

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Locker Policy
Effective: June 2009
Reviewed: December 2012
Revisions: 1
Pages: 1

I. PURPOSE:

To provide guidance on lockers provided by Leon County for use by employees.

II. GUIDELINE:

Lockers are provided by the County for the convenience of selected employees to secure their personal property and County owned property issued to the employee. No other County owned property shall be stored in the lockers. Lockers are considered and remain the property of Leon County.

Employees are responsible for security of the locker at all times and for providing their own lock for use. Leon County assumes no responsibility for loss or damage to the personal property of an employee. If the employee is unable to open the locker due to lock damage, malfunction or loss of key; the employee is responsible for the costs associated with removal of the lock and any damage to the locker as a result.

Employees are responsible for the cleanliness of the locker at all times. The lockers shall not be defaced and no writing, pictures or other materials may be displayed or placed on the outside of the locker.

Lockers shall not be used for the storage of any obscene, hazardous or other prohibited materials considered inappropriate for work purposes.

After termination of employment the employee's assigned locker will be cleaned out in the presence of a supervisor. If the employee is not present or has not cleaned out the locker on the last day of employment, the lock shall be removed by whatever means necessary, including destruction, by the County so that the contents of the locker can be returned to the employee and the locker can be cleaned and readied for use by other employees.