

# SHELTER MONITORING COMMITTEE POWERS AND DUTIES

## SAN FRANCISCO ADMINISTRATIVE CODE

### ARTICLE XII, SEC. 20.304(a)

#### Current Site Visit Language:

- (a) **Site Visits.** Individual Committee members shall form teams and make unannounced site visits to all shelters a minimum of 4 times per year, per site. The scope of the site visits shall be limited to gathering information relevant to: 1) health and safety conditions in shelters, 2) the adequacy of policies and procedures governing each facility, and 3) the treatment and personal experience of shelter residents in the shelters. Committee members shall conduct site visits in the least invasive manner possible and shall respect the privacy rights of shelter clients. In addition, teams shall make two announced site visits per year for the purpose of giving shelter residents the opportunity to discuss shelter conditions with the members of the Committee. All site visits shall occur during shelter operating hours only. After consulting shelter staff, the Committee shall post Committee contact information and information regarding announced visits at each shelter. Each team shall prepare a report for the full Committee on their findings and recommendations as described below under subsection (b), "Reports."

#### Proposed Site Visit Language:

- (a) **Site Visits.** Individual Committee members shall form teams and make unannounced site visits to all shelters a minimum of 2 times per year, per site. The scope of the site visits shall be limited to gathering information relevant to: 1) health and safety conditions in shelters, 2) the adequacy of policies and procedures governing each facility, and 3) the treatment and personal experience of shelter residents in the shelters. Committee members shall conduct site visits in the least invasive manner possible and shall respect the privacy rights of shelter clients. In addition, teams shall make one announced site visits per year for the purpose of giving shelter residents the opportunity to discuss shelter conditions with the members of the Committee. Shelters that have more than one complaint and/or three out-of-compliance findings during visits in the previous fiscal year will be visited at least six times in the subsequent fiscal year—four unannounced visits and two announced visits. All site visits shall occur during shelter operating hours only. After consulting shelter staff, the Committee shall post Committee contact information and information regarding announced visits at each shelter. Each team shall prepare a report for the full Committee on their findings and recommendations as described below under subsection (b), "Reports."