

**POLICY
1205**

**EFFECTIVE
DATE
8-15-12**

**Eugene
Police Department**



Locker Room Facilities

1205.1 PURPOSE AND SCOPE

Locker Room facilities are provided to uniformed employees in order to provide adequate storage of equipment, in a safe and secure environment. This policy establishes standards and practices regarding the use of these facilities. The locker room is a place nearly every uniformed employee visits each workday. The purpose of this policy is to ensure it is a clean, safe and a professional environment for everyone who spends time there.

1205.2 USE OF THE FACILITIES

Use of the Locker Room(s) at Police Headquarters is limited to Uniformed employees only. For purposes of this policy, "Uniformed" refers to any employee who is required to wear or have ready a department uniform. Only individuals authorized by the Chief of Police or a commanding officer may, when necessary, enter and remain in the locker room, and then only to conduct official business.

1205.3 USE OF DEPARTMENT LOCKERS

The department will issue locks for the sole purpose of locking the employee's locker. No other lock shall be used to secure an employee's locker.

Lockers will be locked at all times when the assigned employee is not in the immediate vicinity of the locker.

The locker will not be modified or altered in any way, except with the express approval of the department. The locker is intended to store equipment necessary to perform the employee's job and the temporary storage of personal items. All items will be stored inside the locker, or under the seat consistent with the design of the locker. No items will be hung or attached to the exterior of the locker.

Employees will not affix anything or write anything on the exterior of the locker. Personal items may be taped or temporarily affixed to the inside of the locker, so long as they comply with existing work place standards established by the City. In essence, nothing will be affixed inside the locker that may be construed as offensive, discriminatory or inflammatory to other employees.

Patrol Rifles issued to officers will be secured in their assigned locker when not in use. When stored in a locker, the rifle will be unloaded and stored in the area of locker designed for rifle storage.

Lockers are designed for storage of damp and/or sweaty clothing items, so these items can be stored inside the locker. If equipment is wet, they can be temporarily stored in the Dry Equipment Room until dry.

Lockers are subject to search or inspection by the Department at any time without notice for work-related or administrative purposes (refer City of Eugene Administrative Policy 5.5).

Day-use lockers are provided for other employees and persons who use the Fitness facility and the policy regarding their use can be found in Policy 203 under 203.7.