



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Lockers*

Number: *605- A*

Effective Date: *January 1, 2001*

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Rescinds: *046, 605*

Dated: *April 30, 1999*

Approved By:

PURPOSE

To establish guidelines and regulations for the issuance, use and care of police lockers, as well as lockers located at medical facilities contracted by the city for employee medical care. There stands a medical necessity to have employees remove some or all of their equipment for accurate medical treatment and/or diagnosis. This establishes guidelines to ensure the proper use and security of the equipment is required.

DEFINITION

1. For the purpose of this regulation, the following definition will apply:
 - A. Police Lockers – all lockers located in the restrooms and work bay of the Police Department.
 - B. Medical Facility Lockers – Lockers or secured containers located at Care Here or Doctor's Care, dedicated to the sole purpose of temporary storage of an employee's issued gear during the time of the medical visit.

PROCEDURE

1. ISSUANCE OF POLICE LOCKERS
 - A. All police lockers will be maintained by the Property & Evidence Section Supervisor.

- 1) The Property & Evidence Section Supervisor will issue lockers as a part of normal initial equipment issue.
- 2) The Property & Evidence Section Supervisor will issue the lockers in a chronological order.
- 3) All employees have the right to deny issuance of a locker if they so desire.
- 4) Employees who have designated office space available to them where their equipment can be securely stored will not be issued a locker. If the employee had previously been issued a locker, they will forfeit the use of that locker to the Property & Evidence Section to be reissued.
- 5) Employees leaving employment with the department, whether by retirement or any other means, will forfeit their lockers to the Property & Evidence Section to be reissued.
 - a) Any personal property left by an employee after leaving employment will be removed and disposed of in accordance with Myrtle Beach Police Department Regulation 501 -- Handling, Disposition & Regulation of Property and Evidence.

2. ISSUANCE/USE OF MEDICAL FACILITY LOCKERS

- A. All medical facility lockers will be maintained by the Administrative Division supervisor.
 - 1) Upon entering and checking in with the staff at the medical facility, the employee may maintain their uniform in the required state.
 - 2) Upon entering the area out of public view, the officer will pick a locker and remove the required equipment and uniform for the medical procedure in which they are being seen for.
 - 3) The employee will use the provided lock and secure their equipment in the locker and ensure the lock is secure.
 - 4) The employee will maintain custody and control of the key throughout their entire visit.
 - 5) Upon completion of medical services, the employee will gather their equipment and redress out of public view.
 - 6) Keys will be left in the lock once the employee has ensured they have retrieved all of their personal or issued belongings.

3. USE/CARE OF POLICE LOCKERS

- A. All lockers will be used and cared for in accordance with general standards of cleanliness:
 - 1) At no time will employees deface the lockers by means of stickers, graffiti or any other means.
 - 2) Employees will not mark on any of the lockers nor hang any type of objects outside of the lockers.

- 3) Employees will ensure that all articles stored in lockers are appropriate.
- 4) No perishable products shall be stored in lockers.
- 5) Any damages or malfunctions need to be reported to the Property & Evidence Section upon discovery.

4. SECURITY

- A. All employees are responsible for the security of his/her equipment stored within their issued lockers. Employees are also responsible for their issued equipment stored in a medical facility locker.
 - 1) All employees are encouraged to secure their police lockers with a combination or key lock.
 - 2) All employees are required to secure the medical facility lockers with the provided locks. The employee WILL maintain custody and control of the key at all times during their medical facility visit.
 - 3) The Property & Evidence Section is not responsible for the upkeep of an employee's lock nor will they store any extra keys for an employee's personal lock.
 - 4) The administrative section supervisor is responsible for the upkeep to medical facility lockers and will maintain 'master' keys for the locks affixed to the lockers.
 - 5) Upon leaving employment with the Myrtle Beach Police Department, whether by retirement or other means, the employee will remove his/her lock immediately. Any lock remaining on a locker after the last duty day for that employee will be cut, removed and disposed of by the Property & Evidence Section Supervisor.

5. PRIVACY ISSUES

- A. Pursuant to Department Policy 102, Section 100, lockers fall under the "city-owned" category and are subject to inspection at any time.