



# Alexandria Police Department

## Directive 6.7



# LOCKERS

Effective Date: 06-08-2012		Cancels: 05-06-2009
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### 6.7.01 PURPOSE AND POLICY

The purpose of this directive is to establish policy for the use of the locker and fitness areas, to include the assignment of lockers at Police Headquarters.

It is the policy of this department to assign lockers to employees in a fair and equitable manner and according to need.

### 6.7.02 RULES AND RESPONSIBILITIES

#### A. Locker Coordinator (Property & Evidence Supervisor)::

1. Will assign lockers and maintain a master database of locker assignments.
2. Will review locker assignments when new requests for lockers are received, or as needed.
3. Will provide two weeks notice to employees when they must vacate a locker. The notice will be written (i.e., on paper, email, etc.) and will be forwarded to the employee at their current assignment, not posted on the locker.

4. Will review Special Directives disseminated by the Personnel and Training Division notifying Police Staff of new hires or separations and make any necessary locker assignment adjustments to the master database.
5. Will investigate complaints regarding lockers.
6. Will inspect the designated day lockers, as needed, to ensure none are being used for extended purpose.

**B. Employees:**

1. Will vacate their assigned lockers when directed to do so due to their changing eligibility or for the needs of the department.
2. Will secure their assigned lockers with a lock.
3. Will not reassign the use of their lockers.
4. Will only use lockers that are assigned to them, with the exception of lockers that are designated for short-term use.
5. Will not use day lockers for more than a 24 hour time period.
6. Will notify the Locker Coordinator of any abuse or misuse of lockers.

<b>6.7.03      USE OF LOCKERS</b>
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- A. Lockers may be used to store work or exercise-related items.
- B. Perishables of any kind will not be stored in lockers.
- C. Long-term storage of uniform items is discouraged, to avoid damage due to humid conditions in the locker rooms.
- D. Instead of storing wet items inside lockers, use of the towel racks is encouraged. This will expedite drying and prevent mildew.
- E. Day Lockers:
  1. Designated day lockers are for short-term use only, no more than a 24-hour period.
  2. Employees may use and secure these lockers as needed on a same-day basis only. These lockers will be secured only during the event for which the locker is needed, such as to secure personal belongings during an exercise session.

3. The Locker Coordinator may secure any unassigned lockers that are occupied for more than 24 hours. After posting a 72-hour notice, any remaining items may be removed and turned over to the Property Section in the same manner as other found property.

**By Authority Of:**

**Earl L. Cook  
Chief of Police**