
	<b>LOWER MERION TOWNSHIP POLICE DEPARTMENT</b> <b>Ardmore, Pennsylvania</b>	
	<b>Policy 3.17.16</b>	
Subject:		Distribution:
<b>Locker Rooms</b>		<b>All Sworn Personnel</b>
Date of Issue:	Expiration Date:	Rescinds:
<b>06-01-2014</b>	<b>Until Amended or Rescinded</b>	<b>General Order: 04-34</b>
References:		
<b>CALEA: N/A; PLEAC: N/A</b>		
By Authority of:		
		<b>Superintendent of Police</b>

## **PURPOSE**

The purpose of this policy is to establish guidelines and parameters for the proper use of the Public Safety Building locker rooms.

## **POLICY**

The Police Department maintains locker rooms for the use of its employees. All lockers are owned by the Township and are provided to each employee for their convenience. The Township exercises exclusive control over the lockers and employees should have no implied expectation of privacy. Lockers are subject to search at any time by Township officials.

## **PROCEDURES**

### **A. Locker Rooms**

1. The locker rooms are for the exclusive use of police personnel and authorized employees of the Township. Access to the locker rooms is restricted to authorized personnel only. An electronic door locking system secures the entry door. It is the duty of all employees to report any unauthorized person in the locker rooms.
2. The men's and women's locker rooms are separate and are gender restricted.
3. Employees will be assigned a locker for their exclusive use. Each locker is equipped with Department-owned combination locks. Only Department-issued locks are permitted on the lockers.

4. The lockers are owned by the Township and are provided to the employees for their convenience. The Department exercises exclusive control over lockers and employees should not expect privacy regarding items placed in a locker.
5. Use of the locker rooms is a privilege; any misuse of the facility may result in suspension of the privilege and/or appropriate discipline.

**B. The Individual Officer Assigned a Locker Shall:**

1. Keep his/her locker clean and orderly. Ensure no adhesive stickers, labels, etc., are placed on any part of the locker (interior or exterior).
2. Secure all personal property in the locker. Any unattended property in the locker room will be considered abandoned and will be appropriately disposed of.
3. Not keep any articles of evidence, confiscated materials, contraband, intoxicants, or food in his/her locker.
4. Limit the contents of the locker to required police equipment, change of clothes and toiletries. All authorized weapons must be secured in the internal locked compartment of the locker.
5. All officers, regardless of assignment, are required to keep at least one serviceable uniform and other required equipment in his/her locker in case of emergency or other situation requiring them to be deployed in uniform.
6. Officers are only permitted to use his/her assigned locker. The Staff and Inspections Unit Commander must authorize any locker changes.
7. Permit inspections of his/her locker when ordered by a supervisor.

**RESPONSIBILITY**

- A. All Department employees are responsible to comply with the provisions of this order and keep the locker room clean and orderly.
- B. It shall be the responsibility of the Staff and Inspections Unit Commander to assign lockers and to maintain records relative to the locker room. This includes, but is not limited to, locker assignment and the identification of all locks and combinations and to retain master keys for access to the lockers.
- C. Report Review is responsible to conduct weekly inspections of the locker room and report any discrepancies to the Auxiliary Services Unit Commander.