

**SUBJECT:** PERSONAL LOCKERS**SECTION:** 200.10**REVISED:** FEBRUARY 15, 2008**PAGE(S):** 1

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**PURPOSE**

To provide a system which insures that all live-in and paid personnel are assigned a locker.

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**POLICY**

- A. Every full-time and part-time member shall be assigned a locker.
- B. No more than one (1) individual may be assigned to a single locker.
- C. All lockers shall have a name card for identification purposes.
- D. Lockers must be secured at the expense of the individual assigned to a particular locker.
- E. The Fire Chief will have the right to inspect any locker he deems necessary, with the individual present.
- F. No materials may be attached to the outside of the locker EXCEPT for a name tag.
- G. No inappropriate or offensive materials may be attached on the inside of the locker.

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**PROCEDURE**

- A. Any full-time and part-time member that has not been assigned a locker shall notify his Shift Supervisor so that an assignment can be made.
- B. Members shall not use another member's locker for any reason unless prior permission has been obtained.