



## **Tracking and Reporting of Crime-Related Problems Policy**

It is the policy of the Salem Housing Authority (SHA) to track and report all crime-related problems pertaining to all state and federal public housing residents and subsidized housing participants. The SHA has made a serious commitment to enforce this policy to ensure that the highest standards of safety and security are met.

Over the years the SHA has established a successful working relationship with local law enforcement agencies and works closely with them.

The Salem Police Department (SPD) has designated a special liaison from the department to the SHA. This liaison works with the SHA on all police matters related to the SHA, proactively attends meetings with tenants and serves on the SHA's Grievance Panel.

The SHA also works closely with the SPD's Community Impact Unit in order to identify and address any problems pertaining to public housing tenants, rental subsidy participants, and/or property owned by the SHA. This Unit works to ascertain the needs of the SHA, to convey information from the community to the SHA, and holds meetings periodically for tenants on safety and crime prevention issues.

All SHA employees are charged with documenting all criminal activities which are reported or suspected to the SPD. This information is reported to department heads, who in return report this activity to the Executive Director. The department heads will follow through with any and all necessary action on the part of the SHA up to and including eviction or termination.

The SHA will monitor on a daily basis the following sources for crimes committed by a public housing tenant and/or subsidy recipient or crimes committed on SHA property or property subsidized by the SHA: the Salem News, daily log reports from the SPD, and reports or information from tenants or the general public.

The SHA submits an updated copy of the addresses of public housing and subsidized rental units to the SPD, the Essex County Correctional Facility and Sheriff's Department, the Essex County Superior Criminal Court, and the Chief Probation Officer of the District Court on a monthly basis. These reports are compared with law enforcement officials' records to ensure that undesirable individuals are not released to any property which the SHA owns or subsidizes.

Adopted by the Salem Housing Authority's Board of Directors on: December 27, 1999  
Revised: December 10, 2008