

HOUSING AUTHORITY OF THE CITY OF ROYSTON

CODE OF CONDUCT FOR RESIDENTS AND NON-RESIDENTS BARRING REGULATIONS CRIMINAL TRESPASS POLICY

Approved April 11, 2014 / Effective June 1, 2014

The purpose of this policy is to establish a Code of Conduct and a guideline for barring visitors and other persons from the properties of the Housing Authority of the City of Royston. The guidelines for barring individuals have been prepared to provide fairness and a level of consistency in dealing with non-residents. Generally, these guidelines will be followed when barring an individual. However, no portion of the barring guidelines should be construed to restrict the Housing Authority of the City of Royston from pursuing any course legally open to it under Georgia law.

The management of the Housing Authority of the City of Royston encourages residents to make their visitors and guests aware of their responsibilities while present on Housing Authority property. Violations of the Code of Conduct may result in disciplinary action including barring and/or arrest of the guest/-s or person/-s and/or arrest of the tenant

A. Visitors

Visitors to all public housing communities are warmly welcome; however, the lease signed by each tenant makes him/her responsible for the conduct of their guests. All persons and visitors of residents are expected to act in an appropriate manner at all times and should limit their visit to the tenant's apartment and yard. Loitering and disturbing the residents of public housing will not be tolerated. Visitors should refrain from creating a disturbance.

B. Prohibited Acts/Illegal Behavior

Visitors, residents, and other persons while on Housing Authority are expected to abide by all the laws which govern the conduct of any other citizen of the State of Georgia and the City of Royston. A violation of any such law or ordinance will be a violation of this policy. Some of the more obvious examples include, but are not limited to: trespass and criminal damage to property. Other examples would include but not limited to:

1. Drug/Alcohol Violation

The sale, use, possession of distribution of illegal drugs; the sale, unlawful use, unlawful possession, or unlawful distribution of prescription medication; or, the sale or abusive use of alcoholic beverages **on** or **off** Housing Authority properties.

Possession of alcoholic beverages in an open container outside the residence, in a parking lot, street, or other common area is prohibited. Conduct in violation of the City of Royston open container ordinance is also a violation of this policy. Any person who has been involved or suspected of being involved in drug related activity **on** or **off** the property of the Housing Authority is not wanted and will be prohibited from coming about Housing Authority properties.

2. Interference and Intimidation

Interference with or intimidation of Housing Authority of the City of Royston staff or any law enforcement officers is prohibited. This is more defined as engaging in or having a verbal or physical confrontation with any Housing Authority staff member or any law enforcement personnel, to include any resident of this housing authority.

3. Threats of Harm and Profanity

Threats of harm or use of profanity towards Housing Authority staff or law enforcement officers.

4. Loitering/Trespassing

Any conduct that constitutes loitering or prowling under the laws of the State of Georgia or local city ordinance.

5. Gambling

Any activity which constitutes the offense of gambling under the laws of the State of Georgia or local city ordinance.

6. Refusal to Identify Self

Refusal to present sufficient identification to verify one's identity to Housing Authority of the City of Royston staff or any law enforcement officer.

7. Loud Music

Playing loud music in an automobile, dwelling unit, or common grounds while on housing authority properties; or, any activity that would constitute a violation of the City of Royston noise ordinance.

8. Fraud in Obtaining Public Housing Assistance

Violation of O.C.G.A.16-9-55 which prohibits fraudulently obtaining or attempting to obtain public housing or a reduction in public housing rent which includes any person who assists another in violating this law. Any visitor who is determined to be "staying" in public housing in violation of a tenant's lease or O.C.G.A. 16-9-55 will be barred and/or prosecuted.

9. Disturbing the Peace

Being involved in any criminal or other activity that occurs on housing authority property which interferes with the quiet and peaceful enjoyment of the residents of this authority.

10. Other Illegal Activities

The above list of examples are for illustrative purposes only and are not intended to be inclusive for all violations. Any conduct that is a violation under the laws pertaining to the other residents or the City of Royston shall also be a violation of this policy and subject to disciplinary action and/or arrest.

C. Barring

Non-residents who violate any of the prohibited acts or laws of the State of Georgia, ordinances of the City of Royston, or drug-related laws while **on** or **off** housing authority properties are subject to being barred for a period of time ranging from 90 days to indefinitely depending on the circumstances of the infraction.

If the offender has been sufficiently identified and an address is available, a written notice will be mailed in the form as described under the criminal trespass statute of the State of Georgia. A copy of the notice is attached hereto for reference. However, if the efforts of the housing authority fail to secure an address for a written notice or for reasons where timing is essential to issue notice, it shall not invalidate an oral notice which shall have the same force and effect as a written notice.

A copy of the criminal trespass notice and any related documents will be maintained by the housing authority. All names of persons receiving criminal trespass notices shall be supplied to the Royston Police Department for use in their official duties.

Any resident who knowingly and willfully allows any barred person(s) into the apartment or on the leased premises will have their dwelling lease terminated. For the purpose of this policy, a "barred person" is a person who has been served with a "barring notice" that informs the "barred person" that he will be considered a trespasser if he returns to Management's property. Violation of any provision of this subparagraph shall constitute a serious violation of the dwelling lease. A Barring List is posted at the office.

D. Appeal Conferences

Non-residents who are barred from Royston Housing Authority properties will be provided an opportunity for an appeal conference to discuss the measures taken against the individual. Should a person that has been barred or banned desire to discuss the reasons or circumstances surrounding the trespass notice, they may request a conference. The request must be filed in writing by the person so barred or banned at the 216 Hartwell Street within seven (7) days of being barred or receiving such criminal trespass notice. The Housing Authority will notify the person in writing of the date and time of conference.

Non-residents who have been barred from the Housing Authority of the City of Royston properties must call (706) 245-7277 or visit the Central Office at 216 Hartwell Street to schedule a conference with the Executive Director, before he/she will be allowed to visit the property from which he/she was barred.

The Housing Authority shall make the final decision of the actions to be taken.

The Housing Authority may continue the trespass notice, shorten the time period or make such decisions relating to the circumstances which shall be equitable, when considering all of the factors involved, No change in the term of the criminal trespass notice shall be made without adequate reason properly documented and signed by the parties involved for compliance. Any changes shall be given to the Royston Police Department.

E. Review Hearings

The Royston Housing Authority, in conjunction with the Royston Police Department will review a barring notice with a time frame of “indefinitely” no earlier than three (3) years from the date of the infraction. A person wishing to be removed from the barring list whose barring notice was issued with an “indefinitely” time frame must make a request for the review to the Royston Housing Authority main office at 216 Hartwell Street, Royston. The Housing Authority will require that the barred individual sign a consent for a criminal record before a decision is issued. The Housing Authority will issue its decision in writing within 14 days from the date the criminal consent is received back from law enforcement. If the decision is made for the barred individual to remain on the barring list such individual will be provided an opportunity for an appeal conference must be filed in writing at the Housing Authority’s main office within seven (7) days of the date of the letter. Review hearings will only be conducted every three years from the date of the infraction at the request of the person barred.

F. Special Visitation

During the term of being barred or banned from Housing Authority property, the Housing Authority shall have the authority, under special circumstances and pursuant to a written application of the person barred or banned by a notice of criminal trespass, to provide special permission for the person to be on Housing Authority property. This special permission will be in written form depicting the particular date and time and for what particular purpose the vision was granted. Said written permission shall only apply to the specific purpose/-s and for the specific times notes Said special visitation notice shall not constitute a waiver of the provisions of the original criminal trespass notice.

Said notice approving the person’s special visitation privileges shall be in the possession of the person at all times while he is on Housing Authority property and shall be produced upon demand by an employee of the Housing Authority or any law enforcement officer. Should the person fail to produce said notice, he/she shall be deemed to be in violation of the original trespass notice.

Said notice will be in original form as received from the Housing Authority. No copies of said notice will be honored or accepted when presented.

SPECIAL PERMISSION FOR VISITATION

This is to advise that:

_____, who has been previously issued a written notice of criminal trespassing by this Housing Authority and has been barred from said properties, has special permission to visit:

NAME OF RESIDENT OR PLACE TO VISIT	Relationship:	
ADDRESS OF VISIT		
REASON FOR VISIT		
DATE/S OF VISITATION	Start:	End:
TIME/S	From:	To:
NOTICE EXPIRES		

IMPORTANT NOTICE

This Document gives _____ permission to be at the above location on the time/s and date/s indicated for the reason/s stated. Travel to and from the indicated location must be by the most direct route. This does not give permission for the above named person to be on or in any other Housing Authority owned apartment, building or grounds.

THIS DOCUMENT MUST BE IN ORIGINAL FORM AND IN THE POSSESSION OF THE ABOVE NAMED PERSON WHEN ON ROYSTON HOUSING AUTHORITY PROPERTY!

HOUSING AUTHORITY OFFICIAL

DATE OF ISSUANCE

