

1.418 LOCKERS

- A. The agency assigns lockers to all full-time employees as a convenience to facilitate the storage of agency issued equipment.
 - 1. Lockers are assigned by Logistics personnel.
 - 2. Employees will not utilize lockers without the expressed authorization of Logistics personnel.
 - 3. Employees may be required to store certain issued equipment in lockers.
 - 4. Employees may store personal property and effects in issued lockers at their option.
 - 5. Employees will secure their lockers with a lock whenever the locker is left unattended.
- B. Because lockers are issued as a convenience to agency personnel, the chief, or specifically designated personnel, may access lockers in exigent circumstances for the purpose of retrieving agency issued equipment.
 - 1. Officers utilizing agency assigned lockers will supply the Logistics Unit copies of lock combinations or keys.
 - 2. Employees whose lockers are accessed will be provided objective based, written explanations for the access.
- C. Employees are responsible for keeping slip, trip, or fall hazards from the vicinity of their lockers.