



## SOMERVILLE HOUSING AUTHORITY

30 Memorial Road, Somerville, Massachusetts 02145  
Telephone (617) 625-1152 Fax (617) 628-7057 TDD (617) 628-8889

### **LOCK-OUT POLICY**

Effective February 1, 1999, the Somerville Housing Authority will implement a revised lock-out policy.

- All residents will be charged after the second time lock-out services are rendered to the residents within a consecutive twelve month period.
- The amount charged will be \$37.50 for each lock-out service rendered after normal SHA business hours. Somerville Housing Authority Public Safety Officers shall provide lock-out services only during evening hours between 4:30 p.m. and 12:30 a.m.
- Only a resident, who is the head of household, will be allowed entry by SHA staff. Or, a member who is 18 years or older with previous written permission by the head of the household that allows for that specific member of the household to gain entry to the apartment from SHA assistance if the household member is locked out will be allowed entry.
- Lock-out services will not be provided between 12:30 a.m. – 8:00 a.m.

For the safety of the public after normal business hours, the SHA shall only allow lock-out services provided to residents to be performed by a SHA Public Safety Officer since the SHA's PSD has access to confirm the residency of the person needing service.

If lock-out services are needed while SHA Public Housing staff is off duty the resident shall either call a locksmith or wait until normal business hours or the above mentioned hours that a public safety officer is on duty.

All Lock-out Services provided between normal business hours, 8:00 a.m. until 4:00 p.m. will be conducted by either the manager of the housing development or subject to the approval of the manager of the development or the Administrator; the public safety department staff or the maintenance staff.