

# Visitor Policy

Knox County Housing Authority  
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## Article I. Purpose / Scope of the Policy

**Section 1.01** To protect tenants and authorized guests from uninvited trespassers, the Knox County Housing Authority will establish the following policy for visitors at all developments which it administers.

## Article II. General Provisions

**Section 2.01** Persons 14 years of age and under are exempt from all requirements of this policy.

**Section 2.02** All visitors 15 years of age and older must be given a visitor pass by a lease holder of a Knox County Housing Authority Development. Those developments are Moon Towers, Bluebell Towers, Cedar Creek Place, Woodland Bend and Whispering Hollow. NO TRESPASSING SIGNS ARE POSTED AT ALL MAJOR ENTRYWAYS TO THESE DEVELOPMENTS.

**Section 2.03** Tenants are required to complete and issue visitor passes to guests while they are on the Knox County Housing Authority property.

- (a) The passes may be obtained from the Housing Authority office in quantities of 10 passes per request.
- (b) Additional passes may be obtained for special events, etc. There are no set limits on the number of passes to be issued.

**Section 2.04** Once a pass is issued, the tenant is held responsible for the guest while the guest is in his/her living unit or in his/her company. Any criminal act which is a felony under the Illinois Criminal Code or which involves bodily harm or a threat of bodily harm committed by an invited guest may result in action against the tenant issuing the pass regardless of involvement in or knowledge of the criminal act by the tenant.

**Section 2.05** If a non-tenant is on Housing Authority property and does not have on his/her person a valid pass for the date he/she is encountered by police officers and is not either in the dwelling unit of the tenant issuing the pass or in that tenant's company, that non-tenant may be arrested for criminal trespass.

**Section 2.06** Galesburg Police officers are authorized by the Housing Authority to enforce the No Trespassing provisions in all developments administered by the Authority.

**Section 2.07** Procedures for issuance of visitor passes:

- (a) To be considered valid, the visitor pass must be completed in full and the pass must be SIGNED BY THE TEANANT.
- (b) The yellow copy of the visitor pass is to be given to the guest and the white copy is to be given to the Housing Authority when additional passes are requested.
- (c) All passes are numbered and must be accounted for before additional passes will be issued.
- (d) SHOULD PASSES BE LOST OR STOLEN, THE RESIDENT SHOULD NOTIFY THE HOUSING AUTHORITY IMMEDIATELY. FAILURE TO DO SO COULD RESULT IN THE PERSONS TO WHOM THEY WERE ISSUED BEING HELD RESPONSIBLE FOR

ACTIONS OF UNKNOWN PERSONS WITH THAT NUMBERED PASS IN THEIR POSSESSION.

- (e) The copies held by the Housing Authority will routinely be destroyed unless held for possible court action against tenants who are being investigated for boarding unauthorized residents or engaging in felonious criminal acts as described herein or for drug activity.
- (f) All visitor passes are valid for a twenty-four (24) hour period.

**Section 2.08** Persons who are on official business in the housing development are not required to have visitor passes if they are on duty and/or visiting their clients in the performance of their duties. Visitors in autos who are picking up or letting out tenants, or who are delivering groceries to tenants do not require a pass unless they remain to visit.

**Section 2.09** When an overnight guest stays more than three consecutive nights, the Housing Authority must be notified. Each visitor may stay a maximum of two weeks during any given twelve month period. According to federal regulations, any person who spends 50% or more of their time in the unit must be listed on the lease. If this situation occurs, the resident will be found to be in violation of their lease and will be issued a warning stating the same. Should the situation not be corrected, the resident will then be issued a 30-day lease termination letter

**Section 2.10** The Housing Authority reserves the right to ban certain individuals from Housing Authority Property for cause, should circumstances warrant the same. This shall be done in accordance with the Housing Authority Ban Policy, which is posted at all housing sites and offices. Residents will be properly notified if any guest who is known to have visited them has been placed on the Ban list. Having a banned individual visiting is a violation of the lease and is grounds for lease termination. A copy of the Ban Policy is available to any resident upon request.