



Greenbelt Police Department – General Order

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|  | Title: Station Cleanliness | | Order #: 302 |  |
| | Effective Date: April 27, 2005 | Review Date: April 12, 2005 | | |
| | Original Issue: June 15, 2003 | <input type="radio"/> New <input checked="" type="checkbox"/> Amends <input type="radio"/> Rescinds | | |
| Approved by: Chief James Craze | | | CALEA 5 th Edition | |
| CALEA Standard: | | | Pages: 2 | |

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, Sergeants' Offices, Squad Room, Roll Call Room, Specialized Unit Offices, K-9 Office, Communications, Criminal Investigations Unit, Kitchen, Interview Rooms, Quartermaster's Storage Room, Property and Evidence Storage, Armory, Locker Rooms, Chief's Conference Room, Public Meeting Room, Commanders' Offices, Evidence Unit Office/Lab Accreditation Manager's Office, and Crime Prevention Office, as well as hallways, front and rear entrance areas and the Department's garage.

B. Employees of the Department 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 LOCKER ROOMS:

- A. Lockers will be maintained in a neat and orderly manner at all times. Uniforms and official equipment, when kept in the station and not in use, will be neatly arranged in lockers or in such other places as may be designated. Employees will supply a lock and their locker will be kept locked 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.
- D. Benches, when not in active use, will remain free of all property.

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 EMPLOYEE RESPONSIBILITY:

- A. Employees to whom mailboxes are assigned are responsible for orderly condition of the box. Boxes are to be checked daily when an employee is on duty. The boxes 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. Miscellaneous jokes, comments, cartoons, insults, crude or vulgar statements, and notices of personal items for sale are prohibited.
- C. This policy applies to the main police facility, as well as all satellite and/or substations in place. This policy also applies to the firearms range.
- D. Supervisors are responsible for ensuring that subordinates abide by this policy.