



## CITY COUNCIL MEETING

### STAFF REPORT

<b>Meeting Date:</b> September 15, 2025	<b>Subject:</b> Public Safety Project Update – Solutions for Graffiti Abatement and Adding Administrative Warrants Process  <b>Staff Member:</b> Amanda Guile-Hinman, City Attorney and Hannah Young, Law Clerk  <b>Department:</b> Legal	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b> <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	
<b>Staff Recommendation:</b> N/A	<b>Comments:</b> N/A	
<b>Recommended Language for Motion:</b> N/A		
<b>Project / Issue Relates To:</b>		
<input checked="" type="checkbox"/> Council Goals/Priorities: 2025-27 Council Goal No. 2: Public Safety; Strategy 2.4 -2.5	<input type="checkbox"/> Adopted Master Plan(s):	<input type="checkbox"/> Not Applicable

#### ISSUE BEFORE COUNCIL:

Council input on (1) an alternatives analysis addressing current gaps in Wilsonville's administrative warrant process, including a comparison with Clackamas County's existing procedures; and (2) potential opportunities to implement graffiti abatement programs.

## EXECUTIVE SUMMARY:

As part of its 2025-27 Council Goals, the City Council adopted Goal 2: Public Safety. The first outcome identified in Goal 2 is to “streamline response to code enforcement challenges.” To achieve this outcome, Strategies 2.4 and 2.5 call for the City to “investigate developing a graffiti enforcement/reward program” and to “review Clackamas County’s administrative warrant process and consider whether the City should adopt a similar local process.” Prior to addressing each of these topics, this staff report provides background information on the identified issues and provides potential solutions. From the information provided herein, during the September 15, 2025 work session, staff seeks the following feedback from Council:

1. At this time, does Council have any questions or feedback regarding the alternatives analysis of the relevant code provisions staff is performing concerning administrative warrants?
  - a. Is Council prepared to move forward with reviewing draft code language for an administrative warrant process?
2. Are there any other alternatives that Council wants staff to examine regarding graffiti abatement?
  - a. Is there a particular alternative Council would like staff to prepare for further consideration?

### I. BACKGROUND

Based on the implementation timeline identified in the approved Council Goals, staff began working on the first outcome of Goal 2 in May 2025. An interdepartmental team consisting of employees from Legal, Police, Code Compliance, Administration, and Community Development met to discuss the strategies identified for the outcome of streamlining response to code enforcement challenges. A chart of each subgroup for the five (5) strategies is provided below:

Strategy	Subgroup Members
2.1 – Investigate enforcement solutions for RVs (and examine abandoned vehicle definition in code)	Legal, Code Compliance, Police, Administration
2.2 – Update Chapter 1 code enforcement process and penalties (incl. admin process instead of police citation)	Legal, Code Compliance, Planning, Building, Administration, Police (optional)
2.3 – Update Nuisance code provisions, with particular review of noxious vegetation, property appearance, noise, and other chronic nuisances	Legal, Code Compliance, Planning (optional), Building (optional), Natural Resources (stormwater), Tualatin Valley Fire District (TVF&R) (fire season)
2.4 – Investigate developing a graffiti enforcement/reward program	Legal, Code Compliance, Police, Administration, Public Works (optional)
2.5 – Review Clackamas County administrative warrant process and consider whether City should adopt a similar local process	Legal, Code Compliance, Police, Administration, Building, Planning

### A. Issues Identified

The Strategy 2.4 Subgroup discussed concerns expressed by Council regarding graffiti abatement on Wilsonville private property. Staff noted the following regarding the concerns:

- The City's Public Works Department and Parks and Recreation Department currently address all reports of vandalism and graffiti on City Property and on City parks and trails.
- Current City Code provides a nuisance charge for those responsible for the graffiti and private property owners who do not address graffiti left on their property beyond a reasonable time.
- However, there is no support program for private property owners who have their property vandalized.

The Strategy 2.5 Subgroup discussed concerns expressed by Council regarding the administrative warrants process. Staff noted the following regarding the concerns:

- Clackamas County has an existing administrative warrants process for enforcement officers and county staff to seek, obtain, and execute administrative warrants in Circuit Court when there is a reasonable suspicion to believe that a violation of County Code is occurring, and it is necessary to investigate and/or inspect premises despite the owners and/or occupants refusing to allow inspection.
- However, and of significant importance to City staff, for non-law enforcement purposes, the City has no process for City staff to enter premises where probable cause exists that City Code has been violated, outside of agreement by the property owner, or potentially seeking litigation (which can be time-consuming, lead to delayed responses to emergent situations, and costly). City employees within Code Enforcement, Building, Planning, Public Works, and Engineering may need an administrative warrant process to enter onto private property to investigate possible Wilsonville Code violations.
- Based on review of other jurisdictions' administrative warrant process, the Strategy 2.5 Subgroup anticipates that the Wilsonville Municipal Court Judge would have the signing authority under any newly adopted administrative warrant process. However, Municipal Court is only held twice a month. For this administrative warrant process to be obtainable and efficient, the City needs to ensure access to the Municipal Court Judge outside regularly scheduled court dates.
- The City must have the capacity to enforce any new regulations, so administrative, enforcement, and cost burden must be considered.

Sections II and III below discuss possible new programs in response to Strategy 2.4 and 2.5. Strategy 2.5 (Administrative Warrants) is discussed first, in Section II, because other jurisdictions'

policies analyzed are very similar in approach. Strategy 2.4 (Graffiti Abatement) is discussed second, in Section III, because several different program alternatives are proposed for further Council consideration.

## II. ADMINISTRATIVE WARRANTS PROCESS

The Strategy 2.5 Subgroup met and analyzed both existing Clackamas County Administrative Warrant processes as they relate to law enforcement of code violations and surrounding City jurisdictions that have applicable administrative warrants processes. Attached as **Attachment 1** is the Administrative Warrants Research Chart.

In this Section II, staff examines the existing administrative warrants process in Clackamas County Code as it pertains particularly to law enforcement and RV eviction in notice of tow. Currently, there is no need for the City to adopt a similar process, as the Strategy 2.5 Subgroup has determined that the administrative warrant process in County Code can be utilized by law enforcement when needed.

The gap in Wilsonville Code exists in the lack of an administrative warrant process for City employees who may need right of entry for different purposes, such as engineering, public works, building inspections and general nuisance abatement. For example, City staff may receive a report from a community member about possible City Code violations involving the removal of trees and development activity along the Willamette River embankment in a property owner's backyard, and staff may not have the legal ability to enter the site to confirm whether significant damage to protected areas is occurring.

### A. Current Clackamas County Code

Clackamas County currently has a process in place to issue administrative warrants, which the Sheriff's Office utilizes in certain towing situations. Clackamas County Code [2.07.030 \(G\)](#) provides as follows:

"The Board of County Commissioners has made a policy decision to allow staff to seek, obtain, and execute administrative warrants in Circuit Court when there is a reasonable suspicion to believe that a violation of the Clackamas County Code is occurring, and it is necessary to investigate and/or inspect premises despite the owner(s) and/or occupant(s) refusing to allow inspection. In order to obtain an administrative warrant, the County will proceed as follows:

1. Prepare an affidavit in support of request for administrative warrant. The affidavit should describe the purpose for the inspection or search and explain why the warrant is necessary. The warrant should describe the property to be inspected, the manner of the inspection, and the timeframe for conducting the inspection.
2. Present the Circuit Court judge with the affidavit and warrant.

3. If the judge signs the warrant, make a copy and take both the original and copy of the warrant to the property to be entered to execute the warrant.
4. County representatives shall be accompanied by a sworn member of the Sheriff's Office during warrant execution.
5. Upon arrival at the premises to be inspected, the County representative authorized to execute the warrant should tell the resident or person in apparent control their identity, authority, and purpose for being there.
6. The person executing the warrant should read the warrant out loud and give a copy of the warrant to the person in apparent control of the property. On the original warrant, note the date and time of entry onto the property and sign.
7. If the property is unoccupied or there is no one in apparent control, the person executing the warrant should post a copy of the warrant on the property, note on the posted warrant the date and time of entry, and sign the note.
8. Make copies of the original executed warrant for the County's file.
9. After execution, return the original warrant to the issuing judge along with a Return of Administrative Warrant."

Clackamas County Sheriff's Office currently utilizes this section of County Code to perform necessary RV evictions prior to towing vehicles. This process, as the Code requires, is supported by signed affidavit from the officer seeking the warrant, and is submitted to the Circuit Court for judicial approval. An example template of this affidavit is provided as **Attachment 2**.

Staff discussed the County's administrative warrant process with Sheriff's Office staff, who explained that the County Code is sufficient for their law enforcement needs and who further recommended to City staff to not extend any future City-led administrative warrant process to this area of code enforcement.

#### **B. Consideration of City Administrative Warrant Process**

Other cities also have their own administrative warrants process. Similar jurisdictions such as Corvallis, Tualatin, Tigard, West Linn, King City, and Beaverton and their procedures are detailed in **Attachment 1**.

In all cities with similar procedures, a City employee seeking an administrative warrant must complete the same basic steps: (1) establish probable cause that a code violation has occurred and (2) submit an affidavit signed by the requesting party. "Probable cause" is generally interpreted to mean that the facts would lead a reasonable person to believe that a violation is occurring. Thus, the affidavit must include facts, and reasonable inferences from the facts, that would cause a reasonable person to believe a code violation is occurring. Upon review of the

affidavit, the warrant must then be signed by a municipal judge or a judge of competent jurisdiction (often a circuit court judge in jurisdictions without a municipal court).

For Wilsonville, the primary costs of implementing this process would involve the administrative and initial workload of adopting new code provisions, as well as the coordination required with law enforcement and City staff to ensure consistent application of the procedure. In addition to staff time to investigate and prepare affidavits, the other additional cost would be extending the Municipal Court Judge's hours as necessary to review and sign warrants. Within the Strategy 2.5 Subgroup, staff who have utilized an administrative warrant process at other jurisdictions noted that the process was needed sparingly, only in the most extreme cases where property owner consent was not available and there was significant concern in protecting against an ongoing, emergent code violation. Thus, staff anticipates that additional costs for this process will be minimal.

### **III. GRAFFITI ABATEMENT**

Section III first discusses current Wilsonville practices for graffiti removal on public property. This Section next reviews current Wilsonville Code related to graffiti abatement on private property. Third, this Section outlines potential updates to the City's existing strategies to improve graffiti response on private property and highlights similar programs used in other jurisdictions.

Council identified the possibility of also implementing a graffiti tip rewards program, but there are no current applications of this initiative in Oregon. Staff found reports of a \$250 reward program in the City of Portland (2018); however, it has since been abandoned in favor of a graffiti removal program. To encourage timely removal of graffiti on private property, the alternatives discussed herein highlight programs either offered in other cities or emulate Wilsonville's current abatement programs for other types of nuisances.

#### **A. Graffiti Abatement on City Property**

For graffiti on City property, Wilsonville's Public Works Department has a timely standard operating procedure (SOP). This SOP document is attached as **Attachment 3**. The City Parks and Recreation Department confirmed that this SOP is generally also followed by the Parks employees for graffiti in City parks and on City trails.

The City is responsible for removing graffiti from City-owned assets in the public right-of-way and notifying utility operators of vandalism to their assets. Reports may be submitted through the "Ask the City!" customer relationship management (CRM) system, phone, or email.

Reports are documented in the tracking system Cartograph, which routes them to the appropriate department. Offensive or safety-related graffiti (e.g., hate speech, sexual content, threats) is prioritized for removal within 24 hours; all other City-owned graffiti is addressed within three business days, and is usually completed within 48 hours.

Staff determine asset ownership and notify the responsible party: City departments, public agencies, or private utilities. Cartograph tracks details, photos, police report numbers (if

applicable), and follow-up actions. Tasks are completed once removal or repair is finalized. Due to existing SOPs and reporting systems in place, graffiti on City-owned property is generally well-managed and removed in a timely manner. Thus, in analyzing Strategy 2.4, the Subgroup focused on programs to assist property owners in removing graffiti on private property.

### **B. Current Wilsonville Code Governing Graffiti on Private Property**

As explained herein, current Wilsonville Code only discusses graffiti as a possible nuisance where both responsible parties and property owners can be held responsible for removal. Notwithstanding a narrow exception in WC 6.215(4) (stated below), no current Wilsonville Code provisions or City programs are designed to help property owners who are victims of graffiti nuisances when the responsible party is unknown. Wilsonville Code 6.215 - Graffiti Nuisance Property states as follows:

- (1) Any property, building or structure within the city which becomes a graffiti nuisance property is in violation of this Chapter and is subject to nuisance abatement procedures under WC 6230-6.250.
- (2) Any persons responsible for property who permit property under their control to become a graffiti nuisance shall be in violation of this Chapter and subject to its remedies. As used herein "permit" means to knowingly suffer, allow or acquiesce by any failure, refusal or neglect.
- (3) Where graffiti is applied by an unemancipated minor, the parent, guardian or other person having the legal custody of the minor shall be liable for actual damages to person or persons in connection with the removal of graffiti or the costs and assessment for city abatement of the nuisance.
- (4) Persons subject to subsections (1) and (2) above may, at any time, show good cause why the city should not pursue remedies there under such as serious illness or disability, extremely inclement weather that temporarily prevents removal of graffiti, or other extraordinary circumstances.

If a section (4) exemption is not present, and graffiti is found, then the below abatement process shall be initiated as outlined in [WC 6230-6.250](#). That process includes the following steps:

1. City Notice to Remove Nuisance
2. Opportunity for Public Hearing
3. 10 Days to Abate
  - a. By Either the Responsible Party/Property Owner
  - b. By the City – charges for labor, administrative overhead (20%)

Currently, Wilsonville's abatement process applies to individuals responsible for graffiti and to property owners who allow graffiti to remain to the point that it becomes a nuisance. While the current Code includes an exception for those unable to remove graffiti themselves, it does not offer support for property owners whose property is vandalized. Staff proposes introducing new

programs to subsidize graffiti removal for affected property owners and to create optional volunteer opportunities for local community groups interested in assisting with removal efforts.

### **C. Current Abatement Programs Offered by the City**

In examining potential programs to assist property owners whose property is vandalized by graffiti, staff reviewed other abatement programs currently offered by the City. These programs may serve as a model for a graffiti abatement program. These current programs are discussed below.

Cities across the U.S. have advocated that prompt removal of graffiti (within 24-48 hours) is one of the most effective deterrents from repeat offenses.

#### *i. Sidewalk Repair Subsidy*

The City of Wilsonville offers a reimbursement program to help homeowners with the cost of repairing sidewalks damaged by street tree roots. Eligible residential property owners can receive up to 50% reimbursement, with a cap of \$1,500 for full replacements or \$500 for grinding/patching, based on the lowest of three contractor bids.

- *Apply Before Work Begins:* Submit an application through the City's CRM system with three contractor bids and the required right-of-way permit.
- *Get Approval from the City:* If approved, you'll receive confirmation to move forward with the work. Projects must be completed within 90 days of approval.
- *Submit for Reimbursement:* After the work is done, send the final invoice and reimbursement form to the City. The homeowner will be reimbursed for 50% of the lowest bid or actual cost (whichever is lower), within program limits.

#### *ii. Tree Replacement Program*

Applicants can receive up to \$100 per person per year from the City's Tree Fund. The City will mail participants a check for the reimbursement. In order to receive reimbursement applicants must:

- *Receive Approval* of a Type 'A' Tree Removal Permit from the City.
- *Buy and Plant:* must be a new tree of a similar nature (evergreen for evergreen, deciduous for deciduous) on the permit grantee's property.
- *Submit for Reimbursement:* provide copy of the receipt for the new tree to the City's Planning Division. Include a photo, or identification of the species of tree, location the tree was planted, and your name and mailing address.

#### *iii. Sewer Lateral Grant Program*

The City of Wilsonville previously launched a pilot program to help property owners repair or replace structurally damaged sewer laterals located beneath City-owned streets. The program provided up to \$4,000 in reimbursement for qualifying work, helping prevent street damage and protect the City's wastewater system. Funding is limited and available on a first-come, first-served basis each fiscal year.

- *Apply & Qualify:* Contact Public Works and submit a video showing the damaged lateral. City staff will review the footage to determine eligibility.
- *Get Bids & Permits:* Obtain contractor bids and submit the application with a detailed cost breakdown. Once approved, the contractor must obtain necessary permits and begin work within 60 days.
- *Complete Work & Request Reimbursement:* After final inspection, submit proof of payment to the City within 30 days to receive reimbursement for eligible costs, up to \$4,000.

#### **D. Alternatives Analysis**

##### *i. Subsidizing Graffiti Removal from Private Property*

As mentioned, Wilsonville currently operates a cost-sharing program that subsidizes sidewalk repairs for property owners when damage results from street trees or when sidewalks present tripping hazards. Under this program, property owners submit a request through the City's CRM system and provide three repair bids. The City then offers to reimburse 50% of the cost based on the lowest bid received.

A similar framework could be adapted for graffiti abatement. Property owners could submit a CRM request and obtain three bids for graffiti removal. The City could then offer a 50% subsidy based on the lowest bid, mirroring the existing sidewalk repair model.

Another option is to keep a list of recommended graffiti removal products posted on Wilsonville's website. When property owners file a CRM request, instead of providing bids for the cost of service, the City could cover a percentage of the cost of supplies upon proof of receipt. This alternative would be similar to the Tree Replacement Program. Similarly, Wilsonville could also maintain a Graffiti Removal Fund, mirroring that of the existing Tree Fund.

##### *ii. In-House Supplies for Rent or Loan*

Tualatin and Portland currently offer a program where graffiti removal supplies are kept to loan to private property owners whose properties are vandalized. This would be another low-cost option that would serve multiple applicants, while also being available for public property use. Community members interested in cleaning up graffiti may request a kit from the City.

Additionally, if these supplies are also made available to volunteer groups, the combination of these two alternatives would cover both the supplies costs and service required for property owners looking to have graffiti removed.

Portland's Graffiti Removal Kit includes:

- Graffiti cleaning spray
- Towel
- Plastic scraper (to remove stickers)
- Safety gloves
- Safety glasses

- Small bucket

Maintaining the costs of a loaner supplies kit would remain relatively low, nothing beyond the cost of supplies themselves, and the administrative load of keeping track of loan-outs.

*iii. Volunteer Opportunities*

Wilsonville can utilize its volunteer base and system to provide graffiti removal services to private property owners. By adding a “Graffiti Removal” service opportunity, any organization or individual could be used to provide those services to vandalized properties.

This alternative would utilize the existing volunteer services application included on the Wilsonville City website. Once requests are filed into CRM, Code Enforcement/Parks/Public Works departments could lead organization and assignment efforts for each volunteer group.

Other cities employ a Volunteer Services Agreement that both the applicable city department, volunteer group and property owners would need to sign to cover any potential liability of allowing groups onto the private property to complete removal. Wilsonville already has a General Waiver of Liability that can be utilized for this purpose.

Beyond the administrative overhead of organizing volunteer groups and executing volunteer service agreements with the owners, this would be a low cost, community-based approach to graffiti abatement.

*iv. City Removal of Qualified Graffiti or Locations*

Portland has implemented a program where the City will cover the costs and performance of removal of graffiti for qualified property owners. To request graffiti removal, one must complete a graffiti removal service agreement.

According to the Portland City Website, qualified locations include

1. Small businesses with fewer than 10 employees
2. Nonprofits, excluding those with more than 100 employees
3. Individual, single-family dwellings
4. Any location where vandalized with hate-speech

In combination with the volunteer opportunities, if Wilsonville were to implement this alternative, these qualified locations could be given priority when assigning volunteer work. Alternatively, the City could organize service days similar to previous Volunteer WERK (Wilsonville Environmental Resource Keepers) Days in Wilsonville—where volunteers are assigned the above-qualifying locations to complete removals.

**STAFF RECOMMENDATION:** Staff recommends that any of these alternatives begin as a two- to three-year pilot project to determine its efficacy. The Strategy 2.4 Subgroup recommends further exploration of Alternative (i) and/or (ii), as these programs are anticipated to require less

administrative burden and time and/or more cost-effective than the other options.

**EXPECTED RESULTS:**

An administrative warrants process would provide City officials with an additional tool when likely violations of the Wilsonville Code are occurring on private property. It will allow, when necessary, a means for City staff to access a site to confirm whether a violation is occurring and to potentially stop or limit further damage to occur to public infrastructure and preserved and sensitive areas.

Although a graffiti-tip rewards program targets the identification and disincentivizing of responsible parties who vandalize public and private property in Wilsonville, taking a proactive and community-based approach to the removal of graffiti may achieve similar abatement outcomes, and is consistent with other programs offered by the City. Staff identified these alternatives to implement further proactive efforts to successfully maintain quick removal times and incentivize volunteer and community groups to assist in protecting the City of Wilsonville.

**TIMELINE:**

Staff anticipates that a draft code amendment for an administrative warrant process can be provided to Council later this calendar year, and if the Council elects to move forward with an abatement program for graffiti, that a pilot program may be drafted for Council consideration later this calendar year or early 2026.

**CURRENT YEAR BUDGET IMPACTS:**

Staff do not anticipate current year budget impacts. This project is currently being managed in-house by City staff. However, new programs will have administrative overhead costs to deploy them. If the City adopts one or more of the abatement programs, including the subsidy or the “rental” of graffiti removal equipment, costs will be incurred for those programs.

Staff anticipates that, as Council continues to discuss the strategies under the outcome to streamline responses to code enforcement issues, a larger discussion regarding funding of code enforcement will need to occur. While any one proposed change regarding code enforcement may not indicate a need for a dedicated funding source, the potential combination of multiple new programs (administrative warrants, graffiti mitigation, RV towing) will be cost-prohibitive without a revenue source. While staff is not proposing a funding source at this time, Council should be aware that multiple new public safety programs may require discussions about how to fund the programs.

As has been mentioned, the implementation of a general abatement fund would likely cover any and all new costs associated with the implementation of a graffiti removal program.

**COMMUNITY INVOLVEMENT PROCESS:**

Staff has established a project page on Let's Talk, Wilsonville! for this overarching Council goal, where community members can learn about these different strategies and provide input to City staff.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

Council's Public Safety Goal aims to ensure that City staff and community members have the tools necessary to address different public safety and livability concerns. An administrative warrant process, while not commonly needed, is a tool currently unavailable to City staff to confirm serious code violations on private property. Mechanisms to assist private property owners with graffiti removal similarly do not currently exist. These additional tools can help protect the safety and livability of the community.

**ALTERNATIVES:**

Council could determine not to pursue a local administrative warrant process. Regarding graffiti abatement, various alternatives are discussed above in Section III of this staff report.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

Attachment 1: Administrative Warrants Research Chart

Attachment 2: Clackamas County Administrative Warrant Affidavit Model

Attachment 3: Graffiti Abatement SOP from Public Works

# ATTACHMENT 1

Item B.

Administrative Warrants Research

Clack Co v. Other Municipalities

## Clackamas County:

The Board of County Commissioners has made a policy decision to allow staff to seek, obtain, and execute administrative warrants in Circuit Court when there is a reasonable suspicion to believe that a violation of the Clackamas County Code is occurring, and it is necessary to investigate and/or inspect premises despite the owner(s) and/or occupant(s) refusing to allow inspection. In order to obtain an administrative warrant, the County will proceed as follows:

1. Prepare an affidavit in support of request for administrative warrant. The affidavit should describe the purpose for the inspection or search and explain why the warrant is necessary. The warrant should describe the property to be inspected, the manner of the inspection, and the timeframe for conducting the inspection.
2. Present the reviewing Circuit Court judge with the affidavit and warrant.
3. If the judge signs the warrant, make a copy and take both the original and copy of the warrant to the property to be entered to execute the warrant.
4. County representatives shall be accompanied by a sworn member of the Sheriff's Office during warrant execution.
5. Upon arrival at the premises to be inspected, the County representative authorized to execute the warrant should tell the resident or person in apparent control their identity, authority, and purpose for being there.
6. The person executing the warrant should read the warrant out loud and give a copy of the warrant to the person in apparent control of the property. On the original warrant, note the date and time of entry onto the property and sign.
7. If the property is unoccupied or there is no one in apparent control, the person executing the warrant should post a copy of the warrant on the property, note on the posted warrant the date and time of entry, and sign the note.
8. Make copies of the original executed warrant for the County's file.
9. After execution, **return the original warrant** to the issuing judge along with a Return of Administrative Warrant.

# ATTACHMENT 1

Item B.

Administrative Warrants Research

Clack Co v. Other Municipalities

<b><u>City of Beaverton:</u></b>	<b><u>City of Beaverton:</u></b>
<p><b>2.04.102 Administrative warrants.</b></p> <p><b>A. Procedure:</b> IF an authorized officer or employee of the city is refused access to a property for the purpose of making an inspection etc.—the officer/employee shall not inspect the premises until the officer/employee has obtained an administrative warrant for the inspection from the municipal or other authorized judge.</p> <p><b>D. Execution:</b></p> <ol style="list-style-type: none"><li>1. Person authorized to execute the warrant shall, before entry, make reasonable effort, to present owner or occupant with warrant and serve the person with a copy</li><li>2. Any items seized must be documented and list must be left in conspicuous place</li><li>3. Peace officer may be requested</li><li>4. Forcible entry not allowed UNLESS:<ol style="list-style-type: none"><li>a. Probable violation of any provisions of which present immediate threat to health/safety</li><li>b. Prior attempts to serve have been met with refusal</li><li>c. Where reasonable attempts have been made to secure the cooperation, property is unoccupied or cannot be entered without cooperation/force and such cooperation has been refused or unobtainable after reasonable efforts</li></ol></li></ol> <p><b>E. Return of Warrant:</b></p> <ol style="list-style-type: none"><li>1. Must be executed and returned to issuing judge within 14 days of date of issuance—after which warrant is void unless executed.</li><li>2. Return shall certify day and time of execution; name of city official conducting inspection; list of items seized, if any.</li></ol>	<p><b>Issuance:</b> Signed affidavit, describing:</p> <ol style="list-style-type: none"><li>1. applicant's status in applying,</li><li>2. code provision or regulation requiring inspection;</li><li>3. premises to be inspected; purpose for which inspection is to be made AND basis upon which cause exists to inspect;</li><li>4. a statement that entry has been sought and refused, property is unoccupied or reasonably believed to be, or facts or circumstance reasonably shown that the purposes might be frustrated if entry were sought w/o warrant</li><li>5. judge must be satisfied that cause for inspection exists</li></ol> <p><b>Warrant:</b> <i>shall</i> include:</p> <ol style="list-style-type: none"><li>6. description of place to be inspected</li><li>7. designation of purpose and limitations of inspection</li><li>8. directive that warrant must be executed any day of the week between 8AM-6PM, or upon special showing that it cannot occur between those hours, that it be executed at any additional time</li><li>9. <i>Shall</i> be effective for the time specified therein, but in NO event for a period of more than 14 days unless extended or renewed by original signing judge upon a showing of good cause why</li></ol>

# ATTACHMENT 1

Item B.

Administrative Warrants Research

Clack Co v. Other Municipalities

<p><b><u>Corvallis:</u></b></p> <p>Chapter 1.15 – Administrative Search Warrants</p> <p>A. The Municipal Judge is authorized to issue administrative search warrants upon application by the City Attorney, Building Official or Fire Chief, or their duly authorized representatives, acting in the course of their official duties.</p> <p>B. <b>Execution</b> – in executing a search warrant, the person authorized to execute the warrant shall, before entry, make a reasonable effort to present credentials, authority and purpose to an occupant or person in possession of the location designated in the warrant and show the warrant or a copy thereof upon request.</p> <p>2) In executing a search warrant, the person authorized to execute the warrant need not inform anyone of the person's authority and purpose, as prescribed in subsection 1) of this Section, but may promptly enter the designated location if it is at the time unoccupied or not in the possession of any person or at the time reasonably believed to be in such condition.</p> <p>3) A peace officer may be requested to assist in the execution of the warrant.</p> <p>4) A warrant must be executed and <b>returned</b> to the Municipal Judge by whom it was issued within 10 days from its date, unless such Municipal Judge before the expiration of such time, by endorsement thereon, extends the time for five days. After the expiration of the time prescribed by this subsection, the warrant unless executed is void.</p>	<p><b><u>Corvallis:</u></b></p> <p><b><u>Chapter 1.15: Administrative Warrants</u></b></p> <p><b>Issuance:</b> upon supporting affidavit describing:</p> <ol style="list-style-type: none"><li>1. Applicant's status applying for the warrant</li><li>2. Ordinance or regulation requiring or authorizing the inspection or investigation</li><li>3. Location to be inspected and purpose for inspection and CAUSE for inspection/investigation</li><li>4. Statement that entry has been sought and refused OR facts/circumstances reasonably show that the purposes of the inspection may be frustrated without a warrant</li></ol> <p><b>Procedure for Issuance – Municipal Court Judge</b></p> <p>(1) Before issuing any search warrant, the Municipal Judge shall examine under oath the applicant and any other witness and shall be satisfied of the existence of grounds for granting such application.</p> <p>(2) If the Municipal Judge is satisfied that cause for the inspection or investigation exists and that the other requirements for granting the warrant are satisfied, the Municipal Judge may issue the warrant</p> <p>(3) Warrant describing:</p> <ol style="list-style-type: none"><li>1. the name and title of the person or persons authorized to execute the warrant</li><li>2. the place to be entered and the purpose of the inspection or investigation.</li><li>3. The warrant shall contain a direction that it be executed on any day of the week between the hours of 8:00 a.m. and 6:00 p.m., or where the Municipal Judge has specially determined upon a showing that it cannot be effectively executed between those hours, that it be executed at any additional or other time of the day or night.</li></ol>
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# ATTACHMENT 1

Item B.

Administrative Warrants Research

Clack Co v. Other Municipalities

<p><b><u>King City:</u></b></p> <p>2.42.115 - Entry onto private property—Search warrant—Interference with CE officer.</p> <p>The CE officer may, at all reasonable times, enter private property and examine it for violations of the city code. Before entering any private property, the officer shall obtain either consent of the occupant and/or owner thereof or obtain an administrative search warrant <b>from a court of competent jurisdiction</b> (including the municipal court) authorizing the entry.</p> <p>No warrant shall be issued until an affidavit has been filed setting out the facts necessary to show probable cause for the inspection, stating the purpose and extent of the inspection and citing the provision(s) of the city code allegedly violated and such other information as the court may deem necessary for issuance of the warrant.</p> <p>No person shall attempt to, interfere with or prevent the CE officer or any other person from entering private property when the officer exhibits a warrant authorizing entry of either the officer or any person authorized to accompany him/her.</p>	<p><b><u>King City:</u></b></p> <p><b><a href="#">2.42.115 (link)</a></b></p> <p>Affidavit that has been filed must set out the facts necessary to show probable cause for the inspection, stating the purpose and extent of the inspection and citing the provision(s) of the city code allegedly violated and such other information as the court may deem necessary for issuance of the warrant.</p>
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## ATTACHMENT 1

Item B.

Administrative Warrants Research

Clack Co v. Other Municipalities

<u>Tualatin</u>	<u>Tualatin</u>
<p>TMC 6-15-070 – Inspection of Premises; Administrative Warrant</p> <p>When necessary to inspect the premises to investigate or enforce code, City Manager may, with permission enter premises at reasonable times to inspect or perform the duties or must otherwise seek an administrative warrant.</p> <p>Process—</p> <ul style="list-style-type: none"><li>(1) If the single-family dwelling or premises are occupied, the City Manager must present credentials to the occupant and request permission to enter.</li><li>(2) If the single-family dwelling or premises are unoccupied, the City Manager must make a reasonable effort to locate the owner/keeper and request permission to enter.</li><li>(3) If entry is refused or the dwelling unit or premises are unoccupied, the City Manager must obtain an administrative warrant before entry or inspection of the premises.</li></ul>	

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Administrative Warrants Research

Clack Co v. Other Municipalities

<u>Tigard</u>	<u>Tigard</u>
<p><b>A. Right of Entry</b> – The City manager or designee may enter property, including interior, at all reasonable times whenever inspection is necessary to enforce or whenever there is reasonable cause to believe any condition which constitutes a violation of code.</p>	<p><b>§ 2.16.050. Powers of Municipal Judges.</b> The Presiding Judge exercises general supervision over the judicial functions of the Municipal Court and its judges and has authority over the dockets and assignment of cases. Municipal Judges have all the inherent and statutory powers of a Justice of the Peace and such additional powers as may be specifically conferred by the Tigard Municipal Code, including the power to issue search warrants and warrants to enter property and abate civil infractions.</p>
<p>If the property areas are plainly enclosed to create privacy –</p>	
<p>(1) The code enforcement officer shall first make reasonable attempts to locate owners and present proper credentials and request entry.</p>	
<p>(2) If entry is refused, or the owner cannot be located, the code enforcement officer may obtain a warrant.</p>	<p><b>§ 2.16.070. Warrants</b></p>
<p><b>B. Grounds for Issuing Warrant</b> – issued upon cause, supported by affidavit, particularly describing:</p>	<p>A warrant may be issued if the Municipal Judge is satisfied that there are facts and circumstances tending to show that in the case of a warrant to enter property and abate a civil infraction, that the infraction exists.</p>
<ol style="list-style-type: none"><li>1. The applicant's status in applying for the warrant;</li><li>2. The statute, ordinance or regulation requiring or authorizing the inspection or investigation or the removal and abatement of the violation;</li><li>3. The building or property to be inspected, investigated or entered;</li><li>4. The purpose for which the inspection, investigation, removal or abatement is to be made;</li><li>5. The basis upon which cause exists to inspect, investigate, remove or abate the violation; and</li><li>6. In the case of removal or abatement, a statement of the general types and estimated quantity of the items to be removed or conditions abated.</li></ol>	<p>Request for warrants should normally be supported by affidavits, however, when circumstances make it impractical for the warrant to be obtained in person it may be granted by telephone based on oral statements made under oath. The oral statement will be recorded and transmitted and retained as a part of the record of the proceeding.</p>
<p>B. Cause shall be deemed to exist if:</p>	<p><b>§ 1.16.112 Procedure for Issuance of Warrant</b></p>
	<p>A. Before issuing a warrant, a judge may examine the applicant and any other witness under oath and shall be satisfied of the existence of grounds for granting such application.</p>
	<p>B. If the judge is satisfied that cause for the inspection, investigation, removal or abatement of any infraction exists and that other requirements for granting the application are satisfied, the judge shall issue the warrant, particularly describing:</p>
	<ol style="list-style-type: none"><li>1. The person or persons authorized to execute the warrant;</li><li>2. The property to be entered; and</li></ol>

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<p>1. Reasonable legislative or administrative standards for conducting a routine, periodic, or area inspection or for removing and abating violations are satisfied with respect to any building or upon any property; or</p> <p>2. An investigation is reasonably believed to be necessary in order to discover or verify the condition of the property for conformity with regulations; or</p> <p>3. There is cause to believe that a violation exists for which removal or abatement is required or authorized by this chapter.</p> <p><b>C. Execution of Warrant &amp; Disposal of Seized Property</b></p> <p>(1) In executing a warrant on occupied property the person authorized to execute the warrant shall, before entry into the occupied premises, make a reasonable effort to present the person's credentials, authority and purpose to an occupant or person in possession of the property designated in the warrant and show the occupant or person in possession of the property the warrant or a copy thereof upon request.</p> <p>(2) In executing a warrant on unoccupied property, the person authorized to execute the warrant need not inform anyone of the person's authority and purpose, as prescribed in subsection A above, but may promptly enter the designated property if it is at the time unoccupied or not in the possession of any person or at the time reasonably believed to be in such condition. In such case a copy of the warrant shall be conspicuously posted on the property.</p> <p>(3) A warrant must be executed within 10 working days of its issue and returned to the judge by whom it was issued within 10 working days from its date of execution. After the expiration of the time</p>	<p>3. The purpose of the inspection or investigation or a statement of the general types and estimated quantity of the items to be removed or conditions abated.</p> <p>C. The warrant shall contain a direction that it be executed on any day of the week between the hours of eight a.m. and six p.m., or where the judge has specifically determined, upon a showing that it cannot be effectively executed between those hours, that it be executed at any additional or other time of the day or night.</p> <p>D. In issuing a warrant, the judge may authorize any peace officer, as defined in Oregon Revised Statutes, to enter the described property to remove any person or obstacle and to assist the representative of the city in any way necessary to enter the property and complete the investigation or remove and abate the infraction.</p>
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Administrative Warrants Research

Clack Co v. Other Municipalities

<p>prescribed by this subsection, the warrant unless executed is void.</p> <p>(4) The City manager or designee may cause any items removed pursuant to an abatement warrant to be disposed of in an approved manner whenever in the City Manager's discretion, finds that all fair and reasonable value of the items at resale would be less than the cost of storing and selling the items.</p>	
<p><b><u>Washington County</u></b></p> <p>Inspection &amp; Right of Entry – whenever an enforcement officer has probable cause to believe a County Code infraction has occurred, officer may enter for the purpose of investigation subject to the below requirements:</p> <p>(1) Consent from owner or “actual authority” who can legally give consent to investigate</p> <p>(2) If consent cannot be obtained, the enforcement officer must first obtain an administrative warrant.</p> <p>Authority to Request:</p> <p>If denied access, an officer that has probably cause may seek an administrative warrant authorizing search and seizure of any of the following:</p> <p>(a) Evidence related to civil infraction</p> <p>(b) Any animal where the animal is the subject of a civil infraction</p>	<p><b><u>Washington County</u></b></p> <p><b><u>1.12.050 – 1.12.070 (link)</u></b></p> <p><b><u>Affidavit Requirements:</u></b></p> <p><b><u>Applications for Issuance of Administrative Search Warrants; Requirements of Affidavit:</u></b></p> <p>An application for an administrative search warrant shall be accompanied by a supporting affidavit particularly describing the following minimum elements:</p> <ol style="list-style-type: none"><li>1. The affiant's employment background and experience;</li><li>2. The statute or ordinance requiring or authorizing the inspection or abatement;</li><li>3. The address or other description of the property or structure to be inspected, searched, or seized, which is sufficient to identify the property;</li><li>4. The purpose for which the inspection is to be made;</li><li>5. Either a statement that entry has been sought and refused, or facts or circumstances reasonably showing that the purposes of the</li></ol>

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## Administrative Warrants Research

## Clack Co v. Other Municipalities

<p>(c) Any animal where there is probable cause for abuse or neglect</p> <p>(d) Any animal that has bitten a person and subject to quarantine</p> <p><b>Procedure to Obtain:</b></p> <p>If denied access, officer must</p> <ol style="list-style-type: none"><li>(1) notify county counsel who may then obtain an admin warrant or other appropriate legal order.</li><li>(2) The enforcement officer must apply to the Justice Court Judge or Circuit Court Judge</li><li>(3) Warrant will only be issued upon cause supported by affidavit.</li><li>(4) Cause shall be deemed to exist if there is probable cause that a civil infraction has occurred, or if a statute, regulation, or if an outside ordinance authorizes the entry, inspection, search or seizure.</li></ol> <p><b>Execution of Warrant:</b></p> <ol style="list-style-type: none"><li>1. Before entry, the authorized officer must make a reasonable effort to present credentials, authority, and purpose to the occupant and, upon request, show the warrant or a copy—unless the property is believed to be vacant or unoccupied.</li><li>2. If the property is vacant or unoccupied, the authorized officer may enter promptly without prior notice to anyone.</li><li>3. A peace officer may assist in executing the warrant, including using reasonable force if the warrant specifically authorizes it.</li><li>4. After serving the warrant, the officer may conduct the inspection or seizure, but must leave immediately and seek assistance if their health or safety is threatened.</li></ol>	<p>inspection or abatement might be frustrated if entry were sought without an administrative search warrant;</p> <ol style="list-style-type: none"><li>6. A description, with reasonable particularity, of the violations of statute or ordinance existing, or believed to exist, with respect to the particular property or structure, or that an inspection is reasonably believed to be necessary in order to determine or verify whether any such violations exist at the property or structure.</li><li>7. Identification of proposed restrictions upon the service of the warrant, including a request that it be executed on any day of the week between the hours of 8:00 a.m. and 6:00 p.m., or if there are special circumstances preventing the effective execution between those hours, that it be executed at any other time of the day or night; and</li><li>8. Any information known to the affiant which could indicate that probable cause may not exist, or which is relevant to the judge's decision to decline to issue the administrative warrant.</li></ol>
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# ATTACHMENT 1

Item B.

Administrative Warrants Research

Clack Co v. Other Municipalities

<b><u>West Linn</u></b>	<b><u>West Linn</u></b>
<p>Abatement of Nuisances – Administrative Warrant</p> <ol style="list-style-type: none"><li>1. If a nuisance has not been abated within time allowed, and/or the person responsible should not be afforded the opportunity to abate, the City may cause the nuisance to be abated</li><li>2. The City officer charged with abatement shall have the right to reasonably enter into or upon property to investigate or remove the nuisance. However—before entering on private property, the City officer shall obtain consent or a warrant of the Municipal Court authorizing entry</li><li>3. No warrant shall be issued until an affidavit has been filed with the Municipal Court, showing probable cause for entry.</li><li>4. No person shall interfere with City Officer's entrance or the inspection/removal of the nuisance when an emergency exists or if the Officer has a warrant.</li><li>5. The City Manager shall keep an accurate record of the expense incurred by the City in declaring and abating the nuisance and shall include therein any administrative overhead charges.</li></ol>	<p><a href="#"><u>5.510 – Abatement – By the City</u></a></p> <p>Affidavit Includes:</p> <p>Probable cause basis for entry</p> <p>Purpose and extent of proposed entry, citing Sections 5.400 to 5.527 as the basis for the entry into or upon private property</p> <p>All relevant facts to support the issuance of the warrant to enter, inspect and abate.</p>

## ATTACHMENT 2

**IN THE CIRCUIT COURT OF THE STATE OF OREGON  
FOR THE COUNTY OF CLACKAMAS**

State of OREGON ) **AFFIDAVIT FOR ISSUANCE OF**  
 ) **EVICTION NOTICE FROM**  
County of Clackamas ) **MOTORHOME ON PUBLIC ROAD**

I, [name], am the affiant of this affidavit. I am certified as a peace officer in the State of Oregon and commissioned by the Clackamas County Sheriff's Office as a Deputy Sheriff. I have been employed by the Clackamas County Sheriff's Office since [month] [year]. I have received all phases of police training, to include: property crime investigation, homicide investigation, robbery investigation, narcotics investigation, search and seizure, collection and preservation of evidence, weapons tactics, felon apprehension, and other police operations. I have received this training through the Oregon Department on Police Standards and Training, in-service training through the Clackamas County Sheriff's Office, specialized classes and seminars offered by private organizations and other police agencies.

I hold an [Advanced] Police Certificate from the Oregon Department of Public Safety Standards and Training. I am currently assigned to the Neighborhood Livability Project Team

[mention other specialized training or investigations directly related to this case.]

I am currently investigating a violation of Clackamas County Code 7.01 Vehicle Parking and Towing. The investigation is identified under Clackamas County Sheriff's Office case number [year-xxx]. This affidavit will provide reasonable suspicion of violation of this code in order to gain an eviction notice for the occupants and the ability to impound and tow the vehicle. The information contained within this affidavit is based upon information I have gained from my investigation, my personal observations, my training and experience, and/or information relayed to me by other law enforcement officers and/or agents. Since this affidavit is being submitted for the limited purpose of securing a search warrant

## ATTACHMENT 2

1 I have included only those facts that I believe are necessary to establish probable  
2 cause, rather than each and every fact known to me concerning this investigation.  
3

4 **1. I request an eviction notice to remove the occupants of the motorhome described as**  
5 **follows:**

6 Year:

7 Make:

8 Model:

9 VIN:

10 License Plate:

11 Color:

12 A photograph of the vehicle is shown below:

13  
14  
15  
16  
17 **2. The motorhome was first identified in this location on XX/XX/XX at XXXX hrs. Notice**  
18 **that the vehicle was in violation of County Parking Ordinance was given to the occupants**  
19 **on XX/XX/XX at XXX hrs by (in person/Notice left). (List all times the occupants were**  
20 **warned to move the vehicle.) At this time, the vehicle has not been moved.**

21  
22 **3. In addition to being in violation of the county parking ordinance, this vehicle is creating a**  
23 **significant danger to public health and safety due to:**

24 **Excessive Trash**

25 **Leaking Vehicular Fluids**

26 **Leaking Waste Fluids**

27 **Attracting Rodents**

28 **Pictures of hazards attached here:**

29  
30  
31  
32  
33  
34 **4. The occupants of the motorhome have been contacted in person and offered services to**  
35 **assist them with their living situation on XX/XX/XX at XXXX hrs. They agreed to get**  
36 **help/denied help. At this time, they have not made any attempt to get assistance.**

## ATTACHMENT 2

1 **5. This vehicle and traffic associated with this vehicle has been connected to the following**  
2 **Law Enforcement Calls for Service:**

3 **List all calls and their outcome.**

4  
5 **6. Based on the fact that this vehicle has been found to be in violation of the county**  
6 **parking ordinance, I have legal basis to impound and tow the vehicle. Tow companies will**  
7 **not tow an occupied vehicle because it has been deemed a safety hazard to the occupant**  
8 **of the vehicle. Those who occupy motorized vehicles as a residence area commonly aware**  
9 **of this and therefor will remain inside the vehicle as a means to prevent tow.**

10  
11  
12  
13 Therefore, I swear the above information is true and I request an immediate  
14 eviction notice be issued that will authorize me or other law enforcement officers to  
15 evict the occupants from the vehicle described in the sections above and to impound  
16 and tow the vehicle from the public roadway. Furthermore, the Court authorizes law  
17 enforcement, using physical force if necessary to enter and remove all persons from  
18 the vehicle in compliance with this order.

19  
20  
21  
22 Affiant  
23 [name – title]

24  
25 Sworn and subscribed before me on this the \_\_\_\_\_ day of [month], [year] at  
26 \_\_\_\_\_ am/pm.

27  
28  
29  
30  
31 Signature

32 Name

33 Circuit Court Judge  
34 County of Clackamas, State of Oregon



## **City Of Wilsonville**

### **Public Works Department**

### **Graffiti Response SOP**

#### **Purpose/Scope**

The City of Wilsonville is responsible for removing graffiti from City owned assets in the public right of way and will notify public utility operators about their assets being tagged or vandalized.

#### **Receiving Graffiti Reports**

- Ask the City!/CRM System
  - Citizens can submit a report with photo attachments in the “Reporting Graffiti” section of the Ask the City! Webpage. All reports are routed to the Public Works Program Coordinator, regardless of location or responsible party.
  - Citizens may also assume that this report is to the Wilsonville Police Department/Clackamas County Sheriff’s Department. They do not track graffiti incidences unless there is a gang connection, offensive/hate speech, threat of violence, OR there is a suspect.
  - If vandalism has occurred on private property, recommend that they submit a report through the Clackamas County Sheriff’s Department non-emergency [Online Crime Reporting system](#). The City/Public Works does not maintain records of vandalism or graffiti on private property unless it is a utility box in an easement area.
  - CRM Standard Responses:

#### **CRM Response for vandalism and damage to non-city utilities.**

*Thank you for reaching out to the City about your concern.*

*The damaged/vandalized asset identified is owned by a private utility operator who is responsible for maintenance and repair of the asset. The City will notify the property owner about the reported issue. If the asset identified has owner contact information posted, citizens are encouraged to directly reach out to the utility provider to report any damage to their assets.*

*Thank You,*

#### **Response to City owned graffiti or Vandalism:**

*The City will respond within 3 business days of notification of graffiti or vandalism of city owned assets. If the Graffiti of an offensive nature (definitions below) the Graffiti will be removed within 24 hours of notification.*

*Definition of offensive: Hate speech or derogatory racial remarks, genitalia, sexual content, Political satire or derogatory political content:*

- Phone call or email – internal and external
  - If the crime is *in progress*, they should be directed to dial 911.
  - Ask for as much detail as possible about the location and surface type. This helps determine who to contact for cleanup and what potential resources will be required.
- Internal Cartegraph Graffiti/Vandalism Report
  - Facilities, Fleet, Parks Maintenance and Public Works staff have access to Cartegraph and should submit a report using this [Work Flow Process](#).
  - Cartegraph is configured to notify the Asset Management Coordinator, Roads Maintenance supervisor and the Program Coordinator when a Graffiti/Vandalism report has been assigned to Public Works.
  - Any report that has been flagged as “Important”, which means it is offensive, a safety risk or needs immediate attention, will generate an automatic email to the department supervisor and PW Admin Staff.
  - Offensive markings include comments or drawings that portray genitalia, hate speech, derogatory or discriminatory against any people or persons.

## **Notifying the Responsible Party**

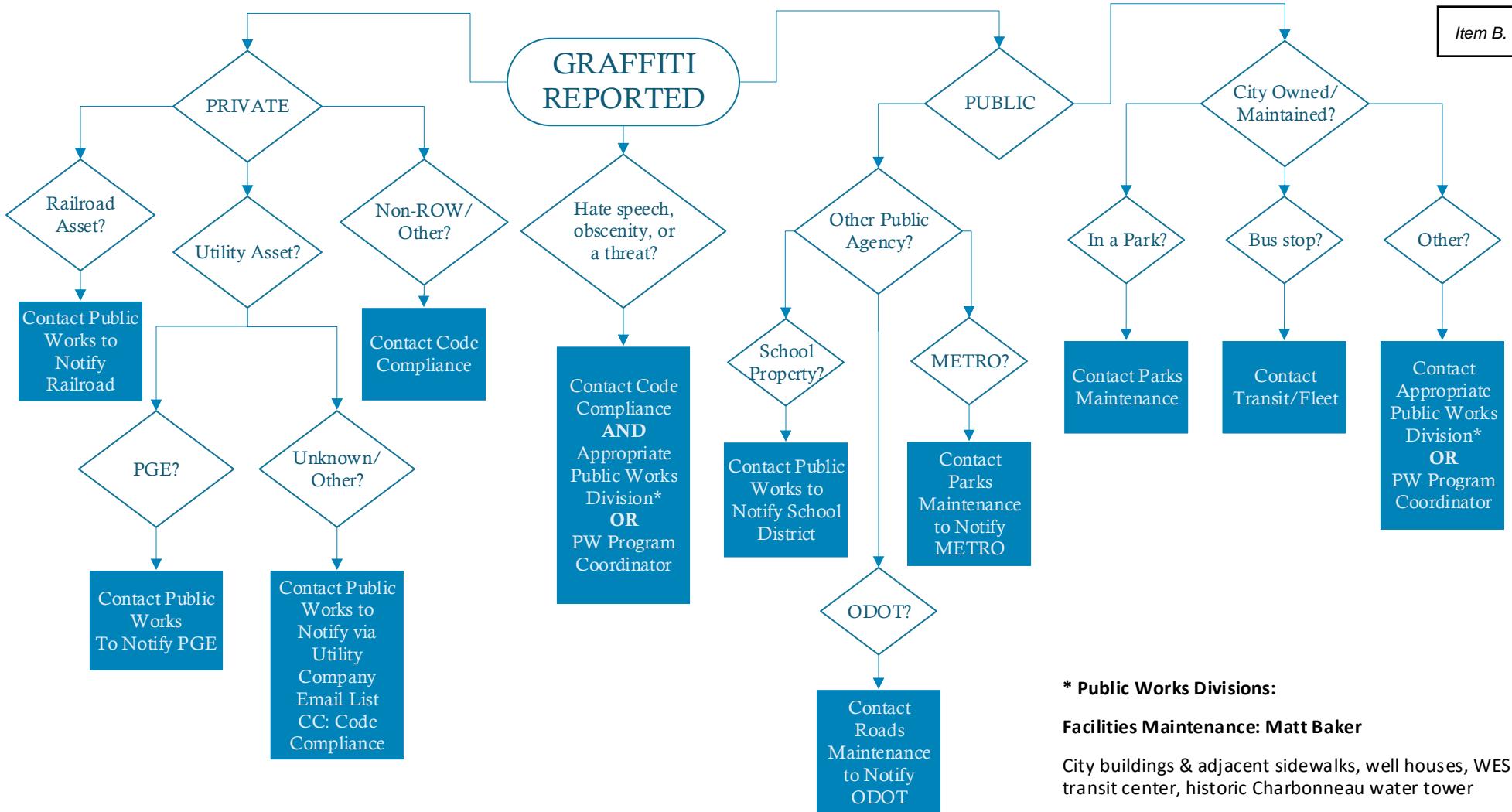
- If the Program Coordinator receives a report, it needs to be entered into Cartegraph if possible, or ask a staff member in the appropriate division to locate the vandalism.
- Any report that has been flagged as “Important”, which means it is offensive, a safety risk or needs immediate attention, is an urgent matter. Contact the Code Compliance Coordinator, the appropriate division supervisor or Ops Manager.
- Determine Public or Private Property. The City is responsible for city-owned/maintained assets. Public Works must notify public utility operators (if known) of vandalism on their assets in the right-of-way. Private property owners must complete their own maintenance. Questions about City Code should be directed to Code Compliance Coordinator.
- For Public/City-owned assets, contact the appropriate City staff to respond. Public Works will pass along the information to the appropriate agency – PGE (streetlights), Clackamas County (traffic signals), ODOT (I-5 Bridge, Elligen overpass, on/off ramps), railroad company (crossings, signage), and school district property (West Linn-Wilsonville). Please refer to the [Graffiti flowchart](#) for general guidelines.
  - Facilities: City buildings, including Stein Barn and Tauchman house, assets, & adjacent sidewalks, well houses, Wilsonville Transit Center, Wilsonville monument and flags, historic Charbonneau water tower
  - Fleet/Transit: Bus shelters

- Parks Maintenance: Parks assets, trails, lampposts, signage, Metro property/Graham Oaks
- Roads Maintenance: Signs, roadways, bridges, railroad crossings, streetlights, traffic signals, Beauty & The Bridge (I-5 underpass on Wilsonville Road)
- City Utilities: Hydrants, water meters, lift station, manhole covers, vaults

## Utility Boxes in Public ROW

- o Have staff investigate and determine the utility type or company to contact.
  - Electrical, Streetlights – PGE
    - o Non-Emergency: Email [landscape@pgn.com](mailto:landscape@pgn.com) or [LightOut@pgn.com](mailto:LightOut@pgn.com) or use [Report a Streetlight](#) webform
  - Traffic Signals – Clackamas County Roads
    - o Roads & Bridges: (503) 650-3262
    - o Streetlights: (503) 742-4660
    - o Ryan Hixon (503) 650-3205 or [rhxson@clackamas.us](mailto:rhxson@clackamas.us)
    - o Carl Olson (503) 742-4684 or [colson@clackamas.us](mailto:colson@clackamas.us)
  - ODOT (971) 673-6200
  - Private Telecommunication Contacts:
    - Comcast
      - o Matt Bravo - [Matthew\\_bravo@comcast.com](mailto:Matthew_bravo@comcast.com)
      - o Zach Martin - [zachary\\_martin@cable.comcast.com](mailto:zachary_martin@cable.comcast.com)
      - o Van Mesplay – Construction Specialist (971) 801-5787
    - Lumen
      - o Carl Haynes - [carl.haynes@lumen.com](mailto:carl.haynes@lumen.com)
      - o Scott Wynkoop - [scott.wynkoop@lumen.com](mailto:scott.wynkoop@lumen.com)
      - o Anglina Wilson - [anglina.wilson@lumen.com](mailto:anglina.wilson@lumen.com)
    - Zippy
      - o John Bielec - [john.bielec@ziply.com](mailto:john.bielec@ziply.com)
      - o Ian Hughes - [ian.hughes@ziply.com](mailto:ian.hughes@ziply.com)
      - o David Kime - [david.kime@ziply.com](mailto:david.kime@ziply.com)
      - o William Davis - [william.davis@ziply.com](mailto:william.davis@ziply.com)
      - o Michael Isbell - [michael.isbell@ziply.com](mailto:michael.isbell@ziply.com)
      - o Scott Binney - [scott.binney@ziply.com](mailto:scott.binney@ziply.com)
      - o Ian Cook- [ian.cook@ziply.com](mailto:ian.cook@ziply.com)
      - o Wyatt Hoag - [wyatt.hoag@ziddy.com](mailto:wyatt.hoag@ziddy.com)

- After completing the notification to the responsible party, enter the date of contact and responsible party in the Notes on the Cartegraph task. Complete the task.



Item B.

**\* Public Works Divisions:**

**Facilities Maintenance: Matt Baker**

City buildings & adjacent sidewalks, well houses, WES transit center, historic Charbonneau water tower

**Roads & Stormwater Maintenance: Brad Painter**

Signs, streetlights, traffic signals, roadways, ROWs, Beauty & the Bridge

**Utilities: Ian Eglitis**

Hydrants, water meters, lift station, manhole covers, vaults

**Cartegraph Workflow Link:** TBD

# Cartegraph Work Flow Process

## City of Wilsonville

To: All Users  
From: Sheehan, Andy  
CC:  
Date: 07/17/2023  
Re: Graffiti/Vandalism Reporting

---

The following workflow will detail the steps for reporting graffiti and vandalism on both City and privately owned property, as well as the process for tracking these incidents in Cartegraph.

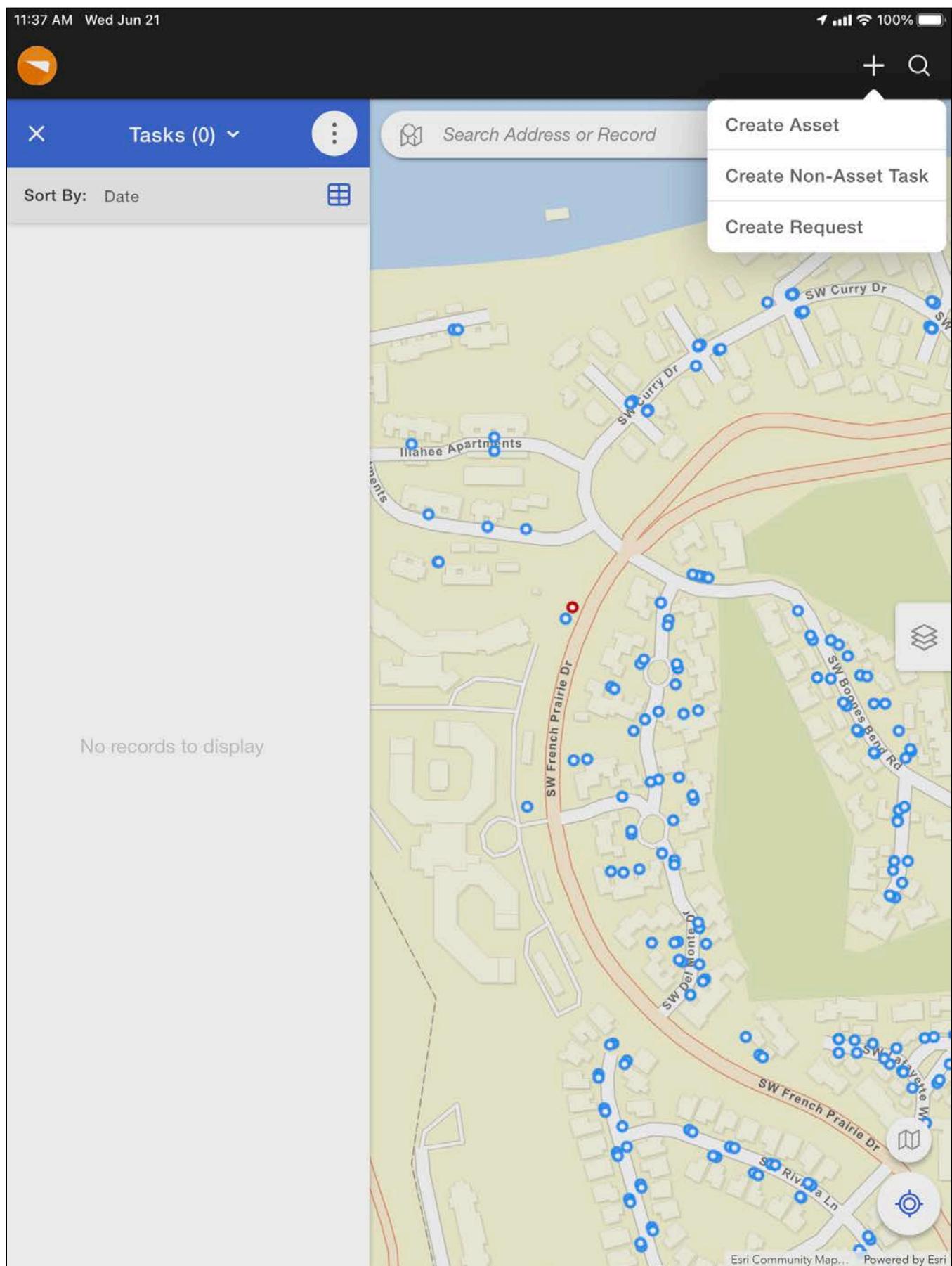
1. When City staff discover graffiti or vandalism, or if a citizen reports it, a Non-Asset Task needs to be made in Cartegraph/OpenGov to create a record of the incident.

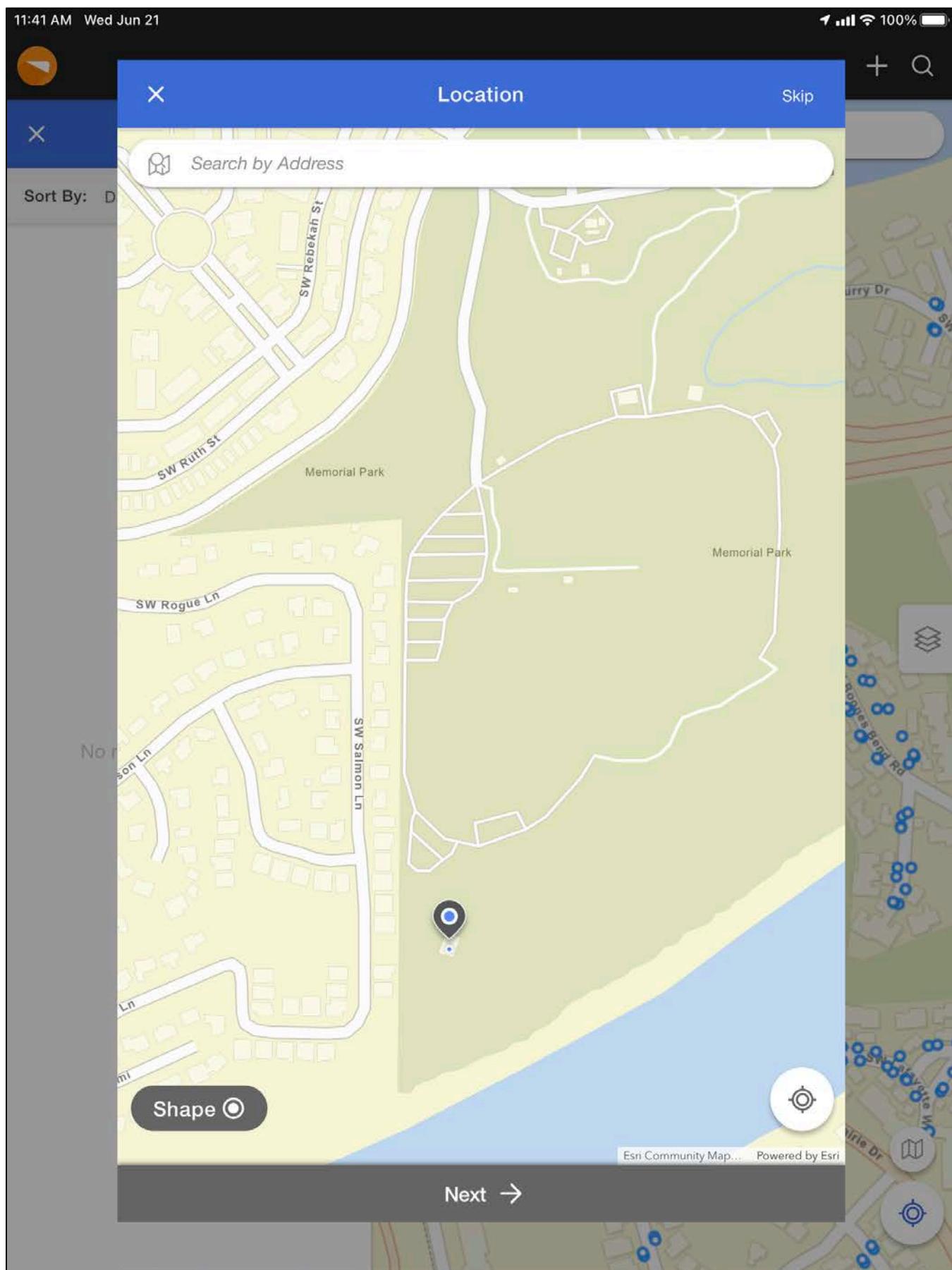
To create this task on the CartegraphOne mobile app follow these steps:

- a. After logging into the app, select the plus sign icon  in the upper right corner of the screen. Choose **“Create Non-Asset Task”** from the dropdown.
- b. On the pop-up map move the location pin to the location of the graffiti/vandalism and then tap **“Next”** at the bottom of the screen.
- c. On the “Create Task” pop-up screen tap the “Select Value” dropdown menu below the “Activity” field and select **“Graffiti/Vandalism Reporting”**. Then under the “Department” field choose the most appropriate department from the options (Parks, Roads, SMART, etc...), **for Private or Unknown ownership choose “Administration”**.

Under the “Priority” field **ONLY** choose **“Important”** if the graffiti/vandalism is something offensive or a potential safety hazard and needs to be addressed immediately. Otherwise, it can be left as the default of “None”.

After filling in the above fields tap the save icon in the upper right of the screen .





12:37 PM Wed Jun 21 Not Charging

### Create Task

**Task Setup**

**\* Activity**  
Graffiti/Vandalism Reporting

**Start Date**  
Jun 21, 2023 31

**Stop Date**  
Jun 21, 2023 31

**\* Department**  
Parks Maintenance

**\* Priority**  
None

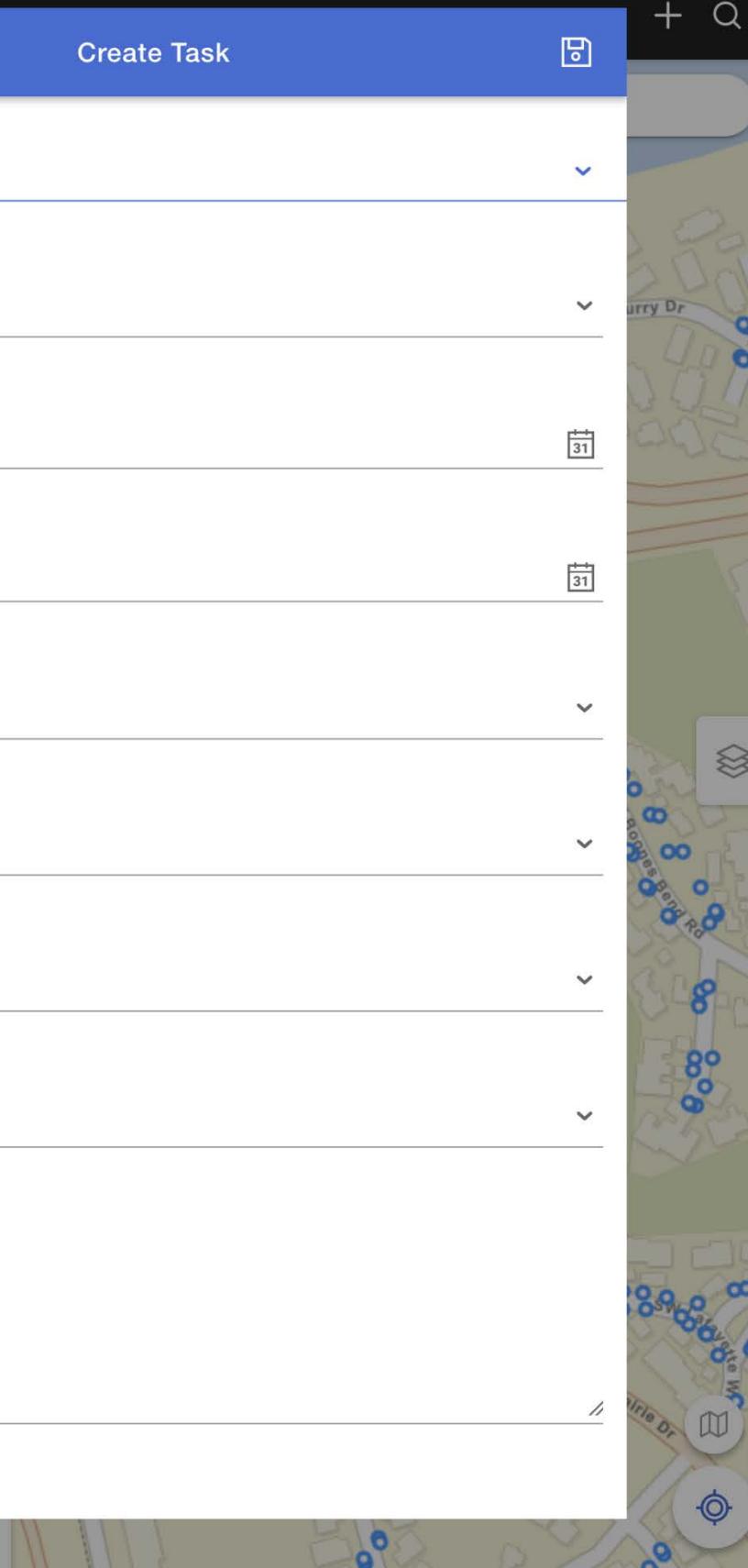
**Work Order**  
Select Value

**Request**  
Select Value

Citizen Concern

**Notes**  
Enter Text

**Assigned To**



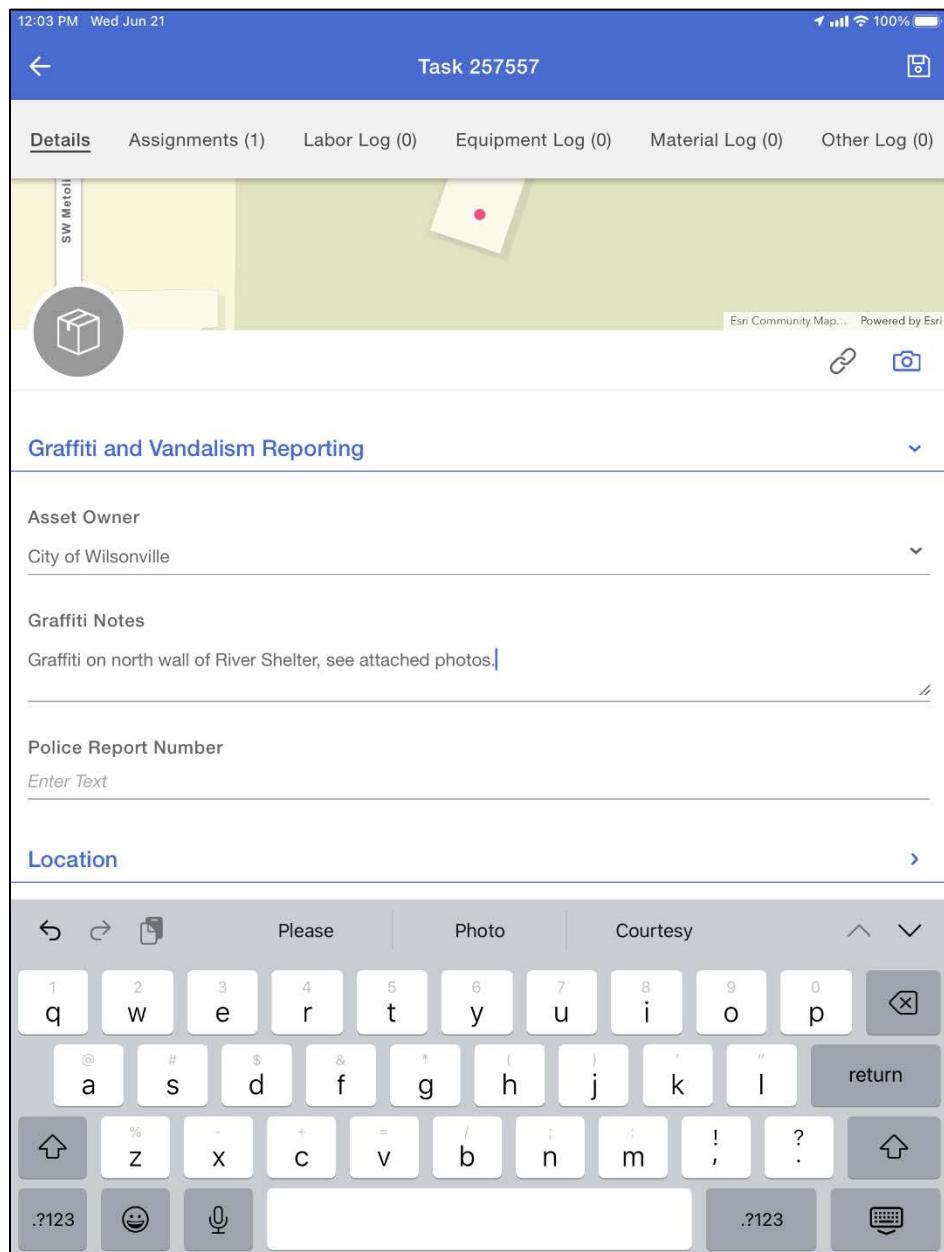
2. Now that the task is created, you will need to fill in a couple fields on the next screen under the “**Graffiti and Vandalism Reporting**” section.

Fields are:

**Asset Owner** – Choose the appropriate option from the dropdown selections for the likely responsible party for the asset. The options are **City of Wilsonville, Private Residential/Commercial, Private Utility – Minor, Private Utility – Major, Other Governmental Agency** (Railroad, ODOT, Metro, etc...) or **Unknown**. This will alert the appropriate staff by email to follow-up and/or communicate the issue for removal.

**Graffiti Notes** – Include details such as, location, description, time of discovery, or any other relevant information.

**Police Report Number** – This field should **ONLY** be filled in by Admin staff or Supervisors and will be used on a case-by-case basis. Only admin staff or supervisors should be communicating with police unless you are otherwise directed by your supervisor to do so.



3. Including photos of the graffiti or vandalism is important and can be done by selecting the camera icon on the right side of the screen . Photos can be taken with your iPad and directly attached to the task or can be selected from the image library on the tablet. There is no limit to the number of photos that can be attached so make sure to completely document the incident.

12:03 PM Wed Jun 21

Task 257557

Details Assignments (1) Labor Log (0) Equipment Log (0) Material Log (0) Other Log (0)

SW Metol

Photo Library Take Photo or Video Choose Files

**Graffiti and Vandalism Reporting**

Asset Owner: City of Wilsonville

Graffiti Notes: Graffiti on north wall of River Shelter, see attached photos.

Police Report Number: Enter Text

**Location**

**Task Setup**

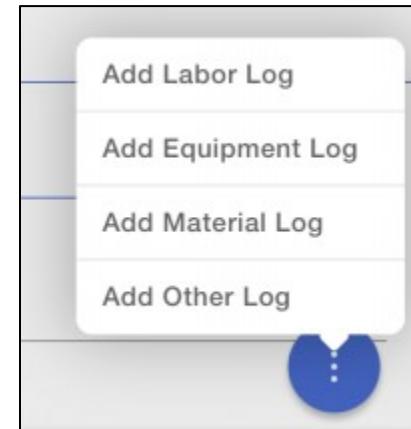
\* Activity: Graffiti/Vandalism Reporting

Asset: Non-Asset

Complete Task ✓

4. After filling in the required fields and attaching photos tap the save icon  in the upper right corner of the screen to save the task. Enter in any labor, equipment or material resources for reporting, investigating or removal/repair just as you normally would for any other task by selecting the blue dot icon  in the lower right of the screen.

**If the issue is resolved at the time of discovery, enter labor time and any other resources utilized then Complete the task.**



**If the situation requires additional time, resources or if a Supervisor needs to be involved then Do Not Complete the task until all cleanup and/or repairs are finalized.**

Then tap the back button  in the upper left part of the screen to return to the main screen. At this point, you have finished reporting the graffiti/vandalism. If needed your Supervisor will advise you on any next steps.

## **Standby Duty Response**

If you are on standby duty and receive a call concerning graffiti or vandalism, follow the protocol in the Standby Duty Handbook, see excerpts below.

The incident still needs to be recorded in Cartegraph following the steps detailed in this document.

### **Vandalism (Graffiti)**

Reports of vandalism that only involve graffiti may require Standby staff to respond depending on the nature of the incident. If the material is graphic or obscene in nature then staff may respond during weekend daylight hours or investigate the next business day if it is after daylight hours. Staff should contact a supervisor when unclear as to what requires immediate response. If the call is reported over a weekend working hours, contact the appropriate Parks weekend staff to investigate.

### **Vandalism (Property Damage)**

Reports of vandalism involving property damage should be investigated to determine if the damage poses a risk to the public and if additional efforts are needed to secure the asset or area. If damage is found, create a Cartegraph task to document the incident including photos of the affected area.

Determine if repairs are needed now or if they can wait until regular business hours. If a hazard exists that cannot be eliminated or a facility needs to be taken out of service notify your supervisor. Do not leave any unsafe conditions in park site without addressing each one to the best of your ability.

## **Automated Emails and Follow-Up:**

When a **“Graffiti/Vandalism Reporting”** task is created by staff in Cartegraph and is marked as a **City of Wilsonville** asset, an automated email is sent to the selected department’s supervisor for follow-up.

If the asset ownership is marked as **“Private Utility - Minor”**, **“Private Utility – Major”**, **“Other Governmental Agency”** or **“Unknown”** then an email notification will be sent to the Public Works Program Coordinator and the Roads Supervisor who will attempt to determine ownership and notify the company or organization that needs to address the issue. After contacting the responsible party note date of contact in the Notes and complete the task.

If the asset ownership selected is **“Private Residential/Commercial”** the City’s Code Compliance Coordinator will receive an automated email and follow-up with the property owner.

If a graffiti/vandalism task is flagged as **“Important”**, meaning it is offensive or a safety risk and needs immediate attention, both the department supervisor and admin staff will receive an automated email.