



MIDDLETON POLICE DEPARTMENT

DATE
August 7, 2012

POLICY
1.2.05

SUBJECT: **Locker Rooms**

REVIEWED
November 3, 2017

MRR

Refer to: SS [175.22](#); [Locker Room Notice](#); [1.2.04 Harassment](#)
History: 1995, Updated 3/2004, 6/2010, 8/2012, 10/2014
[WILEAG \(5th Ed.\) Standards](#): 1.2.5

Contents

Purpose.....	1
Policy	1
Definitions.....	1
Recording device	1
Surveillance device	1
Locker Procedures	2
Locker Room Privacy	2

Purpose

This policy establishes the assignment, control, and inspection of Department lockers by supervisory personnel as well as to communicate Wisconsin law relating to an individual’s right to privacy within an area operated as a locker room facility. This policy will comply with Wisconsin Statute [175.22](#) requiring a written policy on privacy in locker rooms.

Policy

It is the policy of the Middleton Police Department that lockers assigned to Department Personnel are the property of the Police Department and may be subjected to inspection. Additionally, no recording devices capable of video recording or taking photographs will be used/operated in department locker rooms with the intent to capture any nude or partially nude person.

Definitions

Recording device: is defined as a camera, a video recorder, a cellular phone, tape recorder or any other device that may be used to record or transfer audio and/or images.

Surveillance device: any device, instrument, apparatus, implement, mechanism or contrivance used, designed to be used or primarily intended to be used to observe the activities of a person. Surveillance device includes a peephole.

Locker Procedures

- A. Lockers are assigned to employees by the Administrative Services as available and are subject to removal or moving based on promotions, need or other management decision.
- B. Members will not keep anything in their lockers that they do not wish to have inspected. All issued or assigned equipment and supplies are subject to immediate call-in if a supervisor calls for an inspection.
- C. Members will use only the locks provided with the lockers. Any other locks are prohibited and may be removed by a supervisor at no cost to the Department or any of its staff if authorized entry is required.
- D. Officers who do not live in the city are required to keep a spare uniform in their locker should circumstances dictate a change of clothing during their shift.
- E. Members are responsible for the upkeep and condition of their assigned lockers, along with the upkeep of the general area of the locker room.
 - 1. No labels, stickers or signs shall be attached to the outside face of lockers. No derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, e-mails, note, bulletin, drawing or pictures may be placed on or in a locker. Unauthorized pictures or posters are not permitted on locker room walls.
 - 2. When not in immediate use, lockers are to remain closed and secured.
 - 3. Member's personal uniform items (shirts, pants, shoes, coats, bags, etc.), personal belongings, clothing and personal hygiene items shall be kept in their personal locker. Only non-uniform shoes of members working may be left on the locker room floor.
 - 4. Personal uniform items, personal belongings, and towels should not be kept on the locker room, shower room, or bathroom racks, hangers, counters, or floor, except when damp items need to be dried. Personal hygiene items shall not be left or stored in the shower facility or the adjacent sink area.
 - 5. Any damage or other problems noted by members will be reported to his/her supervisor immediately.

Locker Room Privacy

- A. All persons who utilize Department locker rooms may reasonably expect a high level of privacy, which includes being safe from being observed or having their image captured by a recording or surveillance device without his/her knowledge and consent. The following are expressly prohibited in Department locker rooms:
 - 1. Use of any recording or surveillance device by the media or other persons not associated with the Department.
 - 2. Use of a recording or surveillance device, which includes a cellular phone, to capture, record, or transfer an image of a nude or partially nude person in the locker room.
 - 3. Capturing a representation of a person depicting that person nude or partially nude without that person's knowledge and consent.
 - 4. Capture, record, transfer, display, reproduce or distribute, a representation of a nude or partially nude person depicted without that person's knowledge and consent.

- B. To protect the privacy of users, locker rooms are restricted to police personnel only, with the exception of supervised tours, required maintenance, and an approved special use. Supervised Department tours will only be permitted if the locker room is not being utilized. A special use must be approved by the Chief or a Captain and, when feasible, notice will be provided to affected personnel.
- C. The news media or other persons not associated with the Department will not be allowed to interview persons or seek information from any individual in a Department locker room.
- D. This policy does not prohibit the use of recording equipment in the performance of an employee's official duty or as specifically authorized by a supervisor.
- E. Violations - Any employee who knowingly and willingly violates the locker room privacy policy will be subject to discipline of a serious nature including dismissal. Violation of the locker room privacy policy may also subject a person to criminal prosecution.
- F. Anyone who is aware of the use of a recording or surveillance device, which may be in violation of this policy should immediately report to a supervisor. Supervisors are required to take immediate action.