

**GENERAL ORDER 13.3.4**

**Use of Department Facilities**

**GENERAL ORDER CROSS-REFERENCE: 13.3.7.**

**SUMMARY**

Establishes procedures for the use of Department facilities.

**DISCUSSION**

None.

**POLICY**

**I**

Department facilities shall be used only for law enforcement related purposes. Employees of the Department are allowed to use all the Departmental facilities except for functions, gatherings or meetings not related to law enforcement.

Use of the Department Fitness Facility is discussed in Department General Order 13.3.6.

**II**

Outside use of facilities shall be approved through a Division Commander, Chief of Police or designee

**III**

Lockers, desks, file cabinets, Department-owned vehicles and all other Department-provided containers and facility areas are Department property, provided at the discretion of the Department for members' use and are subject to administrative search at any time.

Such administrative searches are subject to the following conditions:

- 1) All searches shall be authorized by a Command Officer.

- 2) All searches shall be conducted by a supervisor or acting supervisor.
- 3) If the search is pursuant to an internal investigation, members whose lockers or other work spaces are to be searched shall be offered an opportunity to stand by so long as they can respond within a reasonable time.

Searches pursuant to a criminal investigation shall be subject to criminal search practices.

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Richard L. Lewis  
Chief of Police