



DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 116	HOUSING PROGRAM	
	Effective: 08/02/2017	Commissioner Approval: 
	Authorities: <a href="#">Click here to enter text.</a>	
	Applicability: EMPLOYEES RESIDING IN STATE PROVIDED HOUSING	
	Special Instructions: <a href="#">Click here to enter text.</a>	

### 116.100 INTRODUCTION

This department establishes policy, procedures, and protocol for the use of State offered housing.

### 116.300 GENERAL PROVISIONS

- A. Purpose of housing program.** The purpose of the Housing Program is to provide housing to meet the needs of the department in those areas of the State where adequate housing is not, or has not been, available.
- B. State housing – required housing.** An employee of the department bidding on positions where state housing is available in the community, are required to reside in State housing as a condition of employment as detailed in the Position Posting and approved by the Division Directors.
- C. State housing – property managers.** The Department has delegated the Division of Administrative Services, Supply Section, as “Property Managers” of the state housing program.
- D. Notice of position bidding to be provided to DPS Supply.** Upon notification to the existing staff that a position(s) is open and available for transfer, the appropriate Directors’ office will send a copy of the bid notification to DPS Supply. If the position requires the employee to reside in state housing, the employee will receive a copy of the Housing Rental Agreement for review and consideration before accepting the position.
- E. Notice of transfer to be provided to the DPS Supply section.** When a job position is awarded to an employee and a determination is made that employees will be transferring in and out of state housing, the appropriate Director's office will send a copy of the transfer letter(s) to DPS Supply. DPS Supply shall be notified as soon as possible of the employee’s name, current address and telephone numbers, e-mail address, projected date of occupancy or departure, employee number, permanent identification number (PERM ID) and the name of employees’ Commander and immediate supervisor. If the report to duty date changes for the transfer, DPS Supply shall be notified immediately since the dates may affect the household goods move and possible repairs/renovations action dates in state housing.

**F. State housing move packet transmittal to employee:** Upon notification of an employee transfer from the Directors' office to state housing, DPS Supply will email the following documents to the transferring employee:

1. Reference Guide and Points of Contact
2. Household Good Move Process Acknowledgement Memorandum (to be signed by employee)
3. Household Goods Cube Sheet (to be completed by employee)
4. State Housing Rental Agreement (to be signed by employee and Supply)
5. Occupancy Notification Form (to be signed by employee and their supervisor)
6. State Housing Work Order Request Form (example for future reference)

#### **116.310 PAYMENT OF RENT AND DAMAGE DEPOSIT**

**A. Monthly rent calculation worksheet.** DPS Supply shall prepare a monthly rental calculation worksheet for review by the employee prior to submittal to Payroll. The worksheet details the unit rental rate calculations in that specific location. The employee is responsible for reviewing the calculations for accuracy and any discrepancies and the employee shall report the discrepancy promptly to DPS Supply in writing via email.

**B. Monthly rent.** Employees are responsible for payment of monthly rent as established in collective bargaining agreements or by policy. Tenant rent payments are paid via employee payroll deductions.

**C. Employee responsibility to verify payroll deductions.** The employee is responsible for ensuring that housing payroll deductions are in fact being made after occupancy begins. Employees are responsible for the rent from the date of check in/check out occupancy. If the transfer is during the month, the rental payment due is based on a daily occupancy rate, which is pro-rated by Payroll which may be a plus or minus adjustment in the final rent calculations.

**D. Damage deposit required to be paid prior to occupancy.** The employee is responsible for the prompt payment of the damage deposit prior to occupancy via personal check or money order pay to the State of Alaska. Rental Deposit funds shall be sent to the attention of: DPS Supply Housing, 4805 Dr. Martin Luther King Jr. Avenue, Anchorage, Alaska 99507.

**E. Employee's failure to pay damage deposit prior to occupancy.** Employee is advised that if the rental damage deposit is not paid prior to occupancy, the appropriate Director's office will be notified.

**F. Rental deposit reimbursement.** Rental damage deposit funds will be reimbursed to the employee (less any costs for repair from damages beyond normal wear and tear) after the employee vacates the housing and an inspection is made of the premises by Supply. Damages found will be reported to the Director's office for a decision and approval for

damage deposit reimbursement. Employees are advised that they may be held financially responsible for damages that exceed the damage deposit amount. Damages to housing may be subject to disciplinary action in accordance with Standard Operating Procedure, Standards of Conduct, and Damage to State Housing Reimbursement Requirement.

**G. *Rental deposit funds non-transferrable.*** Rental damage deposits monies are non-transferrable from one unit to another.

**H. *Forwarding address requirement.*** Employees are required to provide their forwarding mailing address, email and telephone numbers after vacating state housing to DPS Supply to ensure prompt reimbursement of monies if applicable. Failure to provide this information may result in the delay of monies reimbursed to the employee.

#### **116.320 HOUSING MAINTENANCE, REPAIR AND RENOVATION REQUESTS**

**A. *Tenants responsible for reporting problems.*** Tenants are required to maintain their housing unit in a state of cleanliness and good repair. The employee should report any housing maintenance problems, damage, and requests for renovations to DPS Supply for review and handling.

**B. *Tenant responsible for submitting a Housing Work Order Request to DPS Supply.*** Tenants shall submit to DPS Supply via email a completed Housing Work Order Request form when requesting building alterations, repairs, maintenance, replacement parts, equipment, appliances or renovations to: [DPS.supply.orders@alaska.gov](mailto:DPS.supply.orders@alaska.gov). Supply will review the request and assign an employee to handle the request. Supply will notify the employee/tenant whom will be working on their request with an update as to the progress of their request.

**C. *Building alterations require approval from Supply.*** No modifications to the building are permitted without written permission from DPS Supply (including mounting big screen televisions, door locks, placement of a storage shed or exterior shelter, etc.). Building alterations require submittal of the Housing Work Order and approval prior to proceeding. Building alterations made without approval may be subject to employee discipline for failure to comply with the Housing Program standard operating procedure.

**D. *Emergency maintenance of housing units.*** Tenants in State housing units are authorized to handle emergencies under the following conditions:

1. When a life-threatening situation exists
2. When a serious health or safety hazard exists
3. When there is potential for catastrophic/ significant damage to the housing.
4. The tenant shall promptly notify DPS Supply via email (with a copy to their supervisor) of the emergency and the corrective action taken.

**116.330 EXCEPTIONS TO HOUSING PROGRAM**

All assignments to State housing units are made on the basis that the employee is required to live in the state housing unit as a condition of employment. Request to waive this requirement must be made in writing to Director's office for consideration, approval or denial. The decision by the appropriate Director's office is final. Decisions on such requests for waivers will be based upon their impact on the department housing program, the needs and best interest of the department, and the needs and desires of the employee.

**116.600 HOUSING CHECK IN OCCUPANCY PROCEDURES**

Upon receiving the Division letter of notification that an employee will be transferring into a location within State housing, DPS Supply will email the employee (with a copy to their direct supervisor) the following documents:

1. An electronic copy of the Occupancy Notification form to be completed by the employee and returned within ten (10) days of the actual check-in date. The employee shall email a copy of the completed form approved and dated by the employees' direct supervisor to: [DPS.supply.orders@alaska.gov](mailto:DPS.supply.orders@alaska.gov)
2. An electronic copy of OPM Chapter 116 Housing Program.
3. Supply will complete a Housing Inspection Report of the condition of the state housing at check in. Supply will send a copy of the Check-In Housing Condition Report to the employee. The Housing Inspection Report and supporting photographs will remain in the Rural Trooper Housing Unit file in Supply.
4. An electronic copy of the Rent Calculated worksheet for the specific geographical location, which reflects the monthly rent deduction for the location as specified in the respective Bargaining Unit agreement.

**116.610 HOUSING CHECK OUT DEPARTURE PROCEDURES**

Upon receiving the Division letter of notification that an employee is vacating State Housing, DPS Supply will email the employee (with a copy to their direct supervisor) the following documents:

1. An electronic copy of the Occupancy Notification form to be completed by the employee and returned within ten (10) days of the actual check-out date. The employee shall email a copy of the completed form approved and dated by the employees' direct supervisor to: [DPS.supply.orders@alaska.gov](mailto:DPS.supply.orders@alaska.gov)
2. Supply will complete a Housing Inspection Report of the condition of the state housing at check out. Supply will send a copy of the Check-Out Housing Condition Report to the employee. The Housing Inspection Report and supporting photographs will remain in the Rural Trooper Housing Unit file in Supply.

3. Damages to state provided housing will be reported to the Division Director office.
4. If the employee is transferring into another state housing unit, the employee will be reimbursed their damage deposit (less costs for damages) and they will be responsible for paying the damage deposit in the new location prior to occupancy. Damage deposit amounts vary and employees may check with Supply to determine the new damage deposit amount.

#### **ATTACHMENTS**

1. Housing Condition Inspection Report – Check-In (2 pages)
2. Housing Condition Inspection Report – Check-Out (2 pages)
3. Occupancy Notification Form (1 page)
4. Housing Work Order Request Form (1 page)