

# UW Whitewater Police



## Departmental Storage Equipment

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Special Instructions:			
Approved By: Chief Kiederlen	Effective Date: 8/4/2008	Revised Date: 8/9/2022	Revision number: 3

### I. Purpose

The purpose of this policy is to establish the assignment, control and inspection of UW-Whitewater Police Department storage equipment.

### II. Definitions

**Storage Equipment:** Any item issued or assigned by the Department for the storage of equipment, files or other items. This may include but is not limited to; lockers, desks, squad cars, closets, etc.

### III. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) that storage equipment shall be assigned to employees for Department approved usage.

### IV. Procedure

- A. Storage equipment is assigned to employees by the Administrative Services Sergeant and is subject to removal, moving or inspection at any time based upon management's decision and authorization. Whenever storage equipment is inspected every reasonable effort will be made to allow the employee or their designee to be present at the inspection.
- B. Employees will not keep anything in storage equipment that they do not wish to have inspected; however, issued equipment and written material must be kept in such storage equipment unless they are used off-duty for a legitimate purpose. All such equipment and supplies are subject to immediate call-in if a supervisor calls for an inspection.
- C. Employees will use only the Departmental issued locks provided. Any other locks are prohibited and will be removed by the Administrative Sergeant at no cost to the Department or any of its staff authorized entry.
- D. Employees are responsible for the upkeep and condition of their assigned storage equipment.
  1. No labels, stickers or signs shall be attached to the outside face of storage equipment.
  2. Any damage or other problems noted by employees will be reported to his/her supervisor immediately.

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- E. No video equipment or cameras will be used, or stored, within the locker room area; unless a camera is needed for a legitimate evidence/investigatory need and has been approved by a supervisor.
- F. Wisconsin State Statute 175.22: Policy on Privacy in Locker Rooms:
  - (1) In this section:
    - (a) "Person" includes the state.
    - (b) "Recording device" means a camera, a video recorder, or any other device that may be used to record or transfer images.
  - (2) Any person that owns or operates a locker room in this state shall adopt a written policy that does all of the following:
    - (a) Specifies who may enter and remain in the locker room to interview or seek information from any individual in the locker room.
    - (b) Specifies the recording devices that may be used in the locker room and the circumstances under which they may be used.
    - (c) Reflects the privacy interests of individuals who use the locker room.
    - (d) Specifies that no person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room.