

POLICY CONCERNING THE BARRING OF INDIVIDUALS FROM HOUSING AUTHORITY PROPERTY

1. **General:** It is agreed that those individuals or group of individuals who interferes with those rights and endanger the safety, peace, and/or security of a resident or other persons lawfully and peacefully upon the property, should be prohibited access to HAHC property to prevent them from repeating such interference, acts, or conduct.
2. **Applicability:** HAHC property refers to all property owned, leased, or managed by the HAHC, directly or indirectly, in whatever form or wherever situated.
3. **Responsibility for Determination to Bar:** Individual or groups of individuals may be barred from HAHC property as a result of reports concerning:
 - The sale, manufacture, distribution, use, or possession of a controlled substance, illegal drug, or drug paraphernalia on or near HAHC property.
 - The use of, threatened use of, display of, or illegal possession of weapons, firearms, or explosives on or near HAHC property.
 - Robbery, burglary, or commission of a serious crime or felony against the person or property of the HAHC, residents, employees, or any other individual or group of individuals on or near HAHC property.
 - The willful destruction of, or damage to, the property/premises of HAHC residents, employees, or any other individual or group of individuals on or near HAHC property.
 - Any other activity that threatens the health, safety, or right of peaceful enjoyment of the property/premises of residents or employees of the HAHC.
 - Individuals caught trespassing on the property two times will be placed on the barred list.
 - Individuals who are believed to be staying on the property unlawfully (seen by other tenants going into apartments after midnight, caught on security cameras being on the property after midnight, etc) will be barred, even if not actually arrested for trespassing. The preponderance of evidence will be used to place any individual fitting this description on to the barred list.

4. **Notification of Barring:** The HAHC shall notify an individual of the decision to bar him or her from HAHC property by the serving of the notice by an authorized agent. Such notice shall include the following information:
 - Name of barred individual
 - Address if available
 - Date of Birth whenever available
 - HAHC properties the individual is barred from
 - Specific reasons for decision to bar
 - Consequences for violating bar notice
 - Appeal rights
5. **Violation of Bar Notice:** The HAHC shall consider the violation of the barred action as criminal trespass to state supported property and shall prosecute to the fullest extent of the law.
6. **Barred List:** The HAHC shall maintain a list of all individuals barred from HAHC property. Individuals will remain on the barred list for a minimum of two years. Any violation by the barred person will result in a minimum of one year being added before the person is removed from the barred list.

Any tenant caught with a barred person in his/her apartment will be evicted.

7. **Grievance Procedure for Barred Individuals:**
 - The notification to bar an individual from HAHC property shall contain the reason for barring the individual and a notice that the barred individual has ten (10) business days from the date of issuance of the notification to appeal the bar decision.
 - Requests for appeal must be submitted in writing to the HAHC's main office at 125 N. Chestnut Street, Kewanee, IL 61443, either delivered by someone other than the barred person during established business hours or by mail.
 - During the period of any appeal process, the barred individual shall not enter upon any HAHC property. Should they do so, they may be arrested for trespassing.

- The Executive Director of the HAHC or his/her designee shall schedule and hold an informal conference with the barred individual within ten (10) business days from the receipt of the written request to appeal.
- The Executive Director of the HAHC or his/her designee shall notify the barred individual of the decision concerning his or her appeal within ten (10) business days of the informal conference. That decision shall be final.
- In the event of an unfavorable ruling, the barred individual shall remain barred from HAHC property until the bar notice expires.