BUSINESS POLICY MEMORANDUM

EFFECTIVE DATE: September 8, 2021

DATE REVISED: May 10, 2022

DATE ISSUED: May 10, 2022

NO./SUBJECT: BPM 1.02, Storage of personal property from an abated unauthorized camp

DEPARTMENT: All City Departments

I. POLICY
This policy establishes the procedures for collecting and storing personal property from abated unauthorized camps in the City.

II. SCOPE
This policy applies to all City Departments that abate an unauthorized camp and the Outreach Team. City Code § 114-111 requires a policy to be developed and approved by City Council for the storage of personal property removed from an abated unauthorized camp.

“Outreach Team” means a homeless service agency(ies), professional behavioral health agency(ies), professional mental health personnel, service provider(s) or agency(ies) formed by City partners to offer individuals occupying unauthorized camp with community services and resources to end their need to be in an unauthorized camp.

III. TYPES OF PROPERTY THAT SHALL BE STORED
1. Personal documents and identifications.
   Personal documents and identifications found and recovered from an abated unauthorized camp will be stored at the Aurora Day Resource Center.

2. Personal property of individuals receiving Outreach services.
The Aurora Day Resource Center will manage and provide storage for individuals in an unauthorized camp who are actively receiving their services.

3. Unattended property will not be stored.
   Individuals in an unauthorized camp who move on or before the day of the abatement and take with them personal property they believe to be valuable, may leave behind abandoned trash and debris. While abating an unauthorized camp, City staff and City agents will recover personal documents and identifications readily apparent in the property left behind by the individuals and turn this property over to the Aurora Day Resource Center. City staff
and City agents will not sort through trash and debris to look for personal documents or identifications.

IV. LENGTH OF STORAGE FOR PERSONAL PROPERTY
   1. **Personal documents and identifications.**
      The Aurora Day Resource Center will store personal documents and identifications recovered from an abated unauthorized camp for up to one (1) year.

   2. **Property of individuals receiving outreach services.**
      The Aurora Day Resource Center will manage and store property of individuals while they are receiving Outreach services.

V. STORAGE PROCEDURES
   The Department responsible for the abatement or the Homelessness Liaison shall turn over personal documents and identifications found during the abatement to representatives of the Outreach Team.

VI. APPROVAL
   Approved upon signature of the City Manager.

   [Signature]
   James M. Twombly
   City Manager
   05-10-22