

**POLICY FOR TRACKING CRIME AND CRIME RELATED ACTIVITIES ON
DEVELOPMENT OWNED AND OPERATED BY THE
NELSON HOUSING AUTHORITY**

Any and all Housing Authority staff that has information concerning any criminal activity, illegal drug related activity or the abuse of alcohol on any of the Housing Authority's developments shall report such activities immediately to the Executive Director or designee. It shall be immediately reported to the local law enforcement agency for investigation and disposition. Upon completion of the investigation by the local law enforcement agency, the Housing Authority shall request a copy of the police report concerning the incident(s). This information shall be kept on file for future use by the Housing Authority. The employee that reports such information shall document in writing, the incident and shall indicate the time place and parties involved. This information shall be attached to the police report and kept on file for future use.

On a monthly basis, if necessary the Housing Authority shall request information from the Nuckolls County Sheriff's Department concerning any activities relating to any crime or disturbances that occurred on all property owned or managed by the City of Nelson Housing Authority for each month. The information requested must identify any incidents for the development. In the event there was no activity for the reporting period, the report shall reflect this fact, this information shall be kept on file for future use.

The Administrative Office shall maintain a tracking system that records and documents all crime and crime related activities on each development. This information shall be used to 1) determine security needs by development, 2) involve local law enforcement agencies in providing adequate law enforcement and security, 3) to report incidents of crime to the Board of Commissioners upon request and 5) provide information to the Department of Housing and Urban Development as required.