

DRUG POLICY DEVELOPMENT

PHILOSOPHY

We are very concerned about the problem with the drug abuse in our society. We are committed to doing our part in the reporting of narcotics activity and require the involvement of the on-site staff when necessary. We encourage residents to report suspicious drug activity to the law enforcement agencies on an anonymous basis.

When the situation warrants, we organize meetings in cooperation with local agencies to educate the residents and solicit their involvement in programs that curb drug and gang activities and related crimes.

POLICY/PROCEDURE

Any drug related activities on or near the project by a tenant, a member of the household, employee or guest is prohibited and will result in immediate eviction for material non-compliance of the lease.

DRUG ACTIVITY INCLUDES:

The illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use a controlled substance.

Any employee engaging in any drug activity as defined above, will be immediately dismissed and removed from the property.

I. Drug Enforcement Policy

- A. Any tenant/tenants households/guests or employees are prohibited from engaging in any drug related criminal activity as defined above.
- B. Any tenant/tenants households/guests or employees will not permit the unit to be used for or to facilitate drug or related criminal activity as defined above.
- C. Any tenant/tenants households/guests or employees will not engage in the illegal manufacture, sale or distribution of illegal drugs at any location, on or near the project premises.
- D. On-site personnel will be trained in drug awareness.
- E. Managers must adhere to stringent tenant screening policies. A police check will be added to tenant selection policy and incorporated into selection process. Every potential tenant is screened.
- F. Managers are to maintain an open line of communication with the police. Meet with the law enforcement officials in your district or division and inform him or her that you are interested in establishing a line of communication. Identify police officers who know the area and who may be willing to initiate a "foot-beat" within your development.



- G. Establish a rapport with local law enforcement agencies, and organizations in the community involved in eliminating drugs in your community.'
- H. Begin a regular neighborhood watch or police community meetings where tenants may come face-to-face with officers who police their developments. Network: Work with tenants and encourage them to cooperate with management and local law enforcement agencies in creating a neighborhood watch program. Work within the community, contact churches and neighborhood organizations dealing with the drug problem. Join forces with groups involved in the war on drugs.
- I. Contact community leaders, police and social services involved in mobilizing the community.
- J. Control access to the property. Install fences, increase the lighting on the premises.
- K. Inspect apartment units on a quarterly basis. Use unit inspection as a time for identifying drug abusers. Police should be informed where drug paraphernalia is found.
- L. Solicit the help of project tenants, provide assurance that any information they give will be held in strict confidence by both office personnel and police.
- M. Invite athletes, local law enforcement officials or well-known celebrities to endorse anti-drug campaigns to address residents on the dangers of drug use. Implement drug education programs aimed at specific age groups.
- N. If you suspect drugs in your project, contact your local police/sheriff/narcotic enforcement department. The police will provide surveillance or undercover police to apprehend dealers.

II. **Discouraging the Drug Trade**

- A. Drug dealers, like other retailers, want locations which are easy for customers to find, with convenient access, and with features which place customers at ease. They want their business place organized for efficiency, so they can generate maximum sales with minimum costs.
- B. The ideal drug trafficking location is convenient to one or more busy streets, with good drive-through access for customers, plenty of lookout stations, several escape routes, minimal lighting, lots of litter into which drugs and firearms can be thrown in an emergency, minimal presence of police (or anyone who might be likely to call the police).

III. **Here Are Some Physical Changes Which May Help**

- A. Adequate exterior lighting. Use efficient fixtures with vandal-proof covers, mounted well above the ground.
- B. Eliminate escape routes for vehicles, using card-access grates, and blocking off unnecessary entrances (particularly at night).
- C. Eliminate escape routes for foot traffic, by installing fencing and other barriers. Local fire code officials may permit you to block off rear breezeway entrances.



- D. Eliminate lookout posts. Second and third floor common hallway windows are favorite spots; you can remove windows and cover them over with siding or brick.
- E. Secure all laundry rooms, basements, and storage rooms after business hours; use metal doors, metal jambs, heavy duty hinges and first class locks.
- F. Pick up litter several times per day.

IV. **Prevention**

- A. Include in monthly newsletter expressing management's commitment to a drug-free environment.
- B. The presence of uniformed police officers or marked patrol vehicles is an active deterrent against persons entering the apartment complex to purchase drugs.
- C. Screen all applicants thoroughly.
- D. Do frequent inspections.
- E. Work with your tenants.

V. **Do You Know What Drug Paraphernalia Looks Like? Do You Know What The Drugs Look Like? Here Is A List Of Some Physical Signs Of Crack And Cocaine Use.**

- A. Quantities of burnt matches: crack requires very high temperatures before it begins to smoke, and generally does not stay lit once it begins to smoke.
- B. Glass straws roughly three to four inches long, often with a small piece of Brillo near one end for smoking crack.
- C. Aluminum beer or soft drink cans, flattened and punctured with several small holes on one side for smoking crack.
- D. Very small (roughly one inch square) zip lock bags, or small glass vials: crack is often sold in these containers. Decorations on the bags, and stopper color indicate which dealer manufactured the drug.
- E. Squares of aluminum foil: crack is often wrapped in aluminum foil, particularly in the Midwest and West.
- F. Baking soda boxes and metal tea strainers: presence of these items indicates manufacturing of crack.

VI. **If You Have Drug Activity Already**

- A. YOU MUST REGAIN CONTROL OF THE PROPERTY!
- B. Do an extensive property-wide, unit-by-unit inspection and verification of leaseholders and their dependents.



- C. If property has severe drug problems, photo identification may be needed to control who in fact, is occupying a particular unit. (Copy drivers license as well.)
- D. Contact local police, request drive-by or undercover agency.

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