



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Access to Exterior Restrooms*

Number: *604-A*

Effective Date: *January 1, 2001*

Revised Date: *10-18-12*

Rescinds: *030*
 604-Access to Exterior Restrooms

Dated: *November 7, 1994*
 January 1, 2001

Approved By:

PURPOSE

To eliminate misuse and vandalism to exterior restrooms of the Law Enforcement Center, which have resulted in considerable expense to repair and restore.

PROCEDURE FOR ACCESS

1. Restroom doors will remain locked at all times.
 - A. Monday through Friday, 8 AM to 5 PM, any person needing to gain access to the restrooms will obtain a key from the receptionist or Police Service Desk.
 - B. After hours and on weekends and holidays, any person needing to gain access to the restrooms will obtain a key from the Police Services Desk.
 - C. A log will be maintained at each location. The person requesting the key shall legibly print their name and address and sign the log prior to being given the key. The person will need to present a valid identification card that will be held until the door key is returned.
 - D. The Support Services Division will periodically inspect the restrooms and, should anything be found that needs attention, take responsibility for having the work accomplished.
 - E. An additional key will be maintained at all times by the Detention Supervisor on duty.