



POLICY & PROCEDURE

UW-GREEN BAY POLICE DEPARTMENT

SUBJECT:	Locker Room Privacy	SCOPE:	All Employees
CHAPTER:	1 Organization and Management Role	NUMBER:	1.2.5
DISTRIBUTION:	Policy Manual	EFFECTIVE:	06/01/2015
APPROVED:	Tony Decker, Chief of Police	REVIEWED:	08/15/2017
REFERENCE:	<i>§175.22, §942.09,</i>	REVISED:	

I. PURPOSE

This is a mandatory policy under Wisconsin State Statute §175.22

The University of Wisconsin Green Bay Police Department operation of a locker room will be done with respect for the privacy of employees while using the Department locker room.

II. POLICY

It shall be the policy of the University of Wisconsin Green Bay Police Department to ensure the personal privacy of its employees while using the locker room within.

III. DEFINITIONS

A. Recording Device: means a camera, an audio recorder, a video recorder or any device that may be used to record or transfer images.

IV. PROCEDURE

- A. The locker room, as described in this standard, are unisex and consist of individual lockers.
- B. If the locker room door is closed, employees will knock and announce their intentions to enter and wait for a reply.
- C. Employees will respond if they secured the locker room door to any knocking and announcing seeking entry, and advise of the time they need to complete their privacy need.
- D. Employees will only secure the locker room for a reasonable time, the amount which is minimally necessary to complete the needs of their privacy, especially when at shift change.
- E. Excluding department tours, only staff will be permitted in the department locker room. The locker room is only available for tours when it is not being utilized.

- F. The intentional capture of nude or partially nude persons within a locker room is a criminal offense [WIS. STAT. 942.09(5)]
- G. Recording devices are not permitted to be utilized by department personnel under any circumstances in the department locker room unless the user has verified they're the only one present in the locker room and the entry door is secured.
1. Special circumstances, as determined by the police chief, will allow the use of recording devices in department locker rooms. Special circumstance authorizations will only be permitted, if the locker room is not being utilized. These include, but are not limited to:
 - Any criminal investigation
 - Establishing a record of damaged University property
 - Repair of University facilities
 - Tours – University design

V. Lockers and Property

- A. Each full-time officer will be provided a lock and locker within the locker room where personal items may be stored at their own risk. The University of Wisconsin Green Bay will not be responsible for any damage or losses.
- B. All lockers, locked or unlocked, are subject to entry, search and inspection at the direction of the police Chief or his/her designee without notice. Employees have no reasonable expectation of privacy as it relates to the items within the locker.
- C. All lockers will be kept clean. No stickers or permanent fixtures of any kind shall be placed on the outside or inside of the lockers.
- D. Employees cannot enter another's individual locker without the express permission or consent of the officer assigned the locker.
- E. Lockers that contain weapons of any kind will be secured when unattended.



April 13, 2022

TONY DECKER, CHIEF OF POLICE

This policy shall become effective either immediately upon my signature or on the last date noted in the Revised Date field of page one. When a revision becomes effective, it shall be the standard and shall supersede all previous versions of the policy. Historical policies shall be maintained for no less than 7 years.