



# KENOSHA POLICE DEPARTMENT

## POLICY AND PROCEDURE

### 17.4 Use of Equipment, Lockers, Desks, and File Cabinets

<b>Effective Date:</b>	8/25/1982	<b>Revision Date:</b>	7/22/2011
<b>Action:</b>	City of Kenosha Locker Room Access Policy, Joint Services Locker Room Policy.		<b>Number of pages:</b> 2

#### I. PURPOSE

To provide guidelines for the use, and control of lockers, desks and file cabinets that are assigned to sworn and non-sworn members of the Kenosha Police Department.

#### II. PROCEDURE

Lockers-Kenosha County Safety Building-Joint Services-Men/Women Locker Room.

##### A. Privacy.

1. No person shall record, capture, transfer, or cause to be recorded, captured or transferred, any image of any individual from any locker room or other area occupied by or under the control of Kenosha Police Department personnel.
2. All Kenosha Police Department personnel will comply with the City of Kenosha Locker Room Access Policy and the Kenosha County Joint Services Locker Room Privacy Policy.

##### B. Locker Room Access.

1. Access to and use of the Safety Building Locker Room facilities are subject to compliance with the Joint Services and the City of Kenosha Locker Room Access Policies. Failure to comply with these policies may result in loss of access to the locker room and more severe disciplinary action.
2. Upon employment new officers will be issued a locker with a combination lock. The lockers are the property of Joint Services and not the private property of the employee.
3. The officer will sign an acknowledgement for the locker and the lock, acknowledging that they are subject to the following conditions:
  - a. The lockers are provided by the Kenosha Police Department with NO EXPECTATION of PRIVACY. All lockers are, at any time, subject to inspection at the direction of the Chief of Police or his/her designee.
  - b. Only those locks issued by the Director of Joint Services or their designee may be used on any locker.
  - c. Lockers shall be used for personal effects, uniforms, equipment, etc. No evidence or contraband shall be permitted to be stored in issued lockers. No alcoholic beverages will be permitted to be stored in issued lockers.
  - d. The department is not responsible for the loss of personal items contained within any locker.

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- e. The lockers will be kept clean and any damage or unserviceability will be reported immediately.
  - f. Only one locker will be issued to each officer, unless an additional locker is needed for specialized equipment. Requests for an additional locker will be made through the Planning Training and Services Division.
4. The Director of Joint Services or his/her designee shall maintain a master list of lockers issued. A copy of the list of lockers issued to Kenosha Police Department officers shall be in the custody of the Kenosha Police Department, Planning Training and Services Division.
- C. Lockers, Desks, and File Cabinets-Kenosha Police Department.
1. The lockers, desks and file cabinets provided by the Kenosha Police Department are the property of the Kenosha Police Department and are not the private property of the individual employee. All lockers, desks and file cabinets are subject to unannounced inspection by the Chief of Police or his/her designee.
  2. Lockers, desks and file cabinets are subject to the following conditions:
    - a. No lock other than the one issued by the department will be placed on any locker, desk or file cabinet, unless previously approved by the Chief of Police or his/her designee.
    - b. When necessary the Chief of Police or his/her designee may remove the contents of any locker, desk or file cabinet and store the contents in another secure location.
    - c. Contraband, evidence or anything illegal will not be stored in any locker, desk or file cabinet, other than those provided for such storage. No alcoholic beverages will be permitted to be stored in the locker, desk or file cabinet.
    - d. The department is not responsible for the loss of personal items contained within any lockers, desks or file cabinets.
    - e. The lockers, desks and file cabinets will be kept clean and any damage or unserviceability will be reported immediately.
- D. Use of any City equipment.
1. The use of any City equipment or facility for non-City purposes at any time is expressly prohibited. Such use shall subject an employee to discipline up to and including discharge.
    - a. This prohibition against personal use of equipment applies to all department equipment and is extended to equipment issued by Joint Services or the Kenosha County Sheriff's Department to employees of this department.