

# Sample Enforcement Plan

**Shared by the Housing Authority of Portland (HAP), Oregon**

## Overall Message

Enforcement is like any other lease violation issue & follows a similar process:

- 1<sup>st</sup> violation** Verbal warning followed by smoking cessation materials.
- 2<sup>nd</sup> violation** Verbal warning followed by smoking cessation materials and a referral to the Resident Services Coordinator (RSC) (if available).
- 3<sup>rd</sup> violation** Written warning letter followed by smoking cessation materials and a referral to the RSC (if available).
- 4<sup>th</sup> violation** 30 day termination notice with 14-day option to remedy\*, followed by a referral to the RSC (if available). If remedied, resident begins 6 month probation period.
- 5<sup>th</sup> violation** If repeat violation occurs within 6 month probation period, issue a 10 day termination notice.

## Resident Services Engagement

Resident services has committed to assisting residents with the transition to the no smoking policy. RSCs have been provided with training to assist residents through this transition.

*\*The 30/14 notice applies to Oregon – make sure to comply with state and local laws.*