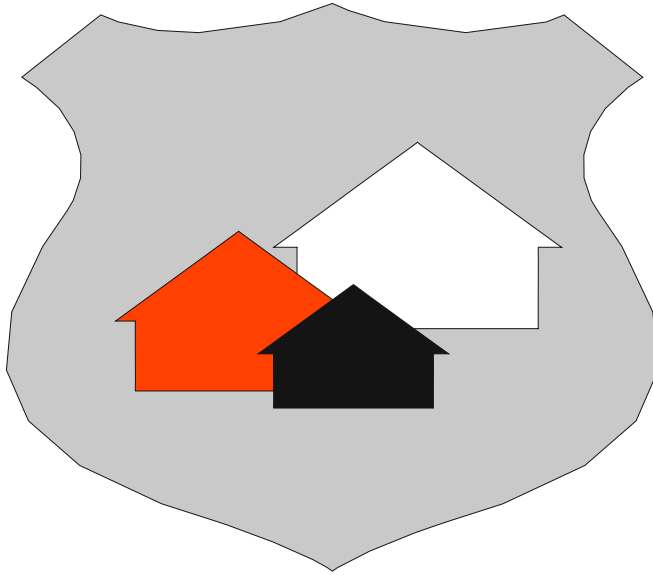


# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher



***Keeping Illegal Activity  
Out of Rental Property***

# 2024 Crime Free Housing

## **REFRESHER COURSE**

Officer Doug Alba  
Coordinator

The Tinley Park Crime Free Housing Refresher Course is being offered to all residential rental property owners who are required to complete the mandatory refresher training every four years as required by Village Ordinance.

**This is not a substitute training program for first-time participants.**

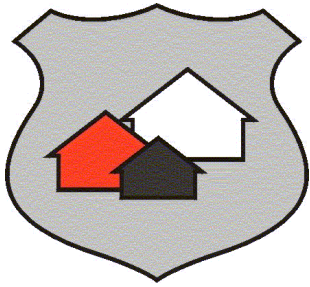
**If you have not completed the initial training program or have never acquired a residential rental property license through the Village of Tinley Park, please discontinue going forward.**

Information for the Crime Free Housing Program is available at [Tinleypark.org](http://Tinleypark.org). Hover on Government to Police Department, then click on Crime Free Housing.

There are three ways to register for the Crime Free Housing training classes:

1. Email: [dalba@tinleypark.org](mailto:dalba@tinleypark.org)
2. Phone: (708) 444-5342
3. Online: <http://tpcfh.wufoo.com/forms/tinleypark/>

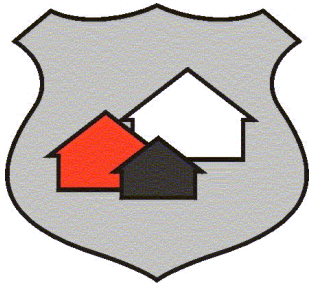
Thank you for your participation.



# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Disclaimer

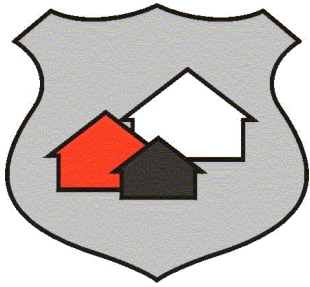
- No part of this program should be regarded as legal advice.
- It is not a substitute for you the owner/manager having the responsibility to become familiar with the laws and ordinances of the State, Cook/Will County and Tinley Park.
- ***We urge you to consult an attorney to assist you with rental situations.***



# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Ordinance

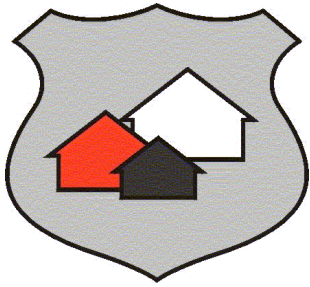
- Ordinance amended in 2024
  - Can be reviewed online
- Includes all Residential Rental Property
- **Mandatory** use of Crime Free Lease Addendum
- Mandatory Re-certification
- Rental License Application fee: \$50.00
- Annual License Fee required: Min. \$300.00



# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Program Goals

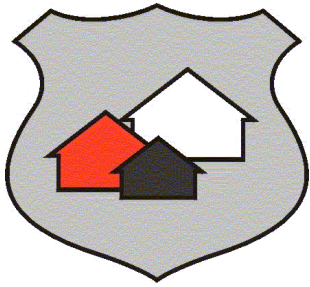
- Reduce Crime in Rental Property
- Reduce the Fear of Crime
- Improve Communication and Trust
- Reduce the potential for run down properties or urban blight!



# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

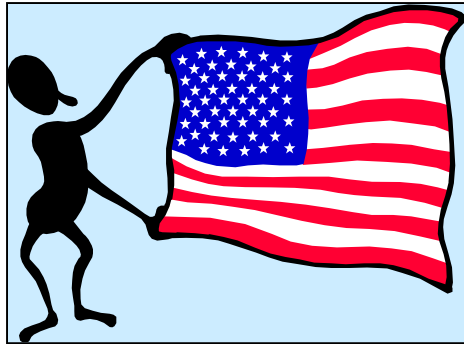
## Program Goals

- Empower Landlords
- Train them in **Management Skills** NOT **Police** Work!
- Provide Support Avenues including; police, fire, and other government agencies



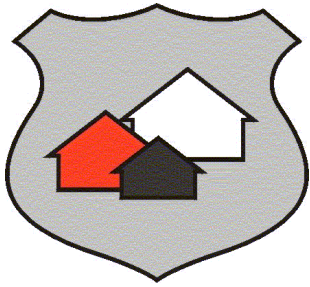
# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Crime Prevention



- Started in Mesa, AZ. In October 1992
- Over 1700 in 2006
- Over 40 communities in Chicago area
- Many countries worldwide

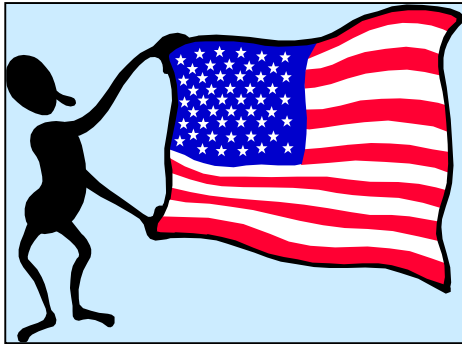




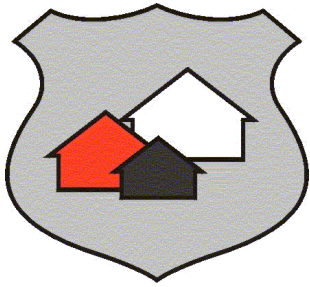
# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Crime Prevention

14+ Surround Tinley Park!



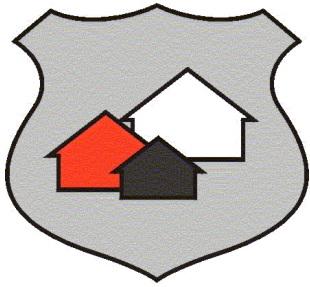
- Alsip
- Calumet City
- Chicago Heights
- Country Club Hills
- Hazel Crest
- East Hazel Crest
- Evergreen Park
- Midlothian
- Park Forest
- Orland Park
- Oak Forest



# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Crime Prevention

- The recognition or anticipation of a crime risk, and steps taken to reduce or eliminate that risk.
- *A primary objective of this program!*



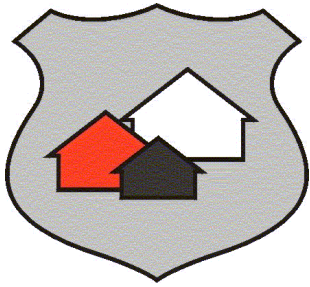
# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Crime Prevention



### Criminals Are Like Weeds

- As a weed grows, it chokes out the healthy plants.
- A single weed quickly overtakes an entire garden.
- When criminal activity is allowed to flourish, the effect is the same.



# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

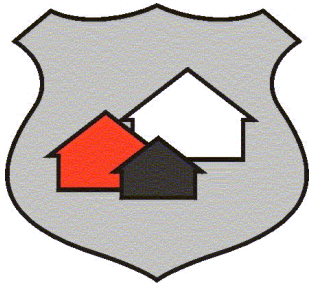
## Risk Management

The issue at hand is:

**How do you deal with Risk  
Management?**

**Or**

**How do you manage a loss?**



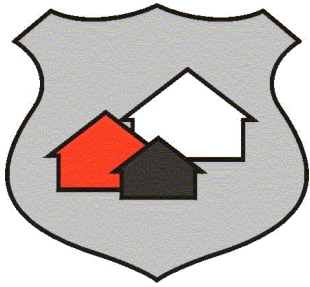
# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Risk Management

### 5 Types of Risk Management:

- Risk Avoidance
- Risk Reduction
- Risk Transference
- Risk Spreading
- Risk Acceptance



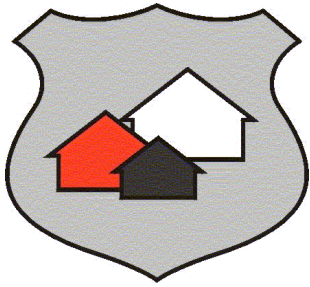


# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Risk Avoidance

### Minimal Cost

- Take Preventative Steps Ahead Of Time
- Avoid the risk completely through preparation:
  - Lock doors
  - Secure valuables
  - etc..
- Probably one of the best things you can do to maximize risk avoidance is thorough applicant screening!



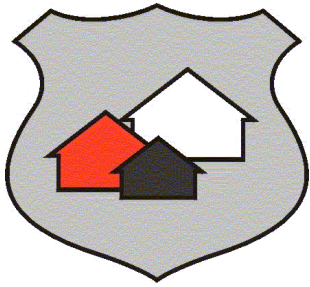
# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

**Risk Reduction** (Reduce the risk)

**No Measurable Cost**

Reduce Risk by:

- Lock Doors
- Roll Up Windows
- Remove Valuables
- Screen Applicants



# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

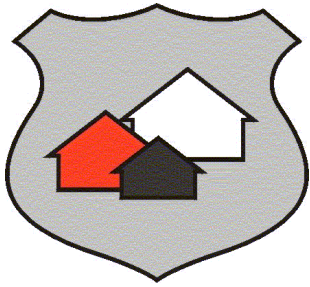
## Risk Transference

**Spend a little money now**

**To save a lot of money later**

- Require renter to have renters insurance
- Adding updated locks/security features



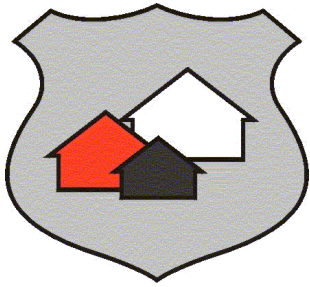


# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Risk Spreading

### **No measurable cost**

- Spread your risk around
- Money or Valuables
- Many Hiding Places
- Vary Routine

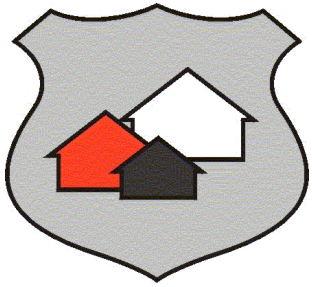


# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Risk Acceptance

### **Costs nothing to do nothing**

- Accept the Risks
- Take Your Chances
- THIS IS **NOT** GOOD BUSINESS SENSE!
- Liability

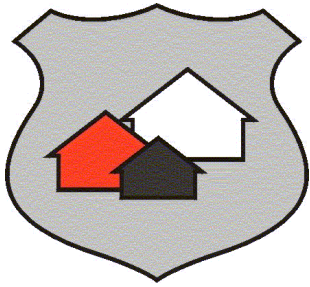


# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

A Partnership of all Three!

Police, Landlords and Tenants must all work together to address the problems at the location.

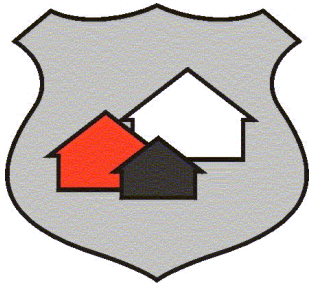
***This is the primary objective of the Crime Free Housing Program.***



# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Components of Program

- **(Mandatory)** Landlord training
- **(Mandatory)** Use of the Crime Free Addendum
- **(Mandatory)** Pay Annual License Fees
- **Optional** Phase 2 –Security improvements
- **Optional** Phase 3 – Safety Social / Tenant involvement
- **Optional Full Certification** Possibly can reduce insurance premiums

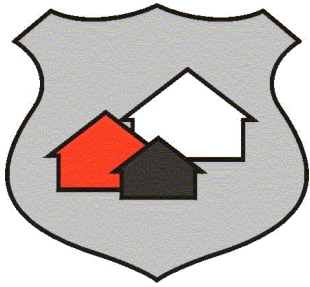


# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Security Enhancements

- Crime Prevention Through Environmental Design / **CPTED**
  - Surveillance
  - Access Control
  - Improve Territoriality
  - Improve Activity Support
  - Improve Lighting



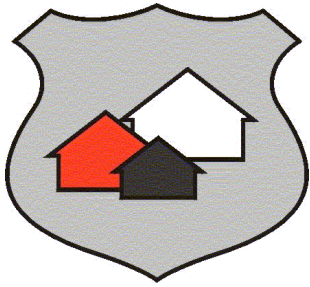


# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Crime Free Housing CPTED requirements

- Adequate lighting in parking lots, entrance ways and around dumpster areas, and perimeter of SF homes:
  - Metal Halite/Halogen exterior lights (LED)
  - Bright/White light
  - Spot/motion/porch/garage/patio light

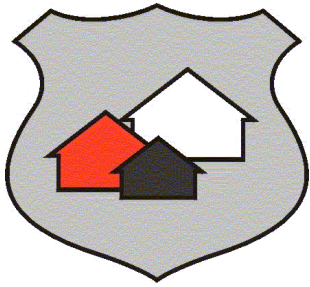
***Lighting should be energy efficient, tamper-proof and break resistant***



# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Crime Free Housing Optional CPTED requirements

- 1" locking Deadbolts
- Peepholes (180-190)
- Security strike plates
- 3 inch screws to secure all hardware
- Anti-Slide / Anti-Lift Windows and Doors
- Adequate Lighting
- Proper Landscaping



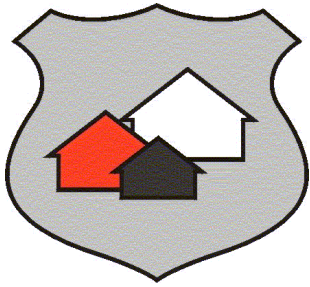
# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Crime Free Housing Optional CPTED requirements

Remember to:

- Trim trees branches up - 7ft
- Trim shrubs down - no window/door obstructed view
- Use of thorny shrubs/trees
- Lava rock





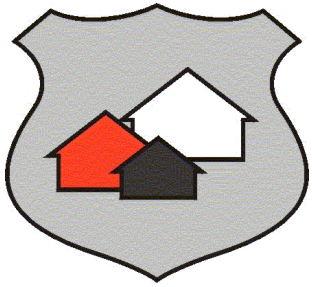
# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Crime Prevention

- Target Hardening
  - Detect (criminal will have to make noise)
  - Deny (make it harder to gain rewards)
  - Delay (make it harder to get in to commit crime)
  - Deter (all three above will make them leave and look for easier target)

# CPTED security enhancements goals Refresher

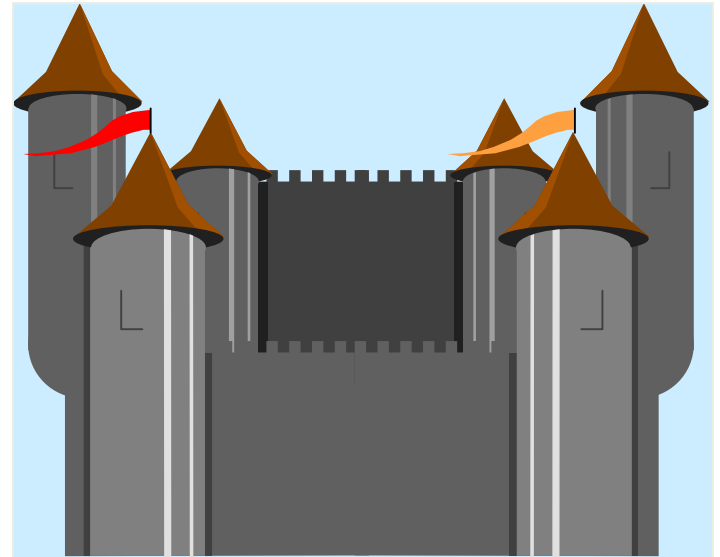
- The optional requirements for CPTED certification under Crime Free Housing are nothing more than a reasonable attempt to harden your property against crime.
- ***Example: Security doors that work and the education of tenants to not leave them propped open!***

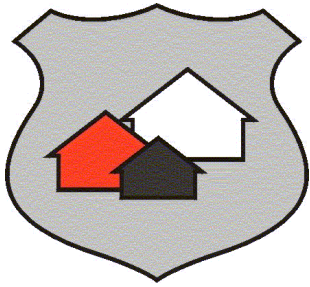


# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Territoriality

- MAINTENANCE
  - Clean and Fresh
  - No Graffiti
  - No Litter
  - Etc.





# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Screening Applicants

- The Application Process
  - Cannot discriminate against potential tenants
  - Must treat everyone fairly
- Make a strong commitment to the program and advertise it
- What are protected classes of people?

# A Word About Fair Housing Laws

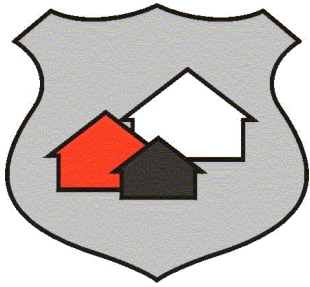
- Protected Classes In Cook County:

- Race\*#^
- Color\*#^
- Religion\*^#
- Sex (Including Sexual Harassment)\*#^
- National Origin\*#^
- Ancestry#^
- Age (40+)#^
- Familial Status\*#
- Marital Status#^
- Disability\*#^
- Parental Status^
- Sexual Orientation#^
- Source of Income (Including Section 8)#
- Military Discharge Status#^
- Housing Status^
- Restrictions on Criminal background#

\* = Federal Fair Housing Act

# = Illinois Human Rights Act

^ = Cook County Human Rights Ordinance



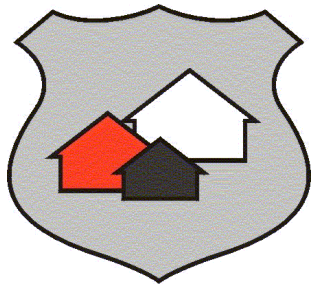
# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Screening Applicants

### **As of January 2023**

**Cannot discriminate** against Housing Choice Voucher holders  
(Old Section 8)

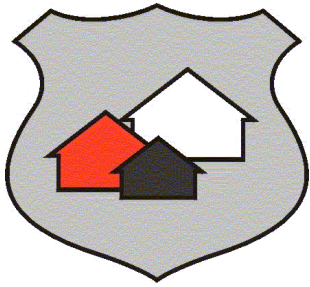
Now protected under Fair Housing Law in Illinois



# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Screening Applicants

You Should Use The Most  
Thorough Process Possible To  
Screen Prospective Residents

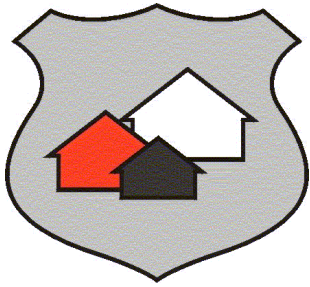


# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Benefits of Applicant Screening

- Have a fair screening process
- Include an application
- Include a credit, eviction, and criminal history check
- Include a rental policy. Show it to prospective tenants up front. NO surprises!
- Consider a non-refundable Application Fee

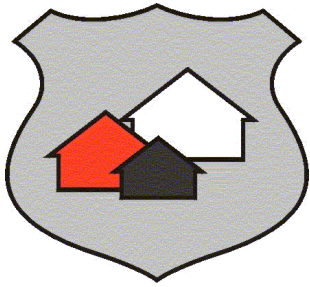




# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Benefits of Applicant Screening

1. Screen for Credit History
2. Screen for Eviction History
3. Screen for Criminal History
4. Screen for Employment History
5. Screen for Past residence History

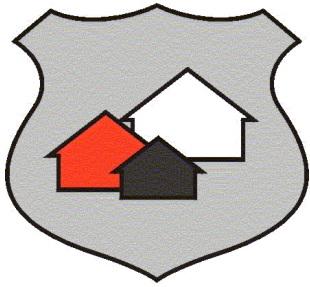


# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

How Can You Predict Who will Be A Criminal?

- Best way to predict  
'FUTURE' desire to do  
criminal activity?
  - Look into their PAST
  - Thorough Screening
  - Proper Orientation to the Crime  
Free Program





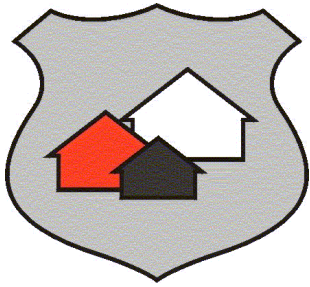
# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Screening Applicants

The WORST time to  
“screen” your residents?  
After they move in!



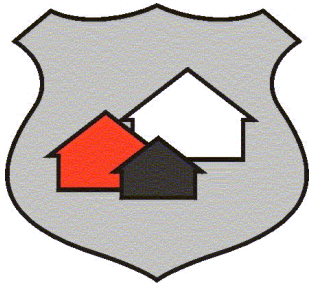
During the eviction process!



# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## The Rental Application

- Should Ask About Criminal History
- Convictions of Felonies AND also Misdemeanors applied fairly

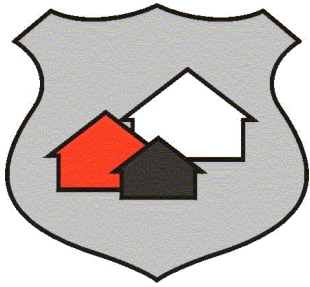


# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Considering An Application

### The Crime Free Addendum

- The backbone of the program
- It shows in black and white what is expected of the tenant. There is no confusion!
- The landlord should discuss it very bluntly
- Required to rent in Tinley Park



# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Considering An Application

### The Crime Free Addendum

- Should be presented the same way to all prospective renters.
- Could be made into a poster and placed on your wall.
- Must REMAIN as an Addendum



# Applicant Screening

FAIR HOUSING ACT, April 4, 2016

- While behavior is not a protected class, this new law changes the rules for background screening
- It is in a landlord's best interest to:
  - Consult an attorney for best practices
  - Put a screening standard in place-guidelines
  - Run a Credit/Eviction history first
  - Apply all standards equally to all applicants

# Fair Housing Act

Landlord standards must take into account:

- The age of the offender when the crime was committed
- How long ago the crime was committed
- What type of crime was committed

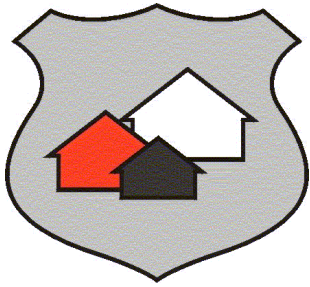
Landlords may only use convictions (not arrests) when screening potential renters

Landlords cannot use a blanket “no convictions” clause unless it clearly lists specific crimes that would be a threat to the community i.e.: sex offenders

Have the standard spelled out in rental packets so applicants are aware of the screening criteria

Keep detailed records of all applicants (approved & denied)

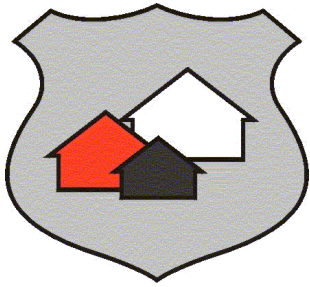




# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Active Property Management

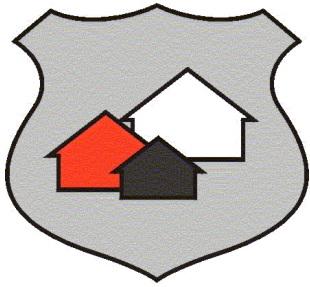
If you have any legal questions that are not answered in this course, it is strongly recommended that you consult with your attorney, especially if you do not agree with any of the points presented in this presentation



# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Active Property Management

- Key Point
  - Be consistent- Treat all your tenants the same.
  - What you do for one, do for all!
  - It will avoid accusations later of different treatment
  - Document what you do by having policies.

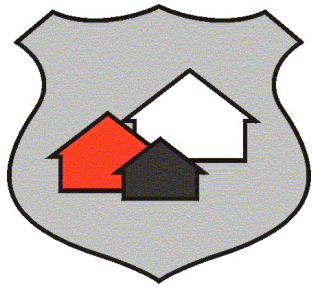


# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Active Property Management

- Complaints
  - Be open to taking complaints from tenants
  - Stay in contact with the police.
  - Report problem tenants to the police.
- Inspect your property frequently.
- Put in lease planned visits and access
- 24 Hours notice is minimum requirement



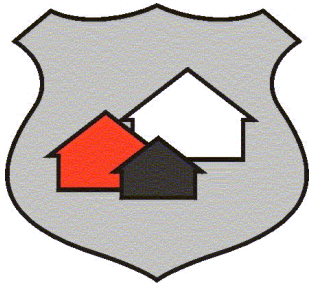


# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Active Property Management

- Require in your lease that there will be annual or semi-annual inspections
- Conduct these inspections for ALL of your tenants
- Visit your property regularly
- Encourage your tenants to call the police when there are problems and to call you and report damage or problems to the property.

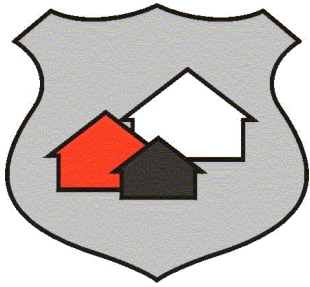




# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Combating Crime Problems

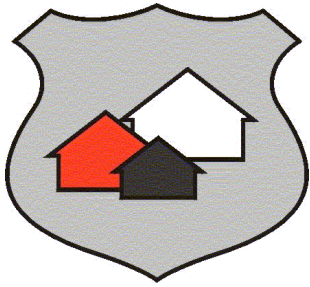
- The landlord/property manager cannot always depend so heavily on the police to solve the problem at hand.
- The key is that there is strength in numbers and the Police, the Landlord and the Tenants working as a team, will prevail and win.



# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Combating Crime Problems

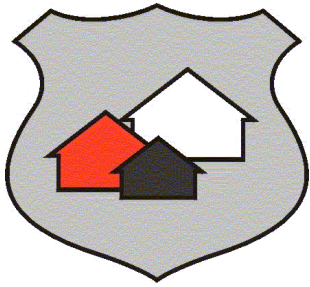
- Complaints
  - Noise complaints – the landlord should be dealing with this problem long before it gets to abatement
  - Trespassing- The lease should clearly state who can reside at the apartment and if violated, eviction will result.
  - Landlords and managers must keep good records! It is imperative to document what happened!



# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Active Property Management

- Just FYI
  - The police require that there is a victim/complainant that will sign a complaint and go to court.
  - Disorderly Conduct. Police officer can witness it, but if a resident is the victim, they must **sign the complaint and go to court.**



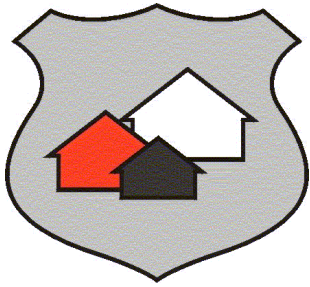
# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Rental Law And The Eviction Process

- Eviction Law
  - 5 and 10 day eviction notices
- Premise Liability
- Supreme Court Case- HUD v. Rucker (CFLA)
- Self-review



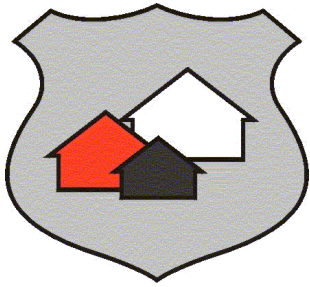




# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Basic Process For Eviction

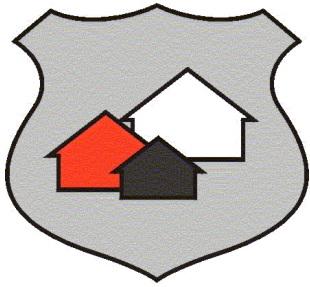
- Serve the proper notice 5, 10 or 60 days
- Notice of termination of tenancy (serving the tenant)
- Forcible entry and detainer complaint
- Forcible summons
- Order of possession issued at court hearing
- Sheriff is provided with order of possession



# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Dealing With Non Compliance

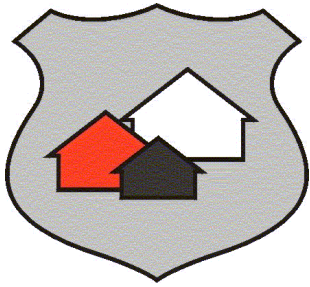
- Do your homework- Document history
- Set policies that prohibit certain behaviors.  
Have a strong lease
- Don't be complacent
- Know your responsibilities
- **Visit the Illinois Attorney General's website  
and read the Landlord and Tenant act in  
Illinois.**



# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Dealing With Non Compliance

- Review the lease with your attorney
- Include a periodic inspection clause
- Inspect before they move in and before they move out.
- ***Emphasize the crime free addendum when issuing the lease***

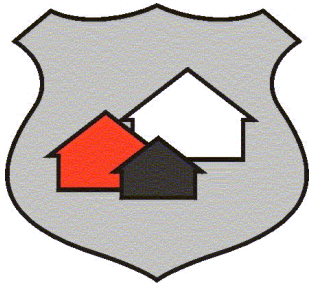


# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Safety Issues

- When Showing A Unit:
  - Notify Another Person
  - Prospect Enters First
  - Stay Near Exit
  - Leave Door Open
  - Be Aware of Your Surroundings
  - Require photo ID before showing unit





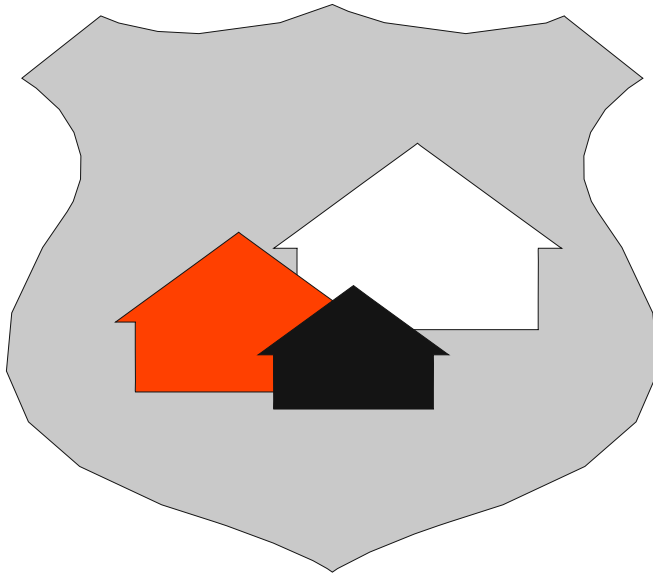
# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher

## Safety Issues

- Other Safety Tips:
  - Lock Doors When Working Late
  - Report Suspicious Activity
  - Keep Vacant Units Secured
  - Never Accept Cash
  - Use 2-Way Radios or Cellular Phones
  - (Safety Policy page 41)



# TINLEY PARK CRIME FREE HOUSING PROGRAM Refresher



***Keeping Illegal Activity  
Out of Rental Property***

***Doug Alba  
(708) 444-5342***