



# GENERAL ORDER

## MINOCQUA POLICE DEPARTMENT

**SUBJECT: DEPARTMENT LOCKERS**

SCOPE: All Department Personnel  
DISTRIBUTION: General Orders Manual

REFERENCE:

NUMBER: 1.21  
ISSUED: 01/23/2020  
EFFECTIVE: 02/02/2020  
 RESCINDS  
 AMENDS  
WILEAG 5<sup>TH</sup> EDITION  
STANDARDS: 1.2.5, 2.4.4

---

INDEX AS: Blood Borne Pathogens  
Harassment in the Workplace  
Lockers/Locker Room(s)  
Privacy  
Uniforms/Equipment

PURPOSE: The purpose of this General Order is to set guidelines for Minocqua Police Department lockers, which includes ensuring the safety of the members of the Department, and protecting their privacy while using the lockers.

This General Order consists of the following numbered sections:

- I. POLICY
- II. PROCEDURE
- III. LOCKER ROOM PRIVACY

### I. POLICY

- A. It is the policy of the Minocqua Police Department to provide a room with lockers for each member, subject to certain limitations noted below.

### II. PROCEDURE

- A. Officers may place a combination type lock on their Department lockers; however, the combination shall be given to the Chief of Police. Officers should not disclose their combination to any other officers.
- B. Lockers are the property of the Minocqua Police Department and are for use during the course of the employee's duties, and as such, they are subject to un-announced inspections.
- C. Officers shall lock their lockers at all times when a firearm is located in the locker.

- D. The Department is not responsible for personal items stored or left in the employee's locker.
- E. Officers shall be mindful of items affixed to the outside of their locker as various members of the public will walk through the Squad Room for various reasons. Inappropriate items will be a violation of this policy. When unsure if an item is inappropriate, the officer shall speak to the Chief of Police prior to placing on the locker.
- F. All officers are required to bring a full change of uniform, shoes and under garments and keep them in their locker to meet compliance with the blood borne pathogen protocols for emergency response personnel, also refer to General Order 15.01: Blood Bourne Pathogens.

### III. LOCKER ROOM PRIVACY

- A. In compliance with Wisconsin State Statute 175.22 - Privacy in Locker Rooms guidelines have been established, refer to General Order 1.04: Harassment in the Workplace.

*David J. Jaeger*

---

David J. Jaeger  
Chief of Police

This General Order cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 11/16/2016