



City of Racine Police Department  
**Policy and Procedure**

**Number: 221**

<b>Subject:</b> <b>Use of Department Issued Lockers</b>		
<b>Date Issued:</b> <b>6-4-93</b>	<b>Effective Date:</b> <b>06-17-11</b>	<b>Revision Number:</b> <b>3</b>

**POLICY:**

The Department provides a locker in a designated locker room for the convenience of Department members. The lockers are under the management of the Support Services Division. Lockers shall not to be assigned to non-sworn personnel without the express permission of the Chief of Police.

**ALLOCATIONS:**

Lockers must be assigned to each member of the Department by the Support Services Division, and are allocated in the following manner.

- Each Department member is authorized one (1) locker in the appropriate locker room (Male Officers, Male Staff Officers, and Female Officers).
- Patrol Sergeants are authorized (as available) an additional locker located in the Patrol Sergeants Office.
- SWAT members are authorized (as available) an additional locker in the appropriate locker room.

**PROCEDURE:**  
**MEMBER:**

When a member of the Department is in need of a locker or wants to turn their locker in:

1. New officers will be assigned a locker during their orientation week by the Support Services Division. The Training Unit will contact the Support Services Division and request a locker (in the appropriate locker room) for new officers.
2. When assigned as a member of SWAT, have the SWAT Commander contact Support Services to request an additional locker in the appropriate locker room on your behalf.
3. When promoted to Sergeant contact Support Services and request a locker in the Staff Officers' Locker Room. If assigned to patrol request an additional locker in the Sergeants Office (if one is available).
4. Personal lockers shall not be used to store evidence, contraband, or property checked out from the Property Inventory System.
5. Upon retirement, resignation, termination, promotion, lateral move or transfer, all locker keys must be turned in with all other Department issued equipment. Locker keys must be returned to the Support Services Division.
6. When no longer assigned to Patrol as a Sergeant, turn in your locker key (for those lockers that have built in lock systems) and notify Support Services that the locker is now available.
7. Assigned lockers may not be "given" to someone else on the Department. There may be a member on a waiting list entitled to the locker.
8. When obtaining a locker, the member must provide a lock prior to the locker being assigned. They are normally padlocked while unassigned.

**SUPPORT SERVICES DIVISION:**

1. Maintain a locker management database to track the assignment and availability of lockers.
2. Ensure that anyone not issued a locker due to a shortage in the appropriate locker room is placed on a waiting list.
3. When members of the Department retire, resign, are terminated, or are transferred from a duty granting access to secondary lockers (SWAT, Patrol Sergeant), assign the next person on the waiting list to the appropriate locker.
4. Assign new officers and recently promoted staff officers a locker as soon as practical.

**SWAT  
COMMANDER:**

When a member of the Department is added to, or removed from assignment to SWAT, contact Support Services and notify them of the need for an additional locker, or the availability of the locker vacated by the departing member.

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