

**ST. LOUIS HOUSING AUTHORITY
TRESPASS/BAR & BAN POLICY**

The St. Louis Housing Authority seeks to provide properties that are safe, decent, and sanitary dwelling units in which families may live. In addition, SLHA has the right to refuse entrance or access to any of its properties to any unauthorized person as defined in Section 1, below.

Section 1. No person may enter upon a SLHA development unless that person is authorized to be on the SLHA development. The only persons authorized to be on a SLHA development are:

- (a) Residents of the SLHA development;
- (b) Members of the resident's household;
- (c) A resident's guests, except as provided in Section 4;
- (d) Persons authorized under Section 2;
- (e) Organizations with a license to use a portion of a SLHA development for specified purposes, and including the invitees of a licensee;
- (f) Persons employed by or doing business with SLHA or its management agents at the SLHA development;
- (g) Persons engaged in the legal or law enforcement community who are engaging in activities directly related to civil or criminal matters, such as process servers, investigators, attorneys or other individuals legitimately on a SLHA development for such purpose;
- (h) Persons authorized after consultation with the Resident Council as provided under Section 2, below; and
- (i) Commissioners of the St. Louis Housing Authority.

Any person not authorized to be on an SLHA development will be deemed to be trespassing, and may be subject to arrest and prosecution for criminal trespass in violation of state and local law.

Section 2. Any person, not otherwise authorized under Section 1, seeking access to a SLHA development for legitimate business or social purposes shall be admitted as follows:

- (a) Any such person or organization shall submit a written request to the property management office of the respective SLHA development to which the person is seeking access.
- (b) SLHA, in consultation with the resident council and the management agent of the respective SLHA development, shall review the request and respond to the request in writing within ten (10) business days of the request stating approval or disapproval of the request. If SLHA has not responded within ten (10) business days, the request is deemed approved.

Section 3. Any person not identified in Section 1 as an authorized person may be subject to the issuance of a Bar & Ban Notice for the period of time specified in the Bar & Ban Notice, not to exceed five years.

Section 4. An individual may be subject to the issuance of a Temporary or Extended Bar & Ban Notice barring them from a specified SLHA development pursuant to the following:

- (a) Any resident's guest who engages in any activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents or SLHA or management agent employees or violates SLHA policy is an unauthorized person and may be barred for a Temporary or Extended period of time as specified in sub-sections (b) and (c) below.
- (b) A Temporary Bar & Ban Notice shall remain in effect for the first infraction for six (6) months, for the second infraction for one (1) year, and for the third infraction for two (2) years for the following infractions:
 - (1) Entering SLHA development without presenting identification or properly signing the visitor log, unless identified as a guest by the resident they are visiting;
 - (2) Being on SLHA development at a location or unit not specified on the guest pass or visitor log, unless the person is traveling on the most direct route to or from such location, or accompanied personally by the resident being visited;
 - (3) Residing as an unauthorized occupant in a SLHA dwelling unit; or
 - (4) Engaging in excessively loud or disruptive conduct or otherwise disturbing the peace of SLHA residents or SLHA employees or minor destruction of property.
- (c) An Extended Bar & Ban Notice shall remain in effect for five (5) years for the following infractions:
 - (1) Persons issued more than three (3) Bar & Ban Notices for activities identified in Section 4(b);
 - (2) Engaging in conduct that is dangerous to the health or safety of SLHA residents, SLHA employees or employees of SLHA's management agents;
 - (3) Engaging in activities involving illegal drugs, violence, weapons, theft, assault, and serious

damage to property; and

(4) Persons evicted from SLHA development on the basis of such person's criminal activity or violent behavior.

(d) Nothing contained in this Policy shall prevent a guest of a SLHA resident from access or entry to the resident's dwelling unit for legitimate business or social purposes except as they may have been barred as provided in Section 4(b) or (c).

(e) For purposes of this Policy, a resident's guest is any individual who is an invitee of, and can identify by name and address, an individual who is a member of a household under lease with SLHA, and such individual is available and willing to accept the guest.

Section 5. (a) Bar & Ban Notices issued to unauthorized persons under Section 3 or Temporary or Extended Bar & Ban Notices issued to guests under Section 4 may only be issued to bar such individuals from a particular SLHA development.

(b) Bar & Ban Notices may not be issued to bar persons from public streets or sidewalks, or from private property adjoining SLHA development.

Section 6. (a) Bar & Ban Notices shall be served personally on each person barred from a SLHA development, if possible; otherwise, Bar & Ban notices shall be served on each person barred from a SLHA development by ordinary U.S. mail to the person's last known address.

(b) The Bar & Ban Notice shall identify the basis for the issuance of the Bar & Ban Notice and the time period for which the person is barred from the SLHA development. The Bar & Ban Notice shall reflect the date, method and manner of delivery upon the barred person. The Bar & Ban Notice does not have to be delivered to the person on the SLHA development.

(c) A copy of the Bar & Ban Notice issued to a resident's guest shall be provided to the resident, if the guest has identified the address and name of the resident. A resident may file a grievance pursuant to the provisions of the St. Louis Housing Authority Grievance Procedure if the resident's guest has been barred.

Section 7. Bar & Ban Notices shall only be issued by the following persons:

(a) Development managers;

(b) Members of the St. Louis Metropolitan Police Department;

(c) Private security providers contracted by SLHA or SLHA's management agents;

(d) The SLHA Executive Director or her designee.

Section 8. Bar & Ban Notices and Trespass/Bar & Ban Policy information shall be made available as follows:

(a) The SLHA Asset Manager shall keep copies of all Bar & Ban Notices and records of the expiration dates thereof;

(b) A copy of the Trespass/Bar & Ban Policy shall be provided to each applicant upon signing a lease with SLHA;

(c) A copy of the Trespass/Bar & Ban Policy shall be provided to the Resident Council for the SLHA development; and

(d) A copy of the Trespass/Bar & Ban Policy shall be available at the management office for each SLHA development.

Section 9. The issuance of a Bar & Ban Notice requires the following:

(a) The barred person shall immediately leave the SLHA development from which the person was barred and not return to that SLHA development for the period the Bar & Ban Notice remains in effect.

(b) Should the barred person fail to leave the SLHA development after the issuance of the Bar & Ban Notice, or later returns to the SLHA development noted on the Bar & Ban Notice at any time while the Bar & Ban Notice is in effect, the person may be arrested for trespassing under the applicable state or local statute.

Section 10. Any barred person may submit a written request for a temporary lift of an Extended or Temporary Bar & Ban Notice to the SLHA Asset Manager.

(a) The written request shall state the specific location and time period during which the barred person is seeking access, and the reason for the request of the temporary lift, including any documentation of a request for a reasonable accommodation.

(b) A temporary lift shall be for a period of not more than eight hours during one calendar day.

(c) Any barred person who commits a subsequent infraction on SLHA development during a period of a temporary lift shall be prohibited from requesting additional requests for temporary lifts during the

remaining term of the Bar & Ban Notice.

(d) The Asset Manager shall review the request for a temporary lift and respond in writing within ten (10) days of the submission.