



116 WEST FRANKLIN PLACE • (706) 376-3153 • (706) 376-9758 FAX

BROOKS PAGE
EXECUTIVE DIRECTOR

KRISTIN CRUMP
OFFICE MANAGER

CONDUCT OF VISITORS

THE PHILOSOPHY OF PUBLIC HOUSING FROM ITS BEGINNING WAS TO MAINTAIN THE PREMISES AND NEIGHBORHOODS IN A DECENT, SAFE, AND SANITARY CONDITION.

THE HARTWELL HOUSING AUTHORITY HAS PREPARED A GUIDELINE ON THE CODE OF CONDUCT FOR RESIDENTS AND THEIR VISITORS AND GUEST. RESIDENTS ARE MADE AWARE THAT GUEST/VISITORS ARE THEIR RESPONSIBILITY AND VIOLATIONS OF THE CODE OF CONDUCT MAY RESULT IN DISCIPLINARY ACTIONS INCLUDING BARRING AND/OR ARREST OF THE GUEST AND EVICTION AND/OR ARREST OF THE TENANT.

CODE OF CONDUCT FOR RESIDENTS AND THEIR VISITORS/GUESTS AND BARRING GUIDELINES

I. 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.

VISITORS 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 OBEY THE "NO LOITERING" SIGNS POSTED THROUGHOUT PUBLIC HOUSING COMMUNITIES AND REFRAIN FROM CREATING A DISTURBANCE.

VISITORS AND RESIDENTS ARE EXPECTED TO ABIDE BY ALL OF THE LAWS WHICH GOVERN THE CONDUCT OF ANY OTHER CITIZEN OF HARTWELL, GEORGIA. A VIOLATION OF ANY SUCH LAWS OR ORDINANCE WILL BE A VIOLATION OF THIS POLICY. SOME OF THE MORE OBVIOUS EXAMPLES WOULD INCLUDE: TRESPASS, AND CRIMINAL DAMAGE TO PROPERTY. OTHER EXAMPLES WOULD INCLUDE:

A. DRUG /ALCOHOL VIOLATIONS

1. THE SALE, USE, POSSESSION OR DISTRIBUTION OF ILLEGAL DRUGS OR SALE OF ALCOHOLIC BEVERAGES ON HOUSING AUTHORITY PROPERTY.
2. POSSESSION OF ALCOHOLIC BEVERAGES IN AN OPEN CONTAINER OUTSIDE THE RESIDENTS, IN A PARKING LOT, STREET, OR OTHER COMMON AREAS IS PROHIBITED. CONDUCT IN VIOLATION OF THE CITY OF HARTWELL OPEN CONTAINER ORDINANCE IS ALSO A VIOLATION OF THIS POLICY.

B. INTERFERENCE AND INTIMIDATION

INTERFERENCE WITH AND INTIMIDATION OF HARTWELL HOUSING AUTHORITY STAFF OR ANY POLICE OFFICER IS PROHIBITED.

C. THREATS OF HARM AND PROFANITY

THREATS OF HARM OR USE OF PROFANITY TOWARDS HOUSING AUTHORITY STAFF OR POLICE OFFICER.

D. LOTTERING /TRESPASSING

LOITERING IN AREAS WHICH ARE POSTED “NO LOITERING” OR ANY CONDUCT THAT CONSTITUTES LOITERING OR PROWLING UNDER THE LAWS OF THIS STATE. ENTRY INTO AN AREA NOT OPEN TO THE PUBLIC AT THE TIME OF ENTRY.

E. GAMBLING

ANY ACTIVITY WHICH CONSTITUTES THE OFFENSE OF GAMBLING UNDER THE LAWS OF THE STATE OF GEORGIA.

F. REFUSAL TO IDENTIFY SELF

REFUSAL TO PRESENT SUFFICIENT IDENTIFICATION TO VERIFY ONE’S IDENTITY TO HOUSING AUTHORITY STAFF OR POLICE OFFICER.

G. LOUD MUSIC

PLAYING LOUD MUSIC IN AN AUTOMOBILE, ON HOUSING AUTHORITY PROPERTY, OR ANY ACTIVITY THAT WOULD CONSTITUTE A VIOLATION OF THE CITY OF HARTWELL NOISE ORDINANCE.

H. FRAUD IN OBTAINING PUBLIC HOUSING

VIOLATION OF O.C.G.A. 16-9-55 WHICH PROHIBITS FRAUDULENTLY OBTAINING OR ATTEMPTING TO OBTAIN PUBLIC HOUSING OR REDUCTION IN PUBLIC HOUSING RENT INCLUDES ANY PERSON WHO ASSIST 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.

I. OTHER ILLEGAL ACTIVITIES

THE ABOVE LIST OF EXAMPLES IS FOR ILLUSTRATIVE PURPOSES ONLY AND IS NOT ALL INCLUSIVE. ANY CONDUCT THAT IS AN OFFENSE UNDER THE LAWS PERTAINING TO THE OTHER RESIDENTS OF THE CITY OF HARTWELL SHALL ALSO BE A VIOLATION OF THIS POLICY AND SUBJECT THE OFFENDERS TO DISCIPLINARY ACTION AND/OR ARREST.

II. BARRING

NON-RESIDENTS WHO VIOLATE ANY OF THE PROHIBITED ACTS OR LAWS OF THE STATE OF GEORGIA WHILE ON HARTWELL HOUSING PROPERTY ARE SUBJECT TO BEING BARRED FOR THREE MONTHS, ONE YEAR, OR 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 SENT. HOWEVER, THE EFFORTS OF THE HOUSING AUTHORITY TO PROVIDE WRITTEN NOTICE SHALL NOT INVALIDATE AN ORAL WHICH SHALL HAVE THE SAME FORCE AND EFFECT AS A WRITTEN NOTICE

III. APPEAL CONFERENCES

NON-RESIDENTS WHO ARE BARRED FROM HARTWELL HOUSING AUTHORITY PROPERTIES WILL BE PROVIDED AN OPPORTUNITY FOR AN APPEAL CONFERENCE TO DISCUSS THE MEASURES TAKEN AGAINST THE INDIVIDUAL. ANY REQUEST FOR AN APPEAL CONFERENCE MUST BE FILED IN WRITING AT THE HOUSING AUTHORITY’S OFFICE AT 116 WEST FRANKLIN PLACE WITHIN (10) DAYS OF BEING BARRED.

IV. ENTRY CONFERENCES

NON- RESIDENTS WHO HAVE BEEN BARRED FROM HARTWELL HOUSING AUTHORITY PROPERTY MUST CALL (706)376-3153 OR VISIT THE HOUSING AUTHORITY OFFICE AT 116 WEST FRANKLIN PLACE TO SCHEDULE A CONFERENCE WITH THE **EXECUTIVE DIRECTOR** AND WHEN NECESSARY A REPRESENTATIVE OF THE **HARTWELL POLICE DEPT** .BEFORE HE/SHE WILL BE ALLOWED TO VISIT THE PROPERTY FROM WHICH HE/SHE WAS BARRED.

SIGNATURE (HEAD OF HOUSEHOLD)

DATE