



LOCKER ROOM POLICY GENERAL ORDER #15.06

Adopted: 08/04/2006

Replaces: New Order

POLICY

The Stanford University Department of Public Safety maintains separate locker rooms for male and female employees. The facilities are designed for the use of all fulltime SUDPS employees assigned to the facility, and accommodates the limited needs of those SUDPS employees using the facility on a day-to-day basis. Employees using this facility shall store their clothing and equipment in their assigned locker, either permanent or temporary, and shall utilize the appropriate locker room (male/female) with associated shower and restroom facilities to change their clothing. It will be the responsibility of each employee to ensure that they use the locker room facility in a professional manner, and shall not subject fellow employees to offensive language or behavior.

PROCEDURE

- A. Employees shall utilize the *locker* rooms to change clothing, and shall not dress, undress, or appear in an undressed state *outside of the* locker room areas of the facility. Use of these rooms will be based upon gender, and no person authorized to use the facility will use the *locker* room assigned to the opposite gender.
 - B. The lockers contained within this facility are for the exclusive use of *fulltime SUDPS employees* and to accommodate the temporary day-by-day needs of *SUDPS employees* using the facility. The lockers shall be assigned by the *Logistics Manager* according to the needs of the *SUDPS* and the needs of the employees. The lockers shall only be secured with a *SUDPS* issued lock. Unauthorized personal locks securing lockers shall be removed when detected by the *Logistics Manager*. Any items stored within the locker at the time the lock is removed shall be bagged and stored in a secure location by the *Logistics Manager*.
 - C. The lockers are provided for the storage of clothing, equipment and personal items while the employee is at work or away from work on their scheduled days off. Lockers shall be
-

closed and secured with a *SUDPS* issued lock at all times when the employee is not present. No food or beverages may be stored in the lockers or anywhere within the locker room facility at any time.

- D.** Employees utilizing the locker room facility shall store all of their clothing, equipment and personal property within their assigned locker. Employees shall try not to store clothing or equipment anywhere else within the locker room facility. Equipment, clothing or personal items found **abandoned** within the locker room facility shall be bagged and stored in a secure location by the *Logistics Manager*.
- E.** Employees may post photographs, drawings, bulletins, signs or artwork on the inside portion of any locker within the facility. Any postings determined to not be tasteful will be removed at the direction of the Director
- F.** *The privacy of each employee's locker or individually assigned storage space shall be respected and these areas shall not be searched by the Department except for good cause and notice as defined below, providing said notice would not unreasonably delay the search. Advance notice will be given to the employee by the Department or, if the employee is not reachable, a member of the Stanford Deputy Sheriffs' Association, if applicable. Either the employee or the member of the Association, as the case may be, will be given an opportunity to be present at the search.*


LAURA WILSON
DIRECTOR

