

## **TRACKING AND REPORTING CRIME RELATED PROBLEMS POLICY AND PROCEDURES**

The Hannibal Housing Authority will track crime related problems in at least 90 percent of its developments and report incidents of crime to local police authorities to improve law enforcement and crime prevention.

A cooperation agreement must be established and updated with the local police authorities.

Active Residents:

The Public Housing Manager will:

- 1) log and maintain a file of copies of police reports and other crime related reports;
- 2) keep in a separate files of police reports relating to “One Strike You’re Out” criteria from other police reports;
- 3) have a spreadsheet with overall analysis of crime reported, including names, addresses, date reported, what actions the HHA has taken and categorized report activity, such as, domestic violence, disturbances, drug activity, other etc. The Executive Director will receive this report two times a year a) report from April-September due by October 15<sup>th</sup> and b) April-March due by April 15<sup>th</sup> of the following year. This report will support the Public Housing Assessment Score Indicator # 8, Component #1;
- 4) one time a year a invitation to the Resident Advisory Board, including residents of Hannibal Housing Authority, will have a public safety officer as a speaker to help lower crime rates by explaining encouragement to report, neighborhood watch, crime stoppers, etc.

Screening of Applicants:

The Housing Specialist will:

- 1) log and maintain a record of applicants screen and can document that it appropriately screens our and denies admission to a public housing applicant who:
  - a) has a recent history of criminal activity involving crimes to persons or property and/or other criminal acts that affect the health, safety, or right to peaceful enjoyment of the premises by other residents;
  - b) was evicted from assisted housing within three years of the projected date of admission because of drug-related criminal activity;

- c) the PHA determines an applicant is illegally using a controlled substances; or
  - d) the PHA has reasonable cause to believe an applicant illegally uses a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents
- 2) provide copy to Executive Director annually by April 15<sup>th</sup> and will support the Public Housing Assessment Score Indicator #8, Component #2
  - 3) use the Admissions and Continued Occupancy Policy (ACOP) for applicant screening guidelines