



## **SMOKE DETECTOR POLICY**

Smoke detectors are installed in each home for the purpose of providing an early warning to save the household members from injury/harm in the event of a fire. The purpose of this policy is to specify the action required by Housing Authority employees when a tenant or guest alters (removes, disconnects or covers) a smoke detector.

### **IMPLEMENTATION PROCEDURE**

The smoke detector shall never be altered by the tenant. Whenever a HA employee finds that a detector has been altered, the detector shall immediately be restored to a working condition. Secondly, tracking is to be provided by the use of the "Smoke Detector Violation" form (attached.). We will rely on the Maintenance employee to initiate this form in the great majority of cases because he is most frequently involved in entering the residence for repair calls. An inspector might also encounter an altered detector during a three-month inspection or during an Annual Inspection. If the violation is found by anyone other than the Maintenance employee, a work order is to be issued immediately and it will be completed as though it were an emergency.

The HA employee shall complete the Violation form, get a tenant signature if possible and send the original copy to the appropriate Housing Manager.

The Housing Manager will be responsible for tracking which shall include the following:

- 1) Issuing the appropriate warning letters (see the attached First Warning Letter and the Second Warning Letter);
- 2) Follow up to assure the violation was corrected the same date it was found;
- 3) Filing a copy of the violation form in the tenant's file and in a separate file, by project, and;
- 4) Keeping track of the number of violations to assure lease termination after the 3<sup>rd</sup> occurrence.
- 5) Issue the Lease Termination Notice for Cause, if applicable.

### **DEFINITION OF "REPEATED VIOLATION"**

"Repeated Violation", when referring to the alteration of Smoke Detectors, shall be defined as three occurrences (two warning letters) over the period of occupancy in public housing. The first two occurrences will result in warning letters. The third occurrence will result in the termination of the Dwelling Lease.