

TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: Station Cleanliness		Number: 302
Effective Date: May 13, 2022		Review Date: April 20, 2027
New	X Amends	Rescinds
Authority: Chief Antonio DeVaul		Dated April 20, 2011
		Last Reviewed April 15, 2022
		Total 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 shall dispose of refuse in proper receptacles.
- B. All refuse from food or drink will be disposed of promptly and the area where the food or drink was consumed will be wiped clean.

04 Designated Work Areas:

- A. Employees shall be responsible for the orderly upkeep of their assigned work area in individual and/or shared office spaces.
- B. The tops of desks, counters, filing cabinets, etc., are to be kept in order, free of excess accumulation, and clean.
- C. Clothing and other personal property shall 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 Areas:

- A. For the purpose of this Order, general work areas include, but are not limited to, the processing area and temporary detention rooms, interview rooms, Squad Room, Roll Call Room, Chief’s Conference Room, Admin and Kitchen space, copying rooms, hallways, and basement entrance area.
- B. Members of the Department using general work areas shall leave them in a neat and orderly condition, free of trash, unused forms, or unnecessary clutter.
- C. All items of equipment, forms, and other departmental or personal property shall be returned to the proper place of storage after use.

06 Locker Room:

- A.** Lockers shall be maintained in a neat and orderly manner at all times. Uniforms and official equipment, when kept at the station and not in use, shall be neatly arranged in lockers or in such other places as may be designated.
- B.** No employee shall store or cause to be stored in any locker issued to him any perishable substance or any other item, which in time would cause an annoying or offensive condition to exist.
- C.** The placing of signs, stickers, photos, decals and the like on the outside of lockers is prohibited.
- D.** Benches, when not in active use, shall remain free of all property. Shelves are to be kept neat and orderly.

07 Storage Areas: All storage areas shall be maintained in a neat, orderly manner and in compliance with all applicable laws and regulations.

08 Employee Responsibility

- A.** Employees to whom a mailbox is assigned are responsible for the orderly condition of the box. Boxes are to be checked daily when an officer is on duty. The boxes are intended to be used to receive mail, messages, memos, paychecks, etc. They are not to be used for storage, except for pay sheets.
- B.** Bulletin boards within the station are to be used for police related business only. Miscellaneous jokes, comments, cartoons, insults, crude or vulgar statements are prohibited.
- C.** On weekends or holidays, when custodial services are unavailable, supervisors shall ensure that trash receptacles are emptied when necessary.
- D.** Supervisors are responsible for ensuring that subordinates abide by this policy.

09. Station Refrigerator and Microwaves

- A.** The refrigerator is for use by all employees for storage of food items. Food items will not be stored for more than 5 days by an employee, unless the food items are for an upcoming police department sponsored event. Employees will clean up any mess they have created in or near the refrigerator.
- B.** The microwave machines and toaster oven are for use by all employees. Employees will clean up any mess they have created in or near the microwave or toaster.