



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**Use of City of Madison Police Locker Rooms**

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Eff. Date 04/12/2016

**Purpose**

This procedure outlines how MPD locker rooms and showers are to be used.

**Procedure**

The Madison Police Department (MPD) provides locker room and showers in most buildings. These facilities are available to all MPD employees, and may be provided to interns or volunteers with the building Commander's approval.

Locker rooms are provided for changing, and personal hygiene tasks. In order to provide for adequate privacy, locker room entry is limited to those using the facility for approved purposes.

1. Visitors participating in facility tours shall not be permitted to enter the locker rooms strictly for touring purposes.
2. No person may use a cell phone, camera or video recorder of any kind to capture, record, or transfer a representation of a nude or partially nude person in the locker room.
3. Other employees may notify an employee of a need to complete other tasks, but should limit work related activities in the locker room. Interviews shall not be conducted in locker rooms, and use of recording equipment shall comply with other SOP provisions.

Any member found responsible for willful violation of these provisions may be subject to disciplinary action, and have locker room privileges revoked.

Property provided by the City, including lockers, is subject to entry, search and inspection by MPD without notice. A copy of this SOP shall be provided to interns or volunteers who are provided with a locker assignment.

(Reviewed Only: 11/01/2016, 12/26/2017)