

FACILITIES MANAGEMENT

This order establishes policy for the maintenance of Department facilities, including the responsibilities of commanding officers and facility coordinators.

I. POLICY

- A. GENERAL RESPONSIBILITIES.** The Chief of Police has authority over police facilities. The Planning Division Department Facility Manager and the Staff Inspection Unit are responsible for monitoring facilities and ensuring compliance with this order.

- B. CONSTRUCTION AND MODIFICATION APPROVAL.** The Commanding Officer of the Planning Division must approve all work on Department facilities. The following require prior approval:
 - 1. Using, renting or borrowing Department property or space.

 - 2. Altering the facility. Alterations include painting, decorating, or permanently attaching anything to the walls, ceiling, doors, interior or exterior surfaces.

 - 3. Attaching any equipment to the facility. Equipment is defined as, but not limited to, electrical equipment that does not simply plug in, partitions, nailed or bolted items, plumbing, sporting or gym equipment, communications equipment, vending machines, display cases, and fixed furniture.

 - 4. Removing or relocating equipment, fixtures, or building parts.

- C. COMMANDING OFFICERS' RESPONSIBILITIES.** Commanding officers of each facility shall designate one member to act as the Facility Coordinator.

- D. DUTIES OF FACILITY COORDINATORS.** Facility coordinators shall ensure that:
 - 1. **ALTERATIONS.** Any alteration or change of room function receive prior approval.

2. **LOCKS.** Locks are not altered or combinations (station locks) changed without the permission of the Planning Division.
 3. **WINDOW COVERINGS.** Curtains, blinds, or window coverings are installed only with permission.
 4. **LANDSCAPE.** Plantings or landscaping is not changed.
 5. **SMOKING.** Smoking is permitted in approved areas only (violators will be subject to discipline).
 6. **LOCKERS.** The locker number assigned each member is forwarded to the Planning Division. Lockers are maintained in a serviceable condition and nothing is written on, glued, taped or affixed to them other than the number and the member's name.
 7. **SIGNS.** Signs are not removed or altered, or new signs posted without authorization.
 8. **DAMAGE.** Any damage or needed repair is reported to the Commanding Officer.
 9. **SANITATION.** The facility is kept clean and sanitary inside and out, and that janitorial services are monitored.
 10. **UTILITIES.** Gas, electrical and plumbing fixtures are operating properly.
 11. **REPAIRS.** Repairs are prioritized and coordinated daily.
 12. **REQUESTS.** Annual capital improvement requests are prepared.
 13. **KEYS.** Keys issued to officers who are transferred be returned.
 14. **HAZARDS (INSPECTION, IDENTIFICATION & CORRECTION).** See *Injury & Illness Prevention Program (IIPP) DM-01.*
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