

SAFE OUTDOOR SPACE GUIDING DOCUMENT & INSTRUCTION MANUAL



Safe Outdoor Space (SOS) Registration Checklist

- Review SOS Overview and FAQs
- Submit planning application [available 7/28/22 <https://www.cabq.gov/planning> ]
- Develop manual for Standard Operating Procedures
  - Outline intake process for new residents and include registration form template (see example pg. 6)
  - SOS Roster form -provide template (list all campers and tent location with contact info if applicable). Include procedures for emergency events like a fire or natural disaster and an active shooter situation
  - Plan for social services and support (name partnering agencies that will provide outreach and case management to campers on site)
  - Resident agreement with signature to include SOS rules
  - Include Release of Information form for resident signature [see example from New Mexico Coalition to End Homelessness pg. 10)
  - Provide sketch/site map to demonstrate layout of tent or parking spaces
  - Proposed resident responsibilities (*i.e. litter pickup, SOS maintenance, hours per week, etc*)
  - COVID/communicable disease waiver (see example pg. 7)
  - Security plan/proposal demonstrating 24/7 security
- SOS Guidelines document to be signed by residents (see guidelines document pg. 8)
- Receive review acknowledgment from Family and Community Services Department for Operational and Security Plan
- Budget Proposal
  - Manager of Operations
  - Staffing
  - Equipment
  - Fencing
  - Meals
  - Facilities (porta-potties/showers/handwashing stations)

## Safe Outdoor Space (SOS) Overview

A SOS is a lot, or a portion of a lot, developed to provide designated spaces for occupancy by tents, recreational vehicles, and/or light vehicles. Designated spaces are provided to occupants at no charge. There is a maximum of 40 spaces per space and 50 occupants per space. A safe outdoor space may offer social services and support facilities and is surrounded by an opaque fence.

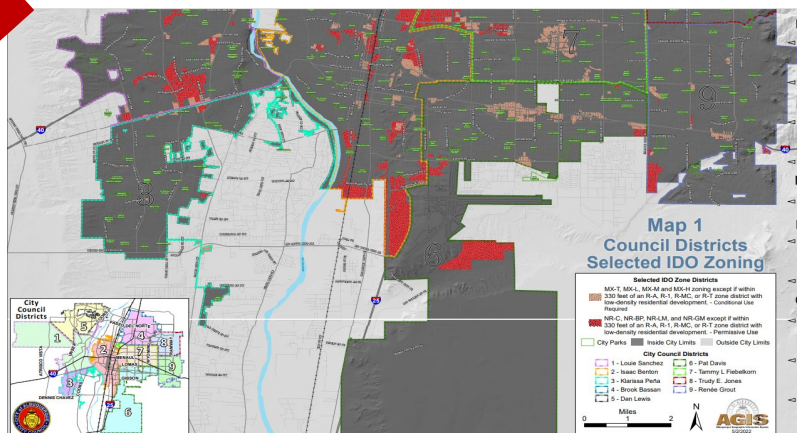
SOS may operate for a period of 24-months. The SOS may receive one 24-month extension to continue operations. After a total of 48-months the SOS must cease for a period of six months.

Please see [this map](#) for an interactive zoning map that shows zoning of all parcels in the City.

- SOS is a conditional use in the MX-T, MX-L, MX-M, and MX-H zone districts. A Conditional Use requires approval from the Zoning Hearing Examiner after a public hearing to consider the request.
- SOS is permissive in the NR-C, NR-BP, NR-LM, and NR-GM zone districts.
- SOS is prohibited adjacent to Major Public Open Space
- SOS is prohibited within 330 feet from any property zoned R-A, R-1, R-MC, or R-T that contains low-density residential development (e.g. single-family homes, manufactured home communities, cluster development, cottage development, duplexes, townhouses, and live-work units).

[This map](#) shows parcels that have the correct zoning district and meet the distance separation requirements from the previous question.<sup>1</sup>

- Tan parcels = Conditional Use
- Red parcels = Permissive Use



There may be 40 designated spaces in an SOS with a maximum occupancy of 50 people. Each designated space can accommodate one tent, or one recreational vehicle, or one light vehicle.

<sup>1</sup>\*\*Note: This map does not depict where SOS are planned to go but does show they *could* go if a property owner chooses to request approval to use their property for an SOS.

\*There can be a maximum of 2 SOS in each City Council district.

## SOS Guiding Document/Instruction Manual

Each site must be secured by a lockable 6 ft tall opaque fence.

Bathrooms, hand-washing stations, and showers are required in any Safe Outdoor Space.

- There must be one (portable or plumbed) shower per every 10 spaces.
- There must be one portable toilet and handwashing stations per every 8 spaces. *After two years, these must be plumbed.*

An operations and management or security agreement must be included with the application for a Safe Outdoor Space. The plan or agreement must indicate there will be on-site support 24 hours a day, 7 days a week. The operations and management plan is reviewed by The City's Department of Family and Community Services.

Safe Outdoor Spaces can, are enabled, or allowed / not required to offer services and support facilities, such as management and job training, storage space for residents' belongings, recreational services, facilities, and activities.

## FAQs

### How do we find campers for our SOS?

*Once the space is ready, the SOS Manager and the person selected for outreach will begin visiting encampments. The description of what is available at the Safe Outdoor Space is made clear to the individuals that are spoken to. (If the Mayor and ABQ Police Dept. have decided to enforce the trespassing laws that apply especially to City Parks, that enforcement will be made clear to the person - it may help them to decide they would like to apply for a designated space.)*

*If they decide they would like to apply, the outreach person will sit down with the individual and review the Registration form and fill in as much as possible. A decision has to be made as to whether the individual will be able to reside in the Safe Outdoor Space. The SOS Manager has to have experience in dealing with mental illness, drug and alcohol addiction, and how this person would be able to handle the Rules for being in a designated space.*

*Not everyone will be a good fit. Those who have become homeless because of circumstances beyond their control; those who want to work but need a permanent place to clean up, receive mail, and get help obtaining a job are going to be at the top of the list as far as securing a space. We will take people who do take drugs, drink alcohol - but none of that is allowed outside of their individual tent, and they have to follow the rules. Sex offenders will not be accepted as required by Safe Outdoor Spaces amendments passed by the City Council of Albuquerque.*

*The Safe Outdoor Space managers will coordinate with the other Non-Profits that can offer services that will help our residents. Being in one place is going to be really efficient for them. Our Registration Form will help determine which individuals to work with, thus further increasing efficiency.*

**What happens after individuals are assigned a Designated Space?**

*Once in the Safe Outdoor Space, the Rules and service requirements (6 hours per week) will apply. There will be one mandatory meeting per month for all residents. Additionally, there is a meeting every week to discuss what is going on in the Safe Outdoor Space, solve problems that arise, etc. (Tuesdays)*

*There will be 6' fencing with screening (like a tennis court) and gates around the Safe Outdoor Space. The gates will be open from 7:00am to 8:00pm, then they will be locked for the night.*

*All requirements for Safe Outdoor Spaces will be observed based upon amendments passed by the City Council of Albuquerque, New Mexico.*

*Initially, the Safe Outdoor Spaces will have temporary and/or portable showers, bathrooms, hand washing stations, and meeting spaces. If the City Council removes the temporary edict, then permanent structures will be built to provide the above, after 24 months.*

## SAFE OUTDOOR SPACE REGISTRATION FORM

Full Name/Nickname:

Date of Intake:

D.O.B./Age:

Date of Entry:

Race/Language:

Date vacated:

Gender:

Veteran:

Health Concerns:

Pets:

Resident has read Rules \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Status:

I hereby acknowledge that Safe Outdoor Spaces works closely with all branches of Law Enforcement. Safe Outdoor Spaces will not shelter residents absconding from the law and will assist law enforcement officials with vacating residents with open warrants.

Sign: \_\_\_\_\_

Employment: periodic – p/t – f/t- day labor

Income: Disability – Gen. Assist. – SSI-SSDI – SNAP – Retirement – Veteran      Received:

Basic Needs: ID – Birth Certificate – Social Security Card

Seeking Housing:    Yes    No    Housing Received:

Education:    GED – College – Vocational      Potential residents will be screened for housing barriers. If you have zero barriers to housing and are not working with a Housing Case Manager, tenancy if denied at intake.

## Safe Outdoor Space (SOS) Participant Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

The SOS located at \_\_\_\_\_ has put in place preventative measures and protocols, where possible, to reduce the spread of COVID -19; however, SOS located at \_\_\_\_\_ cannot guarantee that you will not become infected with COVID-19. Attending or participating in the program could increase your risk of contracting COVID-19.

.....

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to, or infected by COVID-19 by participating in the program, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 by participating in the program may result from the actions, omissions, or negligence of myself and others, including, but not limited to SOS staff or volunteers, City employees and contractors, subcontractors, or their respective employees.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself including, but not limited to, personal injury, disability, and death, illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my participating in the program (the "Claims"). I hereby release, covenant not to sue, discharge, and hold harmless this SOS and the City of Albuquerque, \_\_\_\_\_(Non-Profit), its employees, agents, volunteers and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of SOS staff or volunteers, the City of Albuquerque, \_\_\_\_\_(Non-Profit), its employees, agents, volunteers and representatives, whether a COVID -19 infection occurs before, during, or after participation in the program.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Print Name\_\_\_\_\_

Date\_\_\_\_\_

## SAFE OUTDOOR SPACE GUIDELINES

1. No sale, trade or purchase of alcohol or drugs (of any kind)
2. No intoxicated or disruptive behavior
3. No threatening, violent, intimidating or aggressive behavior or language
4. No firearms or illegal weapons allowed on property
5. No abusive language or discriminatory speech
6. No vandalism including graffiti or urinating or defecating on premises
7. No stealing or destruction of others' personal property, or property designated as belonging to [insert applicant organization]
8. No open fires, to include camping stoves anywhere on the campgrounds or property campus. Grilling is allowed in the designated camp grill area.
9. No visitors permitted on-site, direct family members on weekends with permission.
10. Overnight stays are limited to registered residents.
11. No one with open warrants is allowed on the property.
12. No loitering is permitted in front of or around the camp or property.
13. Residents, whether in tents or approved vehicles, may not connect to site electricity or water. Residents may not use extension cords or hoses.
14. No smoking is allowed in tents. Cigarettes should be extinguished in designated containers and butts put in proper containers.
15. No littering.
16. Keep your tent area tidy. Belongings must be confined to inside the tent pad space. Help keep the SOS Clean.
17. Safe Outdoor Spaces are emergency sheltering in alternative structures. If you are not actively working with provided case management, looking for employment, or applying for housing, you cannot stay in the SOS.
18. If you will be gone from the SOS for longer than 3 days you must communicate with your case worker about your plans to coordinate. Safe Outdoor Spaces are not intended to be a secondary residence. Campers are not allowed to repeatedly stay elsewhere and return to camp intermittently. There are exceptions such as staying at an indoor shelter like the Westside Emergency Housing Center during nights of extremely cold weather.
19. It is recommended that all residents perform and record 6 hours of service in the SOS a week.
20. Every Tuesday at 10:00 AM the Safe Outdoor Space hosts "The Great Conversation". This can be facilitated by organization staff, SOS leaders, or volunteers. The conversation allows residents, staff, and community members to address our differences and to recognize how much we all have in common. The first Tuesday of every month is a mandatory camp meeting, and the first two weekly meetings after your intake are also mandatory.



21. Residents are responsible for cleaning up their tent before they move out of the SOS. Residents who leave an untidy tent space will not be allowed back in the SOS. They will also be added to the banned list for littering (The number of months they are banned depends on the number of prior offenses by the resident). If items left behind are not removed within 3 days, they will be discarded as SOS operators are not responsible for storing resident's property.
22. Donations may not be sold to anyone, for any amount. Anyone found breaking this agreement will be asked to vacate immediately.
23. When leaving the SOS, you may only leave with one reasonable truckload of items. This is to prevent hoarding and excess usage of camp resources.
24. Campers who have complaints must follow the Grievance procedure (Tuesday Meetings).
25. All dogs and pets coming in to the SOS must be up to date on shots and be spayed or neutered. If residents need help with either they will be referred to agencies that may assist them. All dogs must be on a leash.
26. All residents must be fully clothed in common areas.
27. SOS quiet hours are 9:00 p.m to 8:00 a.m.
28. SOS Clean up Fridays 9-10 a.m.
29. Safe Outdoor Spaces have a responsibility to maintain confidentiality, respect and privacy for all residents. We ask that clients not utilize social media when reporting Safe Outdoor Space issues. Please report to security or your case worker.

**There is ZERO tolerance for criminal behavior including alcohol and drug use, weapons violations, stealing, vandalism, assault, battery, etc. Offenses will be reported to staff and appropriate authorities. Criminal behavior will be reported to and dealt with by APD**

Resident Signature \_\_\_\_\_ Date \_\_\_\_\_



New Mexico Coalition to  
End Homelessness

### Albuquerque Coordinated Entry

#### Authorization to Release or Request Information - Homeless Verification

New Mexico Coalition to End Homelessness P.O. Box 865, Santa Fe, NM 87504

Regarding:

Date of Birth:

SS#:

This will authorize NM Coalition to End Homelessness to release and/or request information to/from the following agencies:

- |  |   |
|--|---|
| <input type="checkbox"/> St. Martin's Hope Works                             | <input type="checkbox"/> Albuquerque Police Dept.             |
| <input type="checkbox"/> Steel Bridge  | <input type="checkbox"/> Heading Home: AOC, West Side Shelter |
| <input type="checkbox"/> The Good Shepherd                                   | <input type="checkbox"/> Bernalillo County Housing Authority  |
| <input type="checkbox"/> The Rock at NoonDay                                 | <input type="checkbox"/> Albuquerque Housing Authority        |
| <input type="checkbox"/> Albuquerque Center for Hope & Recovery              | <input type="checkbox"/> Supportive Housing Coalition of NM   |
| <input type="checkbox"/> Joy Junction <input type="checkbox"/> Barrett House | <input type="checkbox"/> AHCH ABQ Healthcare for the Homeless |
| <input type="checkbox"/> Catholic Charities                                  |   |
| <input type="checkbox"/> Transitional Living Services                        | <input type="checkbox"/>                                      |
| <input type="checkbox"/> 1 <sup>st</sup> Nations                             | <input type="checkbox"/>                                      |

The information to be disclosed is:

- Details of living conditions to include:
  - Observations of living condition by a case/outreach worker or community member
  - Engagements and interactions by a case/outreach worker or community member
- Documentation of residing in an:
  - Emergency shelter or motel voucher including any stays within the last three years
  - Institutional facility

This information is needed for the following purpose(s): Coordination of housing and collaboration between agencies to provide the best housing options for the above named client.

I understand that I have the right to examine and copy the information to be released. I also understand this authorization expires automatically in 180 days and that, although I may withdraw this authorization at any time earlier, some information may already have been released. I have been told that information released from my records may not be given to people or agencies other than those named on this form without my permission (Section 34-2A-18 NMSA 1953).

_____	_____
(Signature of Client)	(Signature Representative for ABQ Coordinated Entry)
_____	_____
(Date)	(Print Representative ABQ Coordinated Entry)

If client is unable to sign, state reason: \_\_\_\_\_  
This information is disclosed from records whose confidentiality is protected. The receiving agency is prohibited from making any further disclosure of it without the specific written consent of the person to whom it pertains. A general authorization for the release of medical or other information is not sufficient for this purpose. This information is protected both by the State (Section 34-2A-18 NMSA 1953) and Federal (42 CFR Part 2) Regulations.