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| WRITTEN DIRECTIVE | No. PD15-2024 | Page: 1 of 3 |
| Subject: DEPARTMENT LOCKERS | Effective Date: | 5-20-15 |
| | Supersedes/ Amends: | PD11-2024 |
| | Reference: | |
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I. Purpose

The purpose of this directive is to establish procedures for the use and inspection of department issued lockers.

II. Policy

It shall be the policy of the Lynchburg Police Department to issue lockers to officers in order to allow for storage of department issued equipment and appropriate personal items.

III. Procedure

A. GENERAL

1. Lockers assigned to an officer will be utilized by that officer only. Officers will not share a locker with another employee or allow other employees to store property in their locker.
2. Lockers will remain secured at all times by means of the department issued combination lock.
3. Officers will keep the combination for their lock confidential at all times.
4. Personally owned locks will not be used to secure department issued lockers. Any personally owned locks found on a department issued locker will be removed and disposed of.

B. ASSIGNMENT

1. Lockers located in the 905 Court Street facility will be assigned to Field Operations Bureau personnel, as deemed appropriate by the Deputy Chief of Field Operations.
2. Officers will receive their assigned locker number and lock combination from the Equipment and Supply Coordinator upon assignment to the Police Training Officer (PTO) program.

3. Officers will vacate their assigned locker upon transfer from the Field Operations Bureau or upon request due to the needs of the department.

C. INSPECTION

1. Department lockers are the sole property of the Lynchburg Police Department. The need to occasionally store personal items in lockers is recognized, however officers should be aware that lockers may be inspected or otherwise entered to meet operational needs, internal investigatory requirements, or for other reasons at any time deemed necessary by the Chief of Police or his designee. No expectation of privacy should be assumed or expected.
2. A master key for all locks will be available to supervisory personnel.
3. Only supervisors acting in their official capacity will be authorized to inspect or search department provided lockers.
4. Violation of acceptable locker use as outlined in this directive will result in discipline and potential loss of the use of the locker.

D. USE OF LOCKERS

1. Lockers will not be used under any circumstances to store evidence, regardless of the duration of time.
2. Lockers can be used to store any department issued equipment, with the following in mind:
 - a. Storage of firearms in lockers:
 1. Officers may store department issued firearms in their assigned lockers.
 2. Officers may store personally owned handguns in their assigned lockers if those handguns have been authorized by the Chief of Police for backup or off duty carry.
 3. Handguns secured in department approved holsters may be stored in lockers in loaded, round chambered condition.

4. Handguns that are not secured in department approved holsters must be stored in lockers in chamber empty condition.
 5. Department issued long guns must be stored in lockers in chamber empty condition.
 - b. Long term storage of equipment is discouraged as this can lead to deterioration or damage.
3. Lockers may be used to store personal property that assists officers with the performance of their duties:
 - a. Perishables of any kind will not be stored in lockers.
 - b. Non-perishable food will only be allowed in its original, unopened packaging.
4. Each employee is responsible for keeping their locker neat and clean at all times.
5. Locker exteriors will not have any decorative items, photos or signage displayed on them at any time.
6. Locker interiors can display pictures or other decorations, so long as they can be removed without leaving a lasting impression or damaging the surface of the locker in any manner. Decorations or displayed items must not be offensive, vulgar, discriminatory or profane in any manner. The definition of what constitutes a violation of this section is at the sole discretion of the Chief of Police.
7. Each locker is equipped with two (2) power outlets where available. No more than two devices will be powered through this source. Power strips or receptacle splitters are prohibited.

Original Signed

Parks H. Snead
Chief of Police

May 20, 2015

Date