

CRIME RELATED TRACKING POLICY

In order to track crime related problems in the developments, the following procedures are adopted and will be implemented by the Housing Authority staff.

Residents who call and report incidents will be encouraged to contact local law enforcement officials to file a report. Resident involvement is needed to control crime in and around public housing. Residents should be reminded that reports must concern criminal, drug or alcohol related activities.

All evictions must be processed through the court system to ensure due process to the residents. Evidence must be made available for presentation in court. If residents are not prepared to testify in court, then police reports must be available to substantiate charges.

The local police department shall handle cases involving drug activity. Proper documentation will be made regarding cases involving behavior that threatens the health, safety or right to peaceful enjoyment of the premises by other residents. The best form of documentation is a police report or police testimony in court. The involvement of local law enforcement personnel is vital. The housing authority must be prepared to follow through on any eviction or prosecution.

Tracing of efforts will be through work orders and Telephone Complaint Activity Reports.

Work Orders

The Maintenance Department will report unit and grounds vandalism to the police department for filing of incident reports. For tracking and reporting purposes, work orders with vandalism codes will be made for repairs due to vandalism.

Telephone Complaint Activity Report

Complaints by residents will be recorded on the Telephone Complaint Activity Report. Information concerning drug related activities, criminal activities, or alcohol related disturbances will be reported to the police for surveillance and confirmation. Copies of forms forwarded to local police will be kept in a PHA's file and the resident file. Reports of a non-criminal nature will be placed in the resident file and reviewed with the resident if considered necessary by management.

