

**CITY OF BOSTON  
SECURITY ORDINANCE**

**FOR ELDERLY AND DISABLED DEVELOPMENTS**

SECURITY PLAN FOR DEVELOPMENT \_\_\_\_\_

**To:**                               **Security Ordinance Administrator**  
   **Boston Inspectional Services**  
   **Housing Inspection Division**  
   **1010 Massachusetts Avenue, 5<sup>th</sup> Fl.**  
   **Boston, MA 02118**

**From:**                               **Owner/Agent Name**  
   **Subject Development Address**  
   **Owner/Agent Contact information**

**Date:**                               \_\_\_\_\_

**DEVELOPMENT OVERVIEW**

E.g. Historical Information. Age of Building or complex. Number of Units in building or complex.  
Housing Type. Evacuation plan filed with Boston Fire Department.

**Management information**

- Staffing information.
- Office Hours and office location
- Management address and contact information (if different than above).

**Critical Elements of the Security Plan**

- Date of posting for the tenant notification that a “Crime Survey” has been requested.
- Date that the Security Plan was submitted to the tenant association (must be 10 days prior to ISD)
- Did tenant association request a meeting to discuss the Security Plan within 10 of them receiving the plan? (Yes/No)
- Date of management meeting with the Tenant Association (must occur within 14 days of the Tenant Association request for a meeting).
- Explain how the plan addresses the recommendations of the Boston Police Department Crime Prevention survey, as well as tenant safety concerns.