

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
2201.1 CRIME FREE MULTI-HOUSING PROGRAM**

EFFECTIVE:	7/10/11
RESCINDS:	2201.0
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	COMMUNITY INVOLVEMENT SECTION COMMANDER
ACCREDITATION CHAPTERS:	NONE
CHIEF OF POLICE:	ORLANDO ROLON

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POLICY: It is the policy of the Orlando Police Department to help tenants, owners and managers of rental properties reduce illegal activities within their communities. The Orlando Crime Free Multi-Housing Program (CFMH) was implemented to help tenants, owners, and the managers of rental properties provide a safer environment within their communities.

PROCEDURES:

**1. PROGRAM**

The program utilizes a unique three phase approach to reducing crime on rental property.

PHASE ONE: The officers of the Community Relations Unit (CRU) will provide an eight-hour training seminar to all apartment managers and law enforcement officials that participate in the CFMH program. As a requirement of the program, every apartment manager shall attend this eight-hour training seminar for certification. Should the property manager change, the new manager has one year in which to attend the eight-hour training seminar.

PHASE TWO: Certification that the rental property meets the minimum-security requirements that are set forth by the Crime Free Multi-Housing Program. The minimum-security requirements are as follows:

- a. Dead-bolt locks on all unit entry doors.
- b. Eye views with a 180-degree view on each unit entry door.
- c. Anti-lift/slide devices on sliding door and windows.
- d. Strike plates with three-inch screws.
- e. Properly trimmed trees and shrubs (away from buildings and lights to eliminate hiding places).
- f. Adequate security lighting (City Code).

In order to comply with the requirements, the CRU officers will conduct annual Crime Prevention Through Environmental Design (CPTED) surveys to ensure requirements are being met.

PHASE THREE: Manager/tenant meetings will be conducted with the Orlando Police Department CRU officers. These meetings will ensure that managers get their tenants involved in their program.

## **2. MANAGERS' RESPONSIBILITIES**

Every participating property manager will be responsible for hosting at least one manager/tenant meeting annually to remain a part of this program. If the manager fails to follow any of the requirements as outlined in this policy, it would result in immediate termination from this program.

Customarily, lease agreements caution tenants against involvement in any illegal activity. The Crime Free Multi-Housing Program Lease Addendum stipulates that the tenant could be evicted for criminal activity occurring on or off the property. Violations of the agreement may constitute grounds for eviction. All CFMH certified properties must have new and renewing renters sign the CFMH program lease addendum (Attachment A). The Orlando Police Department will inform the participating manager of a tenant's involvement in criminal activity occurring on or off the property. It then becomes the manager's responsibility to implement the eviction process. Participating complexes will have signs posted at their entrances identifying them as a member of the Crime Free Multi-Housing Program.

## **3. General Offender Awareness List (G.O.A.L.)**

The General Offender Awareness List (G.O.A.L.) is a list of people who have been arrested for a felony, drug offense or crime of violence either on or off a Crime Free Multi-Housing property. The data from this list is created from the AS400, event logs and crime meetings. Any offender, who is arrested and lists a Crime Free Multi-Housing property as their address or is arrested on a Crime Free Multi-Housing property, will be flagged in the AS400 program. The coordinator will then input that data into the G.O.A.L. list which will be accessible by Orlando Police Department personnel and managers from participating properties.

Apartment managers will be able to query potential tenants against the G.O.A.L. list. If a potential tenant appears on the G.O.A.L. list, the Crime Free Multi-Housing property will not rent to that particular individual.

## **4. CRIME FREE MULTI-HOUSING COORDINATOR RESPONSIBILITIES**

The Crime Free Multi-Housing Coordinator shall be a sworn Orlando Police Officer. The CFMH Coordinator shall be required to attend state-sponsored Crime Prevention courses to include CPTED. The Crime Free Multi-Housing Coordinator will be assigned to the Crime Prevention Division and report to the Community Relations Supervisor.

The Crime Free Multi-Housing Coordinator is responsible for the following:

- Maintain an active list of apartment properties enrolled in the program.
- Collect data from the AS400 and input the data into the Easy Tracking program.
- Keep the G.O.A.L. list up to date and within department public records release policy.
- Serve as the primary liaison between the apartment properties and the Orlando Police Department.
- Ensure all properties enrolled in the program keep their certification current through (CPTED), Crime Prevention Through Environmental Design and strict adherence to CFMH requirements.
- Provide a list of all participating apartment properties to all Patrol Captains and Lieutenants. The list will be maintained and updated on a quarterly basis.
- Ensure all managers of CFMH certified properties are notified of all arrests of their residents and arrests on their properties which fall within the CFMH guidelines.
- Ensure managers aggressively pursue strict adherence to the standards outlined in the Crime Free Lease Addendum (Attachment A).

## **5. COMMUNITY RELATIONS UNIT RESPONSIBILITIES**

While the Crime Free Multi-Housing Coordinator is the Department's primary liaison with the apartment community, it is the responsibility of each officer assigned to the Community Relations Unit (CRU) to maintain a positive working relationship with all of the apartment properties within their respective districts.

CRU officers will notify the CFMH Coordinator when new apartment properties within their districts are interested in becoming a member of the CFMH program.

CRU officers will daily review and collect data from the AS400 CFMH section and input the data into the Easy Tracking program. CRU officers will assist the CFMH Coordinator with maintaining accurate and updated information on all CFMH certified properties.

CRU officers will have the responsibility of initiating contact with the apartment properties within their districts and preparing those properties for the CFMH Program by conducting all CPTED surveys (Attachment B), follow-up surveys, and the Safety Social (Attachment C). The CFMH Coordinator will assist the CRU officers with each phase as necessary.

In order to ensure compliance of the CFMH Program requirements, CRU officers or the Crime Free Multi-Housing Coordinator will conduct an annual Crime Prevention Through Environmental Design (CPTED) survey of each certified property to ensure requirements are being met.