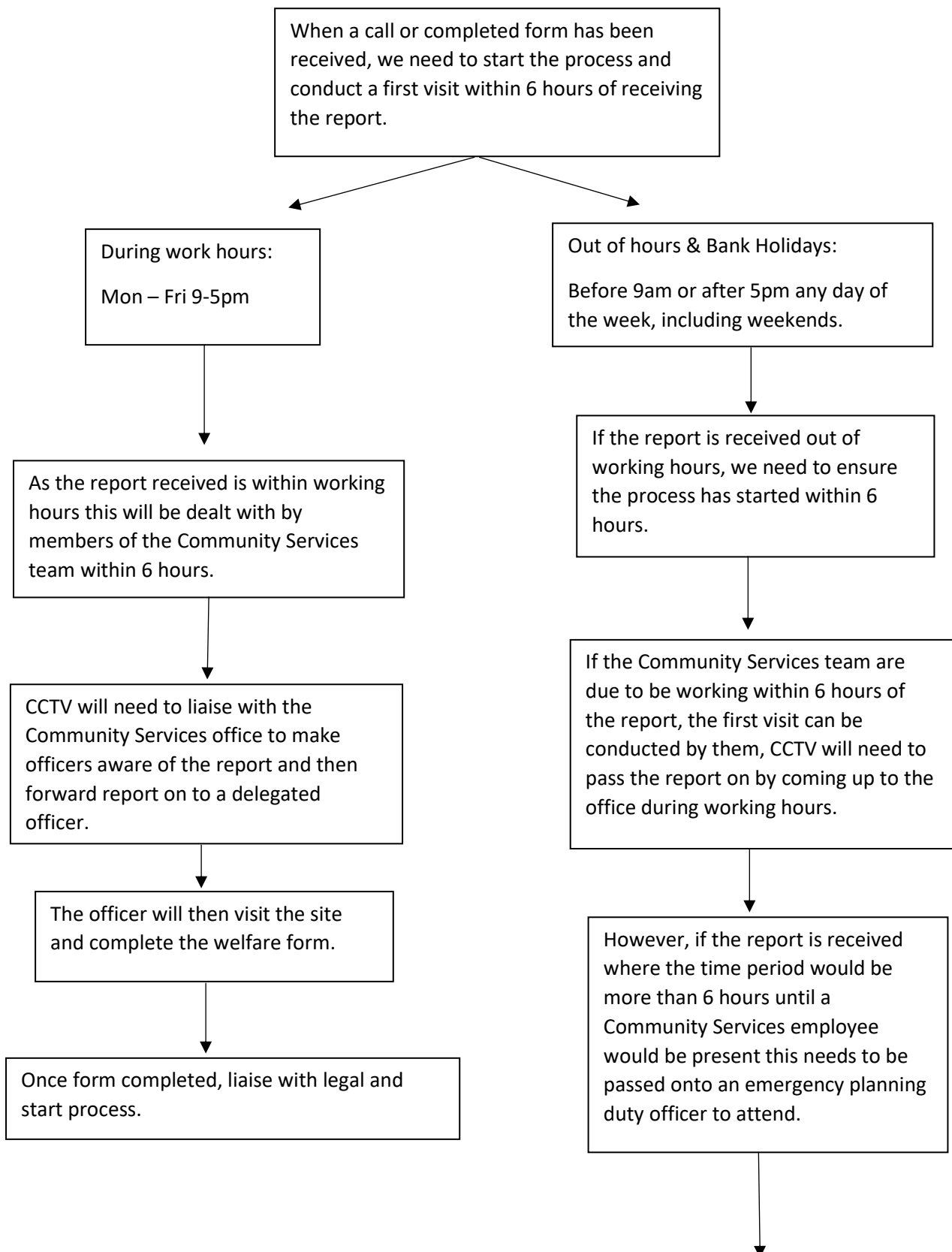


## TO BE FOUND ON THE INTRANET

When visiting an authorised encampment, officers should visit in two's, where possible both a male and female officer should be present so they can speak to persons present at the encampment. An officer should not be lone working when attending the encampment.

Should the encampment not vacate the area post court and forcible removal is required it is advisable to contact Kent Police to arrange assistance from the Community Safety Unit to prevent a breach of the peace or public offences occurring.



## CCTV – Phone call received

IF A CALL COMES IN TO REPORT AN UNAUTHORISED ENCAMPMENT TO THE CCTV TEAM – FORM STILL MUST BE COMPLETED SO WE HAVE A RECORD.

FORM CAN BE FOUND [HERE](#), TO BE COMPLETED BY CALL HANDLER

IF REPORT IS MADE AND ENCAMPMENT IS ON KCC LAND REFER THE INFORMANT TO

**03000 41 41 41**

*If the informant has not made the police aware – CCTV will need to do so by reporting through DPAC and 101 to ensure A CAD will then be created so the CSU are aware and can monitor as well as us following our process.*

Community Development Officer's will also need to make the below person's aware:

- Comms Team
- Legal Services
- Property Services
- Inform District Ward Members
- Portfolio Holder for CSU
- If a notice is being served, inform The Leader

CCTV will need to contact the out of hours Incident Liaison Officer on duty.

The on-duty Incident Liaison Officer will then liaise with the Activation Officer to attend the site where the encampment is present.

On arrival if persons present are willing to engage the following needs to be stated:

- state that they are in unlawful occupation of Council owned land, and
- that we require them to vacate the site, and
- ask when they are proposing to leave.

If during unsociable hours and no one is around, do not knock on doors but take note of how many cars/caravans/trailers present. Capture vehicle registration's and take pictures.

This information will need to be passed onto Community Services team who will then continue and move to the next stage of the process.

Regardless of who visits the encampments, pictures will need to be taken of the area, all vehicles present and any other factors such as damage/rubbish to give as evidence to the court.

Witness statements will also need to be given.