Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 02/22/18

**Health & Human Services Department**
Dawn Stiles, Director

**Oxford Street Shelter**
Robert Parritt, Director

**Social Services Division**
David MacLean, Director

Date: 12/1/17

Memorandum: Security and Safety Monitoring for Exterior Restroom

Monitoring the new exterior bathroom space is important. Oxford Street Shelter (OSS) staff has implemented security measures to ensure the space is monitored and as safe as possible. OSS has created a team of in house security staff who constantly monitor the exterior grounds and surrounding neighborhood. OSS is also transitioning to a 24 hour program in December of 2017 and has brought on additional staff to conduct checks and searches of all shelter areas on regularly scheduled intervals. The area where the external restroom will be located is well lit flood lights, but OSS staff will add additional lighting resources if necessary. Shelter guests will be able to access the exterior restroom as it is needed, but will have to check in with OSS staff upon re-entry to the building. OSS staff will also work to install motion sensor lights in the restroom unit so that it will be clear when guests are in the unit or if they may be in need of assistance.