


<b>NORTHAMPTON POLICE DEPARTMENT</b> <b>Administration &amp; Operations Manual</b>		
<b>Policy: Facility Care</b>		<b>AOM: A-121</b>
Massachusetts Police Accreditation Standards Referenced:		Issuing Authority <hr/> John D. Cartledge Chief of Police
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## I. Introductory Discussion

The ability to maintain a professional atmosphere inside the police department itself corresponds, at least in part, to the overall cleanliness and organization of department offices, rooms, workspaces, and desks. To that end, all employees shall endeavor to ensure the building remains neat and orderly by cleaning up after one self. The purpose of this directive is to establish guidelines and properly define the responsibilities and expectations of all sworn and non-sworn employees of the department to treat the facility with due care, and to maintain it in an acceptable, orderly, and safe condition.

## II. Policy

It shall be the policy of the Northampton Police Department to ensure that all employees are responsible for the everyday general maintenance and upkeep of the department facilities. No permanent fixtures shall be removed, altered, or installed without permission from the Chief of Police.

### **III. Procedures**

#### **A. Locker Room**

1. Every Patrol Officer (including Special Police Officers), Sergeant, and Lieutenant, is provided a locker to be used for the storage of both departmental issued equipment, as well as some personal belongings.
2. Locker assignments are issued through the Administration Division Commander by an assigned Sergeant.
3. Once a locker is assigned, they shall not move from that assigned locker without authorization.
4. Employees shall be responsible for the condition of both the exterior and interior of their assigned locker. Lockers shall be kept neat, clean, uncluttered, and odor free.
5. No labels, stickers, or signs shall be attached to the outside face of any locker. No one shall write or print on any locker.
6. Nothing is to be hung, nailed, tacked, glued, taped, or other-wise adhered to the walls, floors, ceilings, doors, benches, or to any of the fixtures contained herein. The display of personal or department related items inside a locker is permissible, provided the material is not offensive or discriminatory in any way and the display of such items does not damage the locker.
7. When not being used, employees shall keep all personal and departmental issued clothing and equipment inside their locker. No items will be stored outside, on top, or on the floor of the locker room.
8. Lockers are to be kept locked at all times.
9. Employees will use only the combination lock provided with the lockers. Any other locks are prohibited, unless authorized by the Chief of Police or their designee.
10. Employees utilizing the sinks and/or showers shall take pre-cautions to ensure that excess water does not flow onto the floor in the locker area thereby creating a hazardous condition. Also, personal toiletry items shall not be left inside the showers or on the sinks.
11. All towels and/or wash cloths utilized while showering shall be properly stored in a locker or removed from the premises.

#### **B. Break Room**

1. All employees utilizing the break area shall leave it in a clean and orderly condition.
2. Personnel using the break room must be cognizant of other employees throughout the building working at any given time and shall refrain from excessive noise.
3. The storage of food and beverages in the refrigerator shall be short-term storage.
4. Trash and unconsumed food shall be properly deposited in the designated trash receptacles.
5. Counters, tables, sinks, ovens, etc... are to be cleaned after being used.

### C. Offices and Workspaces

1. Employees who share or are assigned an office, workspace, or desk, are responsible to treat the property with due care to prevent damage and to maintain the area in a professional fashion. This includes the exercise of good judgment when loading or storing items in or on any such resource or fixture to prevent collapse or damage.
2. Generally, any employee assigned a desk or workspace will be permitted to display photographs of their choosing, provided they are tasteful and non-discriminatory. Discretion concerning the number, size, and content of the photographs is imperative.
  - a. If the display of such photographs causes a disruption to the efficient operation of the department, or creates an unprofessional appearance, including the display of numerous photographs creating a physical obstacle to the desk or workspace, the permission to display photographs may be revoked by the Chief of Police.
3. Employees who are assigned offices or workspaces may also display representations of educational achievement, awards, plaques, certificates, photographs, and/or other items related to the law enforcement profession. Employees choosing to display such items must take precautions to ensure that there is no resulting damage to department property or to the building itself.

### D. Common Offices and Areas

1. This shall include any office, room (including bathrooms), workspace, hallway, and storage area not restricted or specifically assigned to a limited number of employees. All department employees are expected to assist in the overall maintenance and cleanliness of these areas.
2. Approval of the Chief of Police must be secured by any employee desiring to hang/display items in a common area inside the department.
3. No items shall be posted, except on designated bulletin boards.

### E. Department Exercise Room

1. Only department employees are to utilize the exercise room.
2. An employee may utilize the exercise room during off-duty hours only, unless the employee has been approved to participate in the Employee Physical Fitness Program (Refer to ***AOM P161 Temporary Pilot Employee Physical Fitness Program***).
3. Employees using the exercise room are responsible for removing anything they bring into the room, as well as maintaining the cleanliness of both the room and the equipment located inside.
4. Employees using free weights are responsible for putting that equipment away when they are finished.

5. After working out, employees are to wipe down those exercise machines utilized with the disinfectant spray/towels.
6. Food is not allowed inside the exercise room.
7. Music volumes shall be kept at a reasonable level.
8. Any damage or equipment malfunction shall be reported to a Supervisor.