



POLICY & PROCEDURE

STURGEON BAY POLICE DEPARTMENT

SUBJECT: **DEPARTMENT LOCKERS** NUMBER: 1.26

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

ISSUED: 08/02/2021

EFFECTIVE: 08/02/2021

RESCINDS

AMENDS

REFERENCE:

WILEAG 5TH EDITION

STANDARDS: 1.2.5, 2.4.4

INDEX AS: Blood Borne Pathogens
Harassment in the Workplace
Lockers/Locker Room(s)
Privacy
Uniforms/Equipment

PURPOSE: The purpose of this Policy & Procedure is to set guidelines for Sturgeon Bay Police Department lockers, which includes ensuring the safety of the members of the Department, protecting their privacy while using the lockers.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. PROCEDURE
- III. LOCKER ROOM PRIVACY

I. POLICY

- A. It is the policy of the Sturgeon Bay Police Department to provide a room with lockers for each member, subject to certain limitations noted below.

II. PROCEDURE

- A. Officers may place a combination type lock on their Department lockers; however, the combination shall be given to the Chief.

Officer should not disclose their combination to any other officers.

- B. Lockers are the property of the Sturgeon Bay Police Department, and are for use during the course of the employee's duties, and as such, they are subject to unannounced inspections.
- C. Officers shall lock their lockers at all times when a firearm is located in the locker.
- D. The Department is not responsible for personal items stored, or left in the employee's locker.
- E. Officers shall be mindful of items affixed to the outside of their locker. Inappropriate items will be a violation of this policy. When unsure if an item is inappropriate, the officer shall speak to the Chief of Police prior to placing it on the locker.
- F. All officers are required to bring a full change of uniform, shoes and under garments, and keep them in their locker to meet compliance with the blood borne pathogen protocols for emergency response personnel, also refer to Policy & Procedure 15.01: Blood Borne Pathogens.

III. LOCKER ROOM PRIVACY

- A. In compliance with Wisconsin State Statute 175.22 - Privacy in Locker Rooms guidelines have been established, refer to Policy & Procedure 1.06: Harassment in the Workplace.

Clinton Henry
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/18/2020