

Chapter 17

CRIMINAL RECORDS MANAGEMENT POLICY

A. INTRODUCTION

In the course of its regular operations, RCRHA comes into possession of criminal records, as well as other documents related to criminal offenses of applicants (i.e. drug and alcohol abuse treatment documentation). While necessary to accomplish Housing Authority business, these records must be maintained securely and kept from improper use.

The RCRHA may also be called upon to perform criminal record checks regarding applicants or tenants for housing that receives federal assistance from RCRHA. RCRHA shall maintain the records received for these residents or applicants in the manner prescribed in this policy.

B. ACQUISITION

All adult applicants shall complete the Dissemination Form authorizing the release of criminal record history to the Authority upon applying for housing, or at any time an existing resident household wishes to add an adult member to the lease. Through its cooperative agreement with the Police Department, a check of police records will be made. This check is done for the purpose of screening adult applicants for housing.

All requests for criminal records and records relating to criminal history shall be sent to the program staff. Only the designated program staff, appropriate personnel, and the Hearing Officer, shall have access to these records (the Human Resources Manager has access to criminal records only for the purpose of screening employees/potential employees of the Housing Authority, and does not have access to criminal background checks conducted for the purpose of applicant screening). The program staff, appropriate personnel, and Hearing Officer shall discuss the records with other Authority employees only as required to make a housing decision.

C. MAINTENANCE

The Authority will keep all criminal records or records relating to criminal history that are received confidential. These records will be used only to screen applicants for housing or to pursue evictions. The records will not be disclosed to any person or entity except for official use in the application process, hearing process, in accordance with the regulations, and/or in court proceedings. No copies will be made of the records except as required for official or court proceedings.

Criminal records or records relating to criminal history status are maintained in the applicant or resident file in a secured area, or will be maintained in a separate file in a secured area. These files are maintained in locked cabinetry in a secured office with limited access. The program staff and appropriate personnel are the only employees having access to the cabinet or to the office.

D. DISPOSITION

The records shall be disposed of within the policies of the RCRHA. If contested, the records shall be retained until all issues are resolved.