

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 5.13
		Issue Date: March 21, 2005
		Revision Date:
CHAPTER: Fiscal Management and Agency-owned Property		Related Policy:
SUBJECT: Sheriff's Office Issued Lockers		Related Laws:

POLICY: Employees are responsible for the care and maintenance of Sheriff's Office equipment issued to them. Upon termination of employment or upon the demand of a supervisor, any or all Sheriff's Office-issued equipment shall be returned in the same condition as issued, except for reasonable wear.

Employees should have no expectation of privacy in Sheriff's Office issued lockers.

RULE: None

PROCEDURE:

I. Issuance

Designated Personnel shall issue lockers to Police Services Division Deputies, during the first week of employment. Other locker space will be assigned on a priority and space available basis to be decided by the administration, and intended for employees who have a distinct need for locker space.

II. Inspection

A. All personnel will submit to periodic inspection of their person, equipment, and lockers as required by the Sheriff's Office. Additionally, Sheriff's Office supervisors and command officers may search employees' lockers anytime they have a reasonable belief the locker contains evidence of misconduct.

It shall be the responsibility of every employee utilizing County lockers to insure that their locker and the immediate space surrounding their individual locker shall be kept in a clean, neat, and orderly fashion.

Articles of clothing and other miscellaneous items shall not be stored on the top of the lockers or in and around the walkway and dressing areas. It shall be the responsibility of each duty supervisor to inspect the general order of the locker rooms and to insure that this room is kept in a clean and orderly fashion; free of clutter and debris.

- B. Employees may, with the understanding of section A above, store items of a personal nature as well as issued County equipment for their own personal use. Only locks supplied by the Sheriff's Office may be issued to secure County lockers. A master key or a master combination lock list shall be maintained for accessibility to these lockers. No personal locks shall be used.