



POLICY & PROCEDURE

HOLMEN POLICE DEPARTMENT

SUBJECT:	LOCKERS AND LOCKER ROOM PRIVACY	NUMBER:	6.11
		ISSUED:	10/30/2016
SCOPE:	All Department Personnel	REVIEWED:	10/30/2016
DISTRIBUTION:	Policy & Procedure Manual	<input type="checkbox"/> RESCINDS	
		<input type="checkbox"/> AMENDS	
REFERENCE:	WI §175.22	WILEAG 4 th EDITION STANDARDS: 1.2.5	

INDEX AS: Locker Room Privacy

PURPOSE: As required by Wisconsin State Statute 175.22, the Holmen Police Department has a policy which respects the privacy of employees while using the Department locker room.

This Policy consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. PROCEDURES
- IV. LOCKERS AND PROPERTY

I. POLICY

It shall be the policy of the Holmen Police Department to ensure the personal privacy of its employees while using the locker room within the Holmen Police Department.

II. DEFINITIONS

Recording Device: means a camera, an audio recorder, a video recorder or any device that may be used to record or transfer images.

III. PROCEDURES

- A. The locker room, as described in this standard, includes the attached shower facility and restroom facilities.
- B. Interviews of any nature (audio or video) WILL NOT be permitted in the department locker room.
- C. Excluding department tours, the media or any other interview source WILL NOT be permitted in the department locker room. Tours will only be permitted, if the locker room is not being utilized.
- D. No person may use a cell phone or any other recording device to capture, record, or transfer a representation of a nude or partially nude person in the locker room.
- E. Recording devices ARE NOT permitted to be utilized by department personnel under any circumstances in the department locker room, unless approved by the police chief and/or his/her designee.
 1. Special circumstances, as determined by the police chief, will allow the use recording devices in department locker rooms. Special circumstance authorizations will only be permitted, if the locker room is not being utilized. These include, but are not limited to:
 - Any criminal investigation
 - Establishing a record of damaged village property
 - Repair of departments facility
 - Tours – Police Department design

IV. LOCKERS AND PROPERTY

- A. Each sworn officer will be provided a locker.
- B. Employees are advised that the retention of any personal items within the lockers and/or locker room is done so at their own risk and the Village of Holmen will not be responsible for any damage or losses.
- C. All lockers, locked or unlocked, are subject to entry, search and inspection at the direction of the police chief or his/her designee without notice. Employees have no reasonable expectation of privacy as it relates to the items within the locker.
 1. Any privately owned property contained in a locker, including the contents of any enclosed or sealed items or containers may be opened and examined without further notice or without the employee's permission.
- D. All lockers will be kept clean. No stickers, posters or writing of any kind shall be placed on the outside or inside of the lockers.

Shane Collins
Police Chief

This policy cancels and supersedes any and all previous Policies and Directives relative to the subject matter contained herein.

Initial 10/30/2016