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### Resident Officer Policy for Chelsea Housing Authority

Adopted September 23, 1998  
Amended March 1, 2012  
Effective July 1, 2012

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- 1) All Police Officers selected to the program must be members in good standing with the Chelsea Police Department. Officers who wish to participate in the program, must receive permission from the Chief of Police or his/her designee.
  - 2) Officers who are selected by the CHA to participate in the program will be required to sign a license agreement. This agreement allows the Officer the use and occupancy of the CHA apartment as long as they fulfill their obligations as stipulated in the license agreement and resident officer policies.
  - 3) Officers will be required to submit a monthly report detailing the activities in their assigned development(s). This report should include, but is not limited to, information on meetings, events or any criminal activity that may have occurred during the month. These reports must be turned in by the 7th of each month to their property manager. These reports will be reviewed by the Chelsea Housing Authority Board of Commissioners, Executive Director and Chelsea Police supervisors.
  - 4) The Resident Officer must notify the property manager of all calls for service, incidents and/or arrests to their development(s) once all reports are concluded by the responding police officer. The report or summary of the incident must be e-mailed to the CHA property manager within 24 hours of the incident.
  - 5) A mandatory walk through of the development(s) once a day, unless out of the city or physically unable to due to injury.

- 6) A yearly review meeting of the Resident Officer Program attended by the CHA Executive Director or his/her designee, the Resident Officer's Chelsea Police supervisor or his/her designee and the Resident Officer. This meeting must take place before a new individual license agreement is signed. The program at each development will be evaluated, at a minimum, yearly and renewed at the CHA's discretion.
  
- 7) Officers that live in a development where there is no separate electric meter will be required to pay the CHA, in addition to the use and occupancy fee, a monthly utility bill of twenty five (25) dollars. Officers will be assigned a unit that best serves the CHA. The CHA may change the officer to another unit as the need arises with a thirty (30) day notification.
  
- 8.) The License Agreement and participation in the *Resident Officer Program* will terminate if any of the following occur:
  - a) The police officer is no longer employed by the Chelsea Police Department;
  - b) The Officer violates the terms of the CHA standard lease;
  - c) The Officer is unable to perform his duties as a police officer due to illness or injury for a period of more than forty-five (45) days;
  - d) The Officer fails to participate in the required meetings, crime watch program or to submit reports in a timely manner.

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Licensee

\_\_\_\_\_  
CHA Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date