LEWISVILLE POLICE DEPARTMENT
GENERAL ORDER

SUBJECT: BUILDING CLEANLINESS AND CARE OF EQUIPMENT

DATE OF ISSUE: 01/15/96

POLICY

A clean environment is important for employee health and productivity. Likewise properly functioning equipment is essential for the safety of employees and citizens. The purpose of this order is to insure proper care of buildings and equipment assigned to the Lewisville Police Department.

PROCEDURE

I. BUILDING CLEANLINESS

A. Each employee is responsible for the cleanliness of his immediate area. This responsibility includes:
   1. Wiping up any spills.
   2. Depositing trash in proper receptacles.
   3. Storing supplies and equipment in an approved manner.

B. Each employee is responsible for helping to maintain the cleanliness of common areas such as hallways, lobbies, locker rooms, toilets, lounges, kitchens, and break rooms. This responsibility includes:
   1. Wiping up any spills.
   2. Depositing trash in proper receptacles.
   3. Wiping up water, mud, ice, dirt, or any other substance tracked into the building.
   4. Refraining from spitting into drinking fountains or trashcans or onto the floor.
   5. Flushing toilets after use.

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6. Cleaning and properly storing dishes, cups, glasses, eating utensils, and cookware.

7. Throwing away uneaten or spoiled food.

C. No one will write or paint on walls or floors without prior approval of the commander in charge of facilities.

D. No one will make any alterations, additions, or deletions to the building without prior approval of the commander in charge of facilities. This limitation includes the hanging or attachments of paintings, pictures, photographs, posters, drawings, or any other item onto the walls, ceiling, or floor.

II. CARE OF EQUIPMENT

A. Each employee is responsible for the proper care and use of any department equipment used by that employee in the course of his employment. In this order, equipment includes but is not limited to office machines, tools, computer devices, firearms, vehicles, uniforms, protective clothing, non-lethal weapons, electronic devices, ammunition, chemical agents, and explosives. Proper care and use includes:

1. Using equipment in the manner it was designed to be used.

2. Performing regularly scheduled or required maintenance and cleaning.

3. Reporting all equipment malfunctions, breakage, or failures.

4. Storing equipment in the proper manner and location.

5. Locking all vehicles when the operator is unable to view the vehicle except in emergency situations.

B. The following activities are prohibited:

1. Reckless or negligent use of equipment.

2. Intentional damage to equipment.

3. Unauthorized alteration to equipment.

4. Unofficial use of equipment.
III. ISSUED EQUIPMENT AND UNIFORMS

A. Each employee is responsible for equipment issued to them.

B. The Administrative Support Secretary will maintain a list of equipment issued to each employee.

C. Employees will acknowledge receipt of equipment by signing the Equipment/Uniform Log.

D. Upon separation from the Department, employees will return all issued equipment to the Administrative Support Secretary or a Division Captain. The recipient will sign the Equipment/Uniform Log, indicating equipment has been returned in satisfactory condition.