area in a safe, sanitary, and uncluttered state or left items other than bedding in his/her hut.
- The person started or maintained a fire or open flame in the sleeping area.
- The person littered or failed to properly use a waste disposal receptacle.
- The person failed to keep and confine his or her personal property to the area assigned.

Disturbing the peace of the center

- The person unreasonably disturbed the peace, comfort and repose of others by knowingly engaging in loud or raucous behavior.
- The person failed to remain quiet during quiet times of 10 p.m. to 7 a.m.
- The person used an instrument or other devices between the hours of 10 p.m. and 7 a.m. that generated or made audible sound beyond the person's assigned area.

Failure to respect staff, volunteers, or other guests

- The person willfully hindered, delayed, or obstructed a city employee, security contractor, or designated camp supervisor in the discharge of his or her official duties.

- The person intentionally harassed, intimidated, or tormented another person by using lewd, lascivious, indecent or obscene words or language, or suggesting the commission of a lewd or lascivious act.
- The person unreasonably interfered with the comfort, solitude, health, or safety of others, offended common decency, offended common sensibilities and senses by way of extreme noise, light, or odor, or obstructed public passage through any public way or place.

Lewd conduct

- The person urinated or defecated somewhere other than a bathroom, portable restroom, porta-potty, or sani-can.
- The person engaged in sexual intercourse, sexual contact, or masturbation in the sleeping area within sight or hearing of others.

Possession or use of banned substance or item

- The person possessed, displayed, or used a weapon in the sleeping area.
- The person possessed or used illegal drugs, marijuana, alcohol, or another banned substance in the sleeping center.
- The person brought one or more of the following listed prohibited items into the sleeping area: flammable or combustible liquids or materials, toxic liquids or materials, ammunition or other explosive materials, stolen property, putrid materials, garbage, litter, or debris.

Failure to control pet

- The person brought a dangerous, diseased or aggressive pet into the sleeping area.
- The person failed to keep his or her pet on a leash or in a kennel.
- The person failed to clean up after his or her pet.

Theft

- The person took, used, or possessed the property of another without express permission of its owner.

Other criminal activity:

Narrative of violation(s):

Witness(es) to violation(s):

Voluntary Exit for Rule Violations

Minor violations of Sleeping Center rules may sometimes be handled with a Voluntary Exit instead of a formal police-enforced trespass. Using the Voluntary Exit process avoids paperwork and also does not result in a police record. It should not be used for repeat offenses by the same client but is often easier than the formal process when the violation is minor.

Voluntary Exits should never be used in cases where physical altercations have occurred or where criminal laws have been broken.

The Voluntary Exit form is completed and signed by both the client and the staff member. A copy is placed in the client's file and the daily check-in roster should note that they took a voluntary exit.

Sample Voluntary Exit for Rule Violations

(instead of trespass served by a police officer)

Person exiting: _____

Date & Time: _____

Staff member(s) enforcing rules: _____

Camp rule violations:

Alcohol, pot, drug paraphernalia inside the center

Failed hut inspection(s) – unsanitary, unclean, unsafe, food, substances, damage

Messing up or damaging sleeping center site or property

Failure to supervise or care for pet

Disrespect toward security staff, volunteers, or guests

Failure to leave by 9 a.m.

Other: _____

Detailed account of unruly behavior:

This exit is in effect until _____.

Note: Return while exit in effect may lead to involuntary trespass by police.

Signature of security guard or volunteer: _____

Signature of Sleeping Center client/guest: _____

Warning/Trespass Guidelines

Print or insert Walla Walla PDF P. 91-92

Assignment of Huts

Huts are assigned as they become available:

- First, to a couple or a single woman currently occupying an overflow space
- Second, to a couple or a single woman newly registered at or newly returning to the Sleep Center
- Third, to a male regular overflow occupier, in order of length of occupation (Exception: individuals who have been previously trespassed.)

Domestic Partners Trespass Guidelines

If domestic partners who occupy a single hut disturb the peace of the Sleep Center:

- On the first offense, warnings are served on both parties.
- On the second offense, trespasses of 24 hours are requested for both Parties.
- On the third offense, trespasses of 72 hours or more are requested for both Parties. The hut is forfeit; and on return, the parties may be sheltered as single persons in accordance with the Policy on Assignment of Huts.