

# LOCKERS POLICY

Official



**NORFOLK**  
CONSTABULARY



**SUFFOLK**  
CONSTABULARY

## LOCKERS

**Owning Department:** Estates and Facilities Department

**Department SPOC:** Head of Estates

**Risk Rating:** Low

**Legal Sign Off:** 08.01.2024

**JNCC:** 11.03.2024

**Published Date:** 12.03.2024

**Review Date:** 11.03.2028

Official

Version Number: 1

Page 1 of 8

# LOCKERS POLICY

Official

## Index

1. Summary of Changes .....	2
2. Introduction and Purpose .....	2
3. Statement of Policy .....	2
4. Applicability .....	3
5. Allocation .....	3
6. Roles and Responsibilities .....	3
7. Use of Lockers .....	4
8. Inspection of Lockers .....	4
9. Keys .....	5
10. Responsibility and Liability .....	5
11. Definitions .....	5
Appendix A – Locker Key Receipt Form.....	6

## Legal Basis

### Legislation which you must check this document against (required by law)

- Human Rights Act 1998 (in particular A.14 – Prohibition of discrimination)
- Equality Act 2010
- Crime and Disorder Act 1998
- Health and Safety at Work etc. Act 1974 and associated Regulations
- General Data Protection Regulation (GDPR) and Data Protection Act 2018
- Freedom Of Information Act 2000
- The Civil Contingencies Act 2004

### Other documentation which you must check this document against:

- College of Policing – Code of Ethics
- Norfolk and Suffolk Constabularies' Standards of Professional Behaviour
- College of Policing – Authorised Professional Practice

Official

Version Number: 1

Page 2 of 8

# **LOCKERS POLICY**

**Official**

## **1. Summary of Changes**

1.1 This is a new joint Estates and Facilities policy: Lockers.

## **2. Introduction and Purpose**

2.1 Clothing lockers are provided to staff for the storage of uniform and personal clothing whilst carrying out their normal duties.

2.2 Specific PAVA and Airwave lockers are also provided to those staff who need to store incapacitant spray and/or an Airwave radio as part of their role.

2.3 This policy is in place to ensure consistent practice in the provision, administration, and management of these lockers across the force.

## **3. Statement of Policy**

3.1 This policy has been formally agreed via the approved policy development/review process. It will be maintained by the Estates and Facilities Department in conjunction with the Central Policy Unit.

3.2 The policy is intended to promote equality, eliminate unlawful discrimination, and actively promote good relations regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status.

3.3 Managers have a responsibility to ensure this policy is applied fairly, and unless otherwise stated, all policies and procedures are non-contractual.

## **4. Applicability**

4.1 Unless otherwise stated, this policy applies to all police officers (including officers of the Special Constabulary) and all members of police staff (including police support volunteers).

## **5. Allocation**

5.1 All uniformed Police Officers, Special Officers, PCSOs (Suffolk), and other uniformed members of police staff will be provided with one clothing locker. Lockers should be allocated suitably to ensure access to them is not hindered in any way e.g. a higher-level locker may be preferable for someone who is unable to bend down easily.

5.2 Subject to availability, non-uniformed members of staff who cycle/run to work will be provided with a clothing locker should they request one. This is aimed at reducing the number of unnecessary journeys made by motor vehicles. The use of a clothing locker will be withdrawn if the member of staff ceases to travel to work by this means.

5.3 A larger locker, or an additional locker, may be provided to a member of staff with a specific operational need e.g. PSU or search trained officers. Additional lockers will not be provided simply because an individual has filled their locker with unnecessary items or excessive amounts of uniform.

**Official**

**Version Number: 1**

Page 3 of 8

## LOCKERS POLICY

Official

- 5.4 If alternative forms of storage are available, such as racking for PSU equipment, an additional locker will not be issued.
- 5.5 One PAVA and one Airwave radio locker will be provided to staff who have been issued with incapacitant spray and/or an Airwave radio.
- 5.6 These lockers will usually be located at an individual's normal place of duty.

### 6. Roles and Responsibilities

Role Title	Responsibilities
PEO staff and Business Support Officers and Assistants	<p>Dependent upon staffing, local administration staff or station clerks, as directed by the appropriate manager, or departmental head, will be responsible for maintaining a list of lockers and key numbers. They will be responsible for allocating lockers to eligible staff, maintaining records of locker allocation, and collecting keys back from staff who are no longer eligible for a locker at that location.</p> <p>Two keys will be held for each locker, one is to be issued to the locker user and a second retained as a spare. Spare keys will be the responsibility of the locker administrator(s) and will be securely stored.</p> <p>At locations where there is no administration staff or station clerks, the administration of lockers will be managed by the support staff who would normally deal with the administration needs for that location, if necessary, as directed by the appropriate manager or departmental head.</p>
Head of Estates and Facilities Department Facilities Manager PFI Contracts Manager	<p>To initially provide, service and maintain the Lockers across the estate as required.</p>

### 7. Use of Lockers

- 7.1 Clothing lockers are allocated to individuals for storage of personal items, clothing and uniform required for normal duties. Valuable items should not be left in lockers.
- 7.2 Lockers will be kept tidy, and the tops of lockers will be kept clear.

Official

Version Number: 1

Page 4 of 8

## **LOCKERS POLICY**

### **Official**

7.3 Under no circumstances will found property, property other than found, dangerous or illegal items or substances be placed or left in clothing lockers.

7.4 Incapacitant spray and Airwave radios will only be stored in lockers provided specifically for the purpose.

## **8. Inspection of Lockers**

8.1 The Constabulary reserves the right to inspect lockers at any time. This includes the right to open secure lockers by force if necessary.

8.2 Any locker checks should be carried out with the user of the locker present. When this is not practicable, at least two people should carry out such checks, one of which will be a supervisor.

8.3 Where practicable, if police officer, special officer or PCSO (Suffolk) lockers are to be inspected the supervisor will be a police officer, and if police staff (other than PCSO) lockers are to be inspected or searched, the supervisor will be a member of police staff.

## **9. Keys**

9.1 All locker keys, including clothing, radio and incapacitant spray locker keys, remain the property of the relevant Constabulary.

9.2 Supervisors will ensure that staff return all locker keys to the locker administrator when they are no longer entitled to a locker at that location.

9.3 Any person who loses a locker key will be required to pay £10 towards the cost of each replacement. This will be deducted from the salary of anyone who fails to return keys when leaving the organisation or on being posted elsewhere. In the case of Special Officers, this will be deducted from claims made by them for expenses.

9.4 When provided with locker keys, all staff will be required to sign a receipt form (Appendix A) to acknowledge that they:

- Have received the keys;
- Agree to pay for the loss/damage of any key;
- Are happy for a spare key to be held in a secure location;
- Understand that an inspection/search of lockers can be carried out at any time.

9.5 This form should be printed and used as a double-sided form. Locker administrators will be responsible for retaining all locker key receipt forms for as long as required.

## **10. Responsibility and Liability**

10.1 The Constabulary accepts no liability for any items stored in lockers provided by them. Individuals are responsible for their own, and Constabulary property issued

**Official**

**Version Number: 1**

Page 5 of 8

# LOCKERS POLICY

Official

to them. Lockers will be kept locked when not being accessed. It is the responsibility of the user to ensure the locker is left secured.

## 11. Definitions

11.1 Definitions are used to explain terms used within the policy.

Term	Definition
PFI	Private Finance Initiative. A means of financing the construction and use of new building from private companies.

**LOCKERS POLICY**  
**Official**

**Appendix A – Locker Key Receipt Form.**

**Part 1 – Issue of keys**

I acknowledge receipt of the following keys:

Clothing locker key number .....

Radio locker key number .....

Incapacitant spray locker number .....

I understand that these keys remain the property of Suffolk Constabulary at all times and that if I lose or damage any key I will be required to pay £10 per key for the cost of a replacement.

I understand that the appropriate locker administrator will possess a spare key, which will be kept securely, and that Suffolk Constabulary reserve the right to inspect/search the contents of the locker(s) at any time.

Should I lose or damage any of these keys I authorise Suffolk Constabulary to deduct the appropriate amount from my salary (or expense claims for Special Officers).

Signature .....

Name .....

CAPITAL LETTERS

Date .....

**Part 2 - Return of keys**

The following keys have been returned to the appropriate locker administrator:

Clothing locker key number .....

Radio locker key number .....

Incapacitant spray locker key number .....

Signature of locker administrator .....

Name .....

Date .....

Original to be retained as part of local key administration.

**LOCKERS POLICY**  
**Official**

**To: Finance Dept PHQ**

From .....

Please deduct the sum of £ ..... from the salary (or in the case of Special Officers, expense claims), of the person named overleaf in respect to the loss of, or damage to, Suffolk Constabulary locker keys.

Payroll Number of named employee .....

Signed .....

Date .....

This side to be completed and forwarded to PHQ Finance Dept with a copy of Part 1 and 2 if keys have been lost/damaged to recover replacement costs.