

Observer Field Report — Encampment or “Sweep” Action

When observing, be on the lookout for violations of any of the “Know Your Rights” materials.

For example:

- Whether notice is posted
- Whether the sweep is designated as an obstruction or a hazard
 - If so, ask for why it’s being designated as such and take note if it doesn’t seem to be an obstruction
- Who, if anyone, is offered shelter
- Whether force is being used and if it seems proportional
- What things are thrown away and what is kept
- Whether people with disabilities are being treated with respect

A. Observer Identification

Name	
Date of observation	
Time (start – end)	
Location/Site	
Agency conducting sweep	
Other observers present	
Affiliated organization	
Observer contact	

B. Pre-Sweep Conditions

1. How did you learn of the sweep?

☐ Posted notice ☐ Word of mouth ☐ Alert from resident ☐ Social media

☐ Other: _____

2. When was the notice posted (if known) _____

3. Describe the site before the sweep:

(include number of tents/structures, approximate residents, visible belongings, signage)

4. Was a notice of removal posted?

☐ Yes ☐ No ☐ Unclear

If yes, note **exact wording, agency, date/time posted**, and take a photo.

C. Sweep Activity

Time	Action Observed	Agency/Personnel	Notes

Key details to capture:

Number and type of vehicles (e.g., SPD, Parks, Public Utilities)

Names, badge numbers, or uniform identifiers (if visible)

Whether outreach, navigation, or social-service staff were present

Whether residents were warned, offered help, or given time to move

Whether property was tagged, bagged, destroyed, or left in place

Whether heavy equipment (dump trucks, loaders, etc.) was used
Whether officers or city employees blocked observers or cameras

D. Treatment of Residents

1. Were residents allowed to pack or retrieve belongings? ☐ Yes ☐ No ☐ Partially
Describe:

2. Were residents threatened, detained, or arrested? ☐ Yes ☐ No ☐ Unclear
If yes, who (describe circumstances):

3. Were outreach or case workers involved? ☐ Yes ☐ No ☐ Unknown
Agency name(s):

4. Describe overall demeanor of city staff/officers: _____

E. Property Handling

1. How was property handled?

☐ Tagged and bagged ☐ Placed in truck ☐ Left on site ☐ Destroyed ☐ Mixed

2. Was a storage address or retrieval info provided to residents? ☐ Yes ☐ No

If yes, record exact address / instructions given:

3. Describe any visible destruction or loss of property:
(include photos if safe to do so)

F. Evidence Collected

☐ Photographs ☐ Video ☐ Audio recordings ☐ Written notes
☐ Copies of posted notices ☐ Contact info of residents/witnesses

Where stored:

Backup method:

(Preserve originals and metadata; do not edit before saving.)

G. Post-Sweep Site Condition

Describe site immediately after sweep: (remaining property, cleanup debris, fences/barriers, residents displaced, etc.)

H. Observer Reflections / Additional Notes

(conditions, safety issues, interference, outreach attempts, unusual events)

I. Signatures

Observer Signature: _____ Date: _____

Co-Observer / Witness (if any): _____ Date: _____

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Guidance Summary for Observers (Condensed)

Purpose: Document what the city does and does *not* do. You are an observer, not a participant.

Do: Record times, names, badges, photos, notices, treatment of people and property.

Don't: Interfere physically, argue, or offer legal advice.

Stay safe: Keep distance from machinery or confrontation; ideally work in pairs.

Afterward: Back up all notes, photos, and video immediately and send to your coordinator or legal team.