



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **DEPARTMENT LOCKERS**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedures Manual

REFERENCE:

NUMBER: 1.21
ISSUED: 09/08/2021
EFFECTIVE: 09/08/2021
 RESCINDS
 AMENDS
WILEAG 5TH EDITION
STANDARDS: 1.2.5, 2.4.4

PURPOSE: The purpose of this Policy & Procedure is to set guidelines for Portage Police Department issued lockers, which includes ensuring the safety of the members of the department, and protecting their privacy while using the lockers.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
 - II. PROCEDURE
 - III. LOCKER ROOM PRIVACY
- I. POLICY
 - A. It is the policy of the Portage Police Department to provide a room and issue lockers and locks for each member, subject to certain limitations noted below.
 - II. PROCEDURE
 - A. Officers will be issued a combination type lock for their department issued lockers.
 - B. Lockers and locks are the property of the Portage Police Department and are for use during the course of the employee's duties, and as such, they are subject to un-announced inspections.
 - C. Officers shall lock their lockers at all times when a firearm is located in the locker.
 - D. The department is not responsible for personal items stored or left in the employee's locker.

- E. Officers shall be mindful of items in the locker room and other common areas of the Portage Police Department as various members of the public may be escorted for tours or through the area for other various reasons. Items in common areas or affixed to the outside of their locker shall be culturally appropriate and not meant to harass, intimidate, or discriminate. Inappropriate items will be a violation of this policy. When unsure if an item is inappropriate, the officer shall seek guidance from a sergeant or above prior to placing or affixing the item.
- F. All officers are encouraged, especially those living outside the city, to bring a full change of uniform, shoes and under garments and keep them in their locker to meet compliance with the blood borne pathogen protocols for emergency response personnel, also refer to Policy & Procedure 15.01: Blood Bourne Pathogens.

III. LOCKER ROOM PRIVACY

- A. In compliance with Wisconsin State Statute 175.22 - Privacy in Locker Rooms guidelines have been established, refer to Policy & Procedure 1.04: Harassment in the Workplace.

NOTICE: Employees are warned that the assigned lockers are the property of the Portage Police Department and are for use during the course of the employee's duties, and as such, they are subject to un-announced inspections.

Keith J. Klafke
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 09/08/2021
Updated 03/13/2026