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.