Securing of Safety Equipment and Clothing

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK SHERIFF'S STATION

TO: ALL PERSONNEL
NORWALK SHERIFF'S STATION

SUBJECT: STATION SECURITY - MANAGEMENT DIRECTIVE 03-08

PURPOSE

To enhance the level of security of the Norwalk Station facility by establishing policy to eliminate unsecured safety equipment, uniforms and civilian clothing throughout the station.

SCOPE

All unsecured safety equipment, unworn uniforms and personal clothing shall be stored in a secured locker during times when personnel are not working or present at their work station. During work hours, personnel may temporarily leave these articles nearby their respective workstation for rapid response or personal comfort.

RESPONSIBILITY

Each station supervisor during the course of their shift shall be responsible for random facility inspections to insure compliance with this directive. Any unsecured or unsupervised safety equipment, uniforms and civilian clothing found during a random inspection, shall be retrieved and secured in the Watch Commander's office. If the item's owner is known, the recovering supervisor shall leave a note as to what was retrieved and its location. A corresponding note shall be attached to the article when secured. It shall be the responsibility of the supervisor retrieving the item to notify the owner and re-brief them as to this directive. If the article's owner cannot be identified, a station-wide email shall be sent to all members as to the article retrieved and where it can be recovered.

All repetitive violations of this directive shall be dealt with as a performance issue and documented appropriately.