



SOMERVILLE HOUSING AUTHORITY

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

To: City Council Committee on Confirmation of Appointments.

From: Diane L. Cohen, Executive Director

Date: April 28, 2025

RE: Somerville Housing Authority Police Department Disciplinary Records and Complaint
Process

Please accept this communication in connection with the Confirmation of Appointments and Personnel Matters inquiry regarding the Somerville Housing Authority Police Department (SHA PD).

As you might be aware, my employment as Executive Director commenced on October 1, 2023.
Since that date [REDACTED]

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Complaint Policy:

It is the policy of the Somerville Housing Authority to:

1. Investigate complaints, including anonymous complaints, against the department or employees of the department, regardless of the source of the complaint, using a regulated, fair, and impartial process.
2. Cooperate with the Division of Police Standards (DPS) in auditing all records related to complaints, investigations, investigative reports, and personnel records pursuant to the rules and regulations promulgated by the Police Officer Standards and Training (POST) Commission and to inform employees with notice of this provision to permit the DPS to access these records upon request.

Filing a Complaint:

For those wishing to file a complaint regarding the Somerville Housing Authority (SHA) Public Safety Department or its officers, the SHA provides the following process to ensure the community's concerns are addressed appropriately:

1. A standard Complaint Report form is available to record all complaints of misconduct by police department personnel or against the agency, whether registered by a citizen, initiated from within the police department, or forwarded by another governmental agency. Currently this form is available in the lobby of the Somerville Housing Authority

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Administration Building located at 30 Memorial Road, Somerville, MA 02145. This form and instructions on how to file a complaint are available on the official SHA website.

2. Completed forms are submitted in person or by mail to SHA's main office: **Somerville Housing Authority, 30 Memorial Road, Somerville, MA 02145.**
3. After its submission, SHA will be forwarded to the Somerville Housing Executive Director or a designee who will review the nature of the complaint and assign it for further action in accordance with SHA and POST guidelines.
4. Complaints requiring further details are assigned to the Public Safety Administrator and given an identified number, so that the processing of complaints can be monitored.
5. Depending on the nature of the complaint, consultation with the Somerville Police Department and/or an outside investigatory agency may be necessary to investigate and/or determine the best course of action.
6. The Public Safety Administrator will generate a written report that will include the actions taken and findings. This report is forwarded to the Executive Director who will be responsible for taking disciplinary action.
7. Disciplinary records are kept by the Human Resource Division of Somerville Housing and are subject to Public Records Law.

I want to assure the Committee members that my goal is to improve the operations of the Somerville Housing Authority Police Department and its relationship between our officers and the community.

My hope is that this memo will provide the City Council with the additional information requested and assist them with their decision to reappoint and/or confirm the three Somerville Housing Officer's currently appearing before them for special police powers in the City of Somerville.

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

