

# POLICY AND PROCEDURES

NUMBER: 136

SUBJECT: Staff Locker Rooms

ACA STANDARDS: None

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 5/05, 1/09, 10/12



## I. POLICY

The St. Louis County Department of Justice Services shall provide a clean and secure location for Department personnel to change into or from their uniforms and to secure their personal property not permitted in the secure perimeter.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

## III. DEFINITIONS

**Contraband:** Any prohibited or illegal item whose importation or possession is prohibited. (e.g., weapons or illegal drugs)

## IV. PROCEDURES

- A. A Staff Locker room is available for all Justice Services' personnel. There is both a Women's and Men's locker room.
- B. The locker rooms will be kept neat and clean with all personal items kept in the lockers.
- C. No contraband items will be kept in the locker rooms with the

exception of cigarettes, lighters and matches. These items may be used only during authorized breaks outside the building.

- D.** Employees will not affix items to the inside or outside of lockers.
- E.** Employees are responsible for maintaining their lockers in good condition.
- F.** Lockers are to be used for the storage of uniforms, equipment and personal items (e.g., purses, coats, gym bags, back-packs, personal hygiene items and cigarettes).
- G.** [Employees will receive locker assignments from the *Superintendent of Security* or his/her designee. Switching lockers is not permitted.]
- H.** Employees who wish to lock items in their lockers will be issued a lock from the Department. All locks must be returned upon an employees' separation from the Department. Personal locks found on lockers shall be cut off the lockers.
- I.** [The *Superintendent of Security* or his/her designee shall keep a record of who is assigned to which locker.]
- J.** [If an employee does not have a locker due to a shortage of available lockers, the *Superintendent of Security* will reissue vacated lockers in order of seniority.]
- K.** All lockers are the property of the Department of Justice Services and are subject to inspection by Administration if:
  - 1. There is reasonable suspicion of work related misconduct or a criminal investigation is being conducted.
  - 2. An inventory search is required due to a staff member being placed on Administrative Leave, reassigned or terminated.

[The *Superintendent of Security* will keep a master key for all Department issued locks.]

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