
Routine Operations

Book:	2 Routine Operations
Chapter	I – Station Operations
Subject	1 Personal Lockers
Code	2-I-1
Revised	8/19/2003

1.01 Purpose

To provide a system which insures all employees and member who desire a personal locker are assigned one.

1.02 Policy

- a. All employees and members who desire a personal locker will be assigned one.
- b. The Fire Chief will assign all personal lockers.
- c. The Fire Chief shall maintain a list of each locker assignment and the combination to the lock.
- d. More than one (1) individual may be assigned to a single locker.
- e. No employee or member shall either permanently or temporarily occupy more than one (1) locker at a time.
- f. All assigned lockers will be equipped with a built-in combination lock; no other type of locking mechanism shall be installed on any locker.
- g. All lockers shall be numbered for identification purposes; no other type of identifying markings other than the individual's name shall be applied to the lockers.
- h. Employees and members shall not use another's locker for any reason unless that person has given prior permission.
- i. All employees and members shall refrain from putting wet or damp articles of clothing, towels etc. in lockers.

1.03 Procedure

- a. Any employee or member desiring a personal locker shall contact the Fire Chief.
- b. All employees and members shall be responsible for maintaining the locker assigned to them in a clean and orderly fashion.
- c. Personal Lockers are the property of the City of Jersey Village and may be inspected at anytime