

LOCKER AND LOCKER ROOMS

1. GENERAL

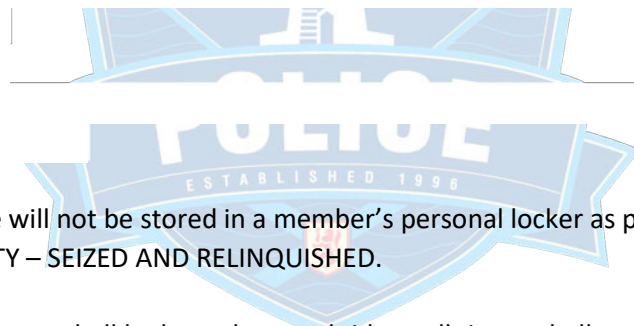
- A. All lockers in Halifax Regional Police (HRP) facilities are property of the HRP.
- B. Members should be aware that they have no implied, partial or absolute right to privacy with respect to their issued lockers and, therefore, it is the policy of HRP that any locker can be searched at any time with the authorization of the Chief of Police, or designate, and without the prior notification of the member to which it is issued.

2. POLICY

- A. Members shall ensure that their assigned locker is secure at all times when the member is not present.



- C. Evidence will not be stored in a member's personal locker as per established policy on PROPERTY – SEIZED AND RELINQUISHED.
- D. Locker rooms shall be kept clean and tidy at all times, shall not be cluttered with shoes, boots, issued clothing and equipment, personal belongings, towels, etc. and will be subject to random inspections.
- E. The Halifax Regional Police accepts no responsibility for any item lost or damaged while stored in a personal locker.
- F. Property stored in an unauthorized manner will be collected and disposed of if discovered during a locker room inspection.



MEMBER

- G. Members shall:

- i. Be assigned a personal locker at the member's Fall-in location and be issued a service combination lock for use on same.
 - 1. Only the issued combination lock shall be used by the member.
- ii. Ensure their assigned locker is secured with the issued combination lock at all times in their absence to prevent loss or damage from occurring.
- iii. Immediately report any unauthorized removal of HRP issued equipment from members locker to NCO.

H. No member shall:

- i. Hang any article, whether personal or service issued, from the exterior of the locker, including but not limited to: towels, rain jackets, winter jackets, etc.
- ii. Neglect their responsibilities under subsection 17(1) of the Occupational Health and Safety Act and cause the locker room to become a safety risk for fellow members.

NCO

I. NCOs shall:

- i. Conduct both:
 - 1. Regular locker inspections every three months; and
 - 2. Random on-duty locker room inspections.
- ii. Complete, Locker Inspection Report, during each inspection and forward the completed reports to the appropriate Divisional Commander at the time of inspection.
- iii. Address all identified issues which become apparent during an inspection and take the necessary action to correct them as soon as practical. Document all corrective actions via a memo to the appropriate Divisional Commander.

J. NCO shall require the member to be present during locker inspections, should the member be unavailable, the NCO shall follow the "rule of two," e.g. another NCO or WCOM to be present

K. Should NCO locate seized or found property in a member's locker upon inspection, that ought to be stored in Property and Evidence, the NCO shall document the found

property, ensure it is properly secured, and, report the incident to the appropriate Divisonal Commander via a memo.

QUARTERMASTER STORES

- L. Quartermaster Stores is responsible to:
 - i. Assign personal lockers and combination locks to members as per policy.
 - ii. Maintain an electronic file of all issued lockers, locks with identifying information, and lock combination.
 - iii. Label each locker with a name plate including the member’s name and employee ID.

3. DEFINITIONS

TBA

Effective Date	May 19, 2021
Policy Sponsor	Superintendent Administration Division

By Order Of:

Dan Kinsella
Chief of Police

