# HAVE YOU BEEN THE VICTIM OF AN ENCAMPMENT SWEEP?

**If you are targeted by an encampment sweep, you may have lost medications, critical survival gear, or precious personal belongings. You might be dealing with trauma as a result of displacement or may have lost work because of important tools taken during sweeps. If you have experienced this kind of loss, you can file an administrative claim against the City of San Francisco and ask for compensation for damage done to you and your property.**

**These administrative claims forms are available online, but we hope this guide below will help you file your claim successfully! Be sure to include as many details as possible, and be clear about the date and time the sweep occurred as well as which departments were present. If the City rejects your claim, you can file in small claims court. If you want support with that, you can visit our office at 280 Turk Street during open hours.**

**Be sure to include all required information!**

## CLAIM AGAINST THE CITY AND COUNTY OF SAN FRANCISCO

Before completing this form please read the instructions on the back. Untimely claims will be returned. Please submit this form and supporting documentation to the **Controller's Office, Claims Division, 1390 Market Street, 7th Floor, San Francisco, CA 94102** in person or by mail.

*** = REQUIRED  ** = REQUIRED IF KNOWN**

**1. Claimant's Name and Home Address** (Please Print Clearly)
*

**City** **State** **Zip**
**Telephone** Daytime Evening Cellular

**2. Send Official Notices and Correspondence to:**
*

**City** **State** **Zip**
**Telephone** Daytime Evening Cellular

**3. Date of Birth**

**4. Social Security Number**

**5. Date of Incident**
*

**6. Time of Incident** (AM or PM)
**

**7. Location of Incident or Accident**
**

**8. Claimant Vehicle License Plate #, Type, Mileage, and Year**
**

**9. Basis of Claim.** State in detail all facts and circumstances of the incident. Identify all persons, entities, property and City departments involved. State why you believe the City is responsible for the alleged injury, property damage or loss.
*

| Name, I.D. Number and City Department of City Employee who allegedly caused injury or loss | Type of City Vehicle | Vehicle License Number and Bus or Train Number |
|---|---|---|
| ** | ** | ** |

**10. Description of Claimant's injury, property damage or loss**
*

**11.** Amount of Claimant's property damage or loss and method of computation. Attach supporting documentation. (See Instructions)

**ITEMS**
* $
$
$
$
**TOTAL AMOUNT** $

Court Jurisdiction: Limited (up to $25,000) ☐
Unlimited (over $25,000) ☐

**12. Witnesses (if any) Name** **Address** **Telephone**
1.
2.

**13.**
*
**Signature of Claimant or Representative** **Date**
**Print Name** **Relationship to Claimant**

**CRIMINAL PENALTY FOR PRESENTING A FALSE OR FRAUDULENT CLAIM IS IMPRISONMENT OR FINE OR BOTH. (PENAL CODE §72)**

**Do Not Write In This Space**

CA/FORM 02/14

**What is the best way to get in touch with you? This can be the intersection you generally stay at, contact info for a friend or family member.**

**QUESTIONS TO CONSIDER**
**+ What Agencies from the City were involved? Did they post any notice before sweeping? If so, did the City arrive on the stated day/at the stated time?**
**+ When the City arrived, did they give you time to pack and move any of your belongings? Did you make an attempt to take your belongings? What happened?**
**+ Did the City bag and tag any belongings? This refers to when the City puts property into bags or storage containers and brings it to the DPW yard. Did the City give information about how to retrieve belongings?**
**+ Did the City load your belongings into flatbed trucks? Dump trucks? Dumpsters? Was there a bulldozer?**
**+ Were you present when the sweep occurred? If you were not present, what happened when you returned? How do you know the City took your things?**
**+Were you offered shelter or any other services by the City? If so, what services?**

**QUESTIONS TO CONSIDER**
**+ What is the emotional impact of the sweep? What is the material impact of the sweep?**
**+ Did the City take any property that will impact your ability to do your job, like tools or transportation items?**
**+ Did the sweep cause any physical injury? If so, what injuries?**

**QUESTIONS TO CONSIDER**
**What did the City take? How much would it cost to replace the items taken? Specific details help, such as brand names and quantities of items. You can also list sentimental/ irreplaceable items.**

**Scan here for the official claims form!**

**Do you have any pictures or videos of the sweep? Do you have any receipts of your belongings that were taken? Do you have any pictures of your belongings that were taken? If so, please attach to the claim! This will help make your case.**