MODEL LETTER

Get HUD's Consent to House Police or Security Officer

Submit a plan like the one in the letter below to request permission from your local HUD office or contract administrator to house a police or security officer's household in an assisted unit. The letter states your request and then explains the lease arrangement you propose to establish between the site and the officer, as HUD requires. Have your attorney look over your plan before you submit it to HUD.

[*Insert date*]

Ms. Jane Doe, Project Administrator
HUD Field Office
123 Main St.
Anytown, Anystate 12345

Re: Plan to House Police Officer

Dear Ms. Doe:

In accordance with HUD Handbook 4350.3, par. 3-8(D)(3), we are submitting a plan to house one police officer at Park View Apartments. Our site contains 100 units, and we propose to reserve one assisted unit at the site for one police officer's household.

We contacted Anytown Police Department to determine the officer's background and qualifications. The officer we seek to house has been employed as an officer of the department for seven years. We understand from discussions with the officer's supervisor that he has a good record and has not been subject to any disciplinary action by the department. In fact, the supervisor said that the officer was recently promoted for his good performance on the job. The supervisor also said that the officer has displayed skill in dealing with members of the public and that he thought the officer would be successful in forging good relationships with both you and elderly residents at our site. In addition, we performed the same financial and criminal background check on the officer that we perform on all our residents. The officer had a clean record and cleared both checks. We expect the officer's length of residency at our site to be one year.

The current contract rent of the unit is $500 for a one-bedroom unit, and the annual maintenance cost for the unit is $500. We propose to set the gross rent for the officer's household at $400 for the one-bedroom unit. We also propose to pay the officer to patrol the site once per week, while he is off duty. We anticipate that this would take one hour and that we would compensate the officer from site funds at the rate of $40 per week.

A resident police officer would greatly enhance site security. Park View Apartments is located in a depressed urban area in Anytown. The site is adjacent to a high-crime area that poses a risk for our residents and site security. We are especially concerned about drug activity that appears to be occurring in a park two blocks from our site. Many of our residents are families with young children and teenagers. We are concerned that these children and teenagers may be influenced by the drug and other troublesome activity in the neighborhood.

To illustrate this activity, attached is a copy of the local police department's crime report, covering a six-month period, for the neighborhood in which our site is located.

Fortunately, we have had few problems despite the criminal activity that occurs very near our site. We have taken steps to deal with security issues by restricting access to our buildings and requesting that visitors sign in. But we still see some loitering near our site, and we want to make sure that the criminal activity in the streets is not brought into our site. A resident police officer, because of his or her official duties and professional training, is more likely to be familiar with the signs of drug activity or other misconduct. The officer may be able to give us better insight into whether there are crime concerns at the site.

In addition, knowing a police officer lives at the site and may be nearby, residents will more likely think twice about engaging in criminal behavior. By minimizing disturbances at the site, a resident police officer would help us keep outside problems from encroaching on our site. Residents are also likely to perceive the site as more secure with a resident police officer, and that may make the site more secure in reality.

We note that the police officer we would like to house is not related to the owner, the principals, or any other person connected to the site.

We look forward to hearing from you about our request. If you have any questions or would like to discuss our plan, please feel free to call us at (123) 123-4567.

Yours truly,
Jane Doe, Site Owner

ATTACHMENT: NEIGHBORHOOD CRIME REPORT