



HOLMEN POLICE DEPARTMENT

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Holmen Police Department
Directive

Office Security

Due to the sensitive information the department deals with pertaining to but not limited to: drugs, sex abuse crimes involving children, personal information of the public, and personnel information, etc. office doors will be secured and locked before leaving at the end of your shift.

Due to interns, reserves and/or other people entering the department for tours or meetings, any officer not at his/her work station needs to make sure work station is clear of any sensitive information in public view. The office of the Chief, Lieutenant, and Investigator, along with the office containing ICAC and drug information will be locked if individuals assigned to those offices are not at work.

The evidence processing room will be clean and clear of any evidence left out. All evidence will be in the possession of the officer processing it or placed in a locker for safe keeping to be processed later.

If for some reason you would need to have access to one of the offices that are locked, contact a supervisor.

Individuals that are required to lock their offices will be responsible for cleaning their offices. Garbage should be left outside their office door for removal.

Disclaimer

The Police Chief has the right to make changes to this directive at his/her direction according to department needs.

Chief Shane Collins