execute a security personnel contract that includes the following:

(1) The activities to be performed by the security personnel, their scope of authority, established policies, procedures, and practices that will govern their performance (i.e., a Policy Manual as described in section I.(c)(1)(i)(D)) and how they will coordinate their activities with the local law enforcement agency;

(2) The types of activities that the security personnel are expressly prohibited from undertaking.

(3) Expenditures for activities under this section will not be incurred by the grantee and/or funds released by the local HUD Field Office until the grantee has executed a contract for security guard services.

(D) Security guard personnel funded under this program *shall be guided by a policy manual* (see below) that regulates, directs, and controls the conduct and activities of its personnel. *All security guard personnel must be trained at a minimum* in the areas described below in paragraph (2) of this section.

(1) An up-to-date policy manual, which contains the policies, procedures, and general orders that regulate conduct and describe in detail how jobs are to be performed, *must exist or be completed* before a contract for services can be executed.

(2) Areas that must be covered in the security guard manual include but are not limited to: use of force, resident contacts, response criteria to calls, pursuits, arrest procedures, reporting of crimes and workload, feedback procedures to victims, citizens complaint procedures, internal affairs investigations, towing of vehicle, authorized weapons and other equipment, radio procedures internally and with local police, training requirements, patrol procedures, scheduling of meetings with residents, record keeping and position descriptions on every post and assignment.

(F) If the security guard contractor collects officer activity information (which the Department recommends) for the housing authority, the contractor must use a housing authority approved activity form for the collection, analysis and reporting of activities by officers funded under this section. Computers and software may be included as an eligible item in support of this housing authority data collection activity.

(ii) Employment of Housing Authority Police. Employment of additional housing authority police officers is permitted only by housing authorities that already have their own housing authority police departments, which are the following housing authorities:

(1) Baltimore Housing Authority and Community Development, Baltimore, MD.

(2) Boston Housing Authority, Boston, MA.

(3) Chicago Housing Authority, Chicago, IL.

(4) Cuyahoga Metropolitan Housing Authority, Cleveland, OH.

(5) Housing Authority of the City of Los Angeles, LA, CA.

(6) New York City Department of Housing Preservation and Development, NYC, NY.

(7) Housing Authority of the City of Oakland, Oakland, CA.

(8) Philadelphia Housing Authority, Philadelphia, PA.

(9) Housing Authority of the City of Pittsburgh, Pittsburgh, PA.

(10) Waterbury Housing Authority, Waterbury, CT.

(11) Virgin Islands Housing Authority, Virgin Islands.

Housing authorities that have their own housing authority police departments, but that are not included on this list must contact Malcolm E. Main, Crime Prevention and Security Division (CPSD), Office of Community Relations and Involvement (OCRI), Public and Indian Housing, Department of Housing and Urban Development, Room 4116, 451 Seventh Street, SW. Washington, DC 20410, telephone (202) 708-1197 to request approval before they may apply for funding under this paragraph. A telecommunications device for hearing or speech impaired persons (TDD) is available at (202) 708-0850. (These are not toll-free telephone numbers.)

(A) *If additional* housing authority police officers are to be employed for a service that is also provided by a local law enforcement agency, *the applicant must provide a cost analysis/budget narrative that demonstrates* the employment of additional housing authority police officers is more cost efficient than obtaining the service from the local law enforcement agency.

(B) Additional housing authority police officers to be funded under this program *must be an increase* in the number of HA police officers authorized by the housing authority, although such additional housing authority police officers funded under a prior Drug Elimination Program Grant may qualify for funding as a continuing activity under section I.(c)(8) (Continuation of Current Program Activities) of this NOFA.

(C) An applicant seeking funding for this activity must describe the baseline services by describing the current level

of services provided by the local law enforcement agency and then demonstrate to what extent the additional housing authority police officers will represent an increase over these services. For purposes of this NOFA, the current level of services is defined as ordinary and routine services provided or required to be provided under a cooperation agreement to the residents of public housing developments as a part of the overall, city and county-wide deployment of police resources, to respond to crime and other public safety incidents. These include the number of officers and equipment and the actual percent of their time assigned to the developments proposed for funding, and the kinds of services provided, e.g., 9-1-1 communications, processing calls for service, and investigative follow-up of criminal activity.

(D) Housing authority police funded by this program *must meet* all relevant state, tribal or local government insurance, licensing, certification, training, bonding, or other similar law enforcement requirements.

(E) The applicant and the cooperating local law enforcement agency *are required to enter into and execute a contract* that describes the following:

(1) The activities to be performed by the housing authority police, their scope of authority, established policies, procedures, and practices that will govern their performance (i.e., a Policy Manual as described in section I.(c)(1)(ii)(F)), and how they will coordinate their activities with the local, state and Federal law enforcement agencies;

(2) The types of activities that the housing authority police are expressly prohibited from undertaking.

(F) Housing authority police departments funded under this program *shall be guided by a policy manual* (see paragraph (1) below) that regulates, directs, and controls the conduct and activities of its personnel. All HA police officers *must be trained at a minimum* in the areas described in paragraph (2), below.

(1) An up-to-date public housing police department policy manual, which contains the policies, procedures, and general orders that regulate conduct and describe in detail how jobs are to be performed, *must either exist or be completed within 12 months of the execution of the grant agreement.* Applicants must submit a plan and timetable for the implementation of training staff.

(2) Areas that must be covered in the public housing police department manual include but are not limited to: