

**HONOLULU POLICE DEPARTMENT**  
**POLICY**  
**ORGANIZATION, MANAGEMENT, AND ADMINISTRATION**

**November 30, 2015**

**Policy Number 2.14**

**LOCKER ROOMS AT THE ALAPAI HEADQUARTERS**

**POLICY**

Locker rooms at the Alapai headquarters shall be used only by authorized personnel and shall be secured at all times.

**PROCEDURE**

I. **ASSIGNED AND UNASSIGNED LOCKERS**

- A. Assigned lockers are lockers that are assigned to specific employees for their exclusive use, which cannot be transferred to others.
1. Lockers for lieutenants and below are authorized for and shall be assigned only to uniformed officers in District 1, District 6, District 7, the Traffic Division, and the Central Receiving Division.
  2. The use of assigned lockers requires prior authorization as specified below.
  3. Employees on special assignment or temporary assignment from an outside facility to the Alapai headquarters shall not have assigned lockers.
  4. When employees leave the department or are reassigned to elements other than District 1, District 6, District 7, the Traffic Division, and the Central Receiving Division, they shall vacate their assigned lockers by the end of their work shift of their last day in the department or their assignment in District 1, District 6, District 7, the Traffic Division, or the Central Receiving Division.

5. When no lockers are available, the District 6 commander shall establish a waiting list from which lockers will be assigned to employees in the order that the employees are placed on the list.
- B. Unassigned lockers (day lockers) are lockers that are available for use on a day-to-day basis only by employees who are not assigned a locker. Employees shall use only one unassigned locker. Use of the locker shall be on a first-come, first-served basis and shall be vacated by the end of the employee's work shift.

II. AUTHORIZED USE OF LOCKERS

- A. Employees can only receive prior authorization to use an assigned locker at the Alapai headquarters as specified below:
  1. Officers up to the rank of lieutenant shall obtain authorization and locker assignments by contacting the District 6 command office.
  2. Officers of the rank of captain and above shall obtain authorization and locker assignments by contacting the major of the Finance Division.
- B. Employees who are assigned a locker shall not use unassigned lockers.

III. RESPONSIBILITIES

The District 6 commander shall be responsible for addressing any need for repairs to lockers and the locker room area. Damages and other discrepancies should be reported to the District 6 command office as soon as possible.

IV. LOCKER ROOM RULES

- A. Employees shall not store any items, including footwear or towels, outside of the lockers.
- B. Employees shall not affix any hardware (e.g., hangers and hooks) or items (e.g., stickers, calendars, posters, etc.) to the inside or outside of the lockers.

- C. When locker assignments are terminated, employees shall remove their locks and all of their contents from the lockers.
- D. Employees shall keep the locker room area neat and clean.
- E. Employees shall abide by signage posted by the District 6 commander or departmental safety specialist.
- F. Employees shall be responsible for securing all equipment and uniforms in the lockers they are issued with their own lock.

V. ENFORCEMENT OF LOCKER RULES

- A. When an unassigned locker or a locker that has been assigned to an employee who is no longer eligible for a locker is found occupied, a notice will be posted on the locker for a minimum of two weeks to inform the occupant of the discrepancy.
- B. If no response is received by the date indicated on the notice, the lock shall be cut and a District 6 lock will be placed on the reclaimed locker. A second notice will be posted indicating that the lock was cut and the contents were removed or secured within. This second notice shall be posted on the specific locker for a period of one month to allow the occupant time to claim their property before reassigning the locker to another employee.
- C. All articles stored or affixed may be removed after notice is given and kept for one month. After such time, the District 6 commander will dispose of all unclaimed items not belonging to the department.
  - 1. Perishable items will not be stored and will be disposed of immediately.

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2. Items of value (e.g., monies and jewelry) will be submitted into evidence for final disposition.

  
LOUIS M. KEALOHA  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
on March 11, 2005