

La Plata Police Department – General Order

	Title: Station Cleanliness		Order #: 302	
	Effective Date: February 14, 2014	Review Date:		
	Original Issue: <input checked="" type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds			
Approved by: Chief Carl Schinner			CALEA 5 th Edition	
CALEA Standard:			Pages: 1	

01 PURPOSE: To ensure that the police station and all its offices are maintained and remain in a reasonable state of cleanliness.

02 POLICY: All employees will strive to maintain the station in an orderly manner, free of unsightly, unclean, or harmful conditions.

03 DISPOSAL OF REFUSE:

- A. All employees will dispose of refuse in proper receptacles.
- B. All refuse from food or drink will be promptly disposed of and the area where the food or drink was consumed will be wiped clean.

04 DESIGNATED WORK AREA:

- A. Employees will be responsible for the orderly upkeep of their assigned work areas.
- B. The tops of desks, counters, file cabinets, etc., are to be kept in order, free of excess accumulation, and clean.
- C. Clothing and other personal property will be stored either in a designated locker or neatly within a closet. This does not prohibit hanging of outer apparel on coat racks.

05 GENERAL WORK AREA:

- A. For the purpose of this Procedure, general work areas include, but are not limited to offices, squad room, kitchen area, roll call/squad room, public meeting room, and reception area.
- B. Employees using general work areas will leave them in a neat and orderly condition, free from trash, unused forms, or unnecessary clutter.
- C. All items of equipment, forms and other Departmental or personal property will be returned to the proper place of storage after use.

D. Personal Property will not be stored in any general work area within or outside of the station.

06 LOCKERS:

- A. Lockers will be maintained in a neat and orderly manner at all times.
- B. No employee will store or cause to be stored in any locker issued to them any perishable substances or items which in time would cause an annoying or offense condition to exist.
- C. The placing of signs, stickers, and photos, decals of any sort or property or material on the outside of the locker is prohibited.

07 PARKING AREAS: All parking areas shall be maintained in a neat and orderly manner. Officers shall not store personally owned vehicles at the station.

08 STORAGE AREAS: All storage areas shall be maintained in a neat, orderly manner and in compliance with all applicable laws and regulations.

09 TRASH REMOVAL: It is the responsibility of the midnight shift supervisor to ensure trash is removed from full waste baskets and trash containers.

10 EMPLOYEE RESPONSIBILITY:

- A. Employees mail slots are to be kept in an orderly condition. Mail slots are to be checked daily when an employee is on duty. The slots are intended for the use of receiving mail, messages, memorandums and paychecks etc. They are not to be used for storage.
- B. Bulletin boards within the station are to be used for police related business only.
- D. Supervisors are responsible for ensuring that subordinates abide by this policy.

