

# **UWPD Locker Recommendations to Campus Buildings**

Updated 11/5/13

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## **Campus Locker**

Lockers in campus buildings are campus property, so we recommend you use a campus lock to secure them.

## **Background**

Most buildings on Campus have lockers to be used by students and staff. Some of these locker areas are in secluded areas. Because of this, homeless people and theft suspects use these lockers for their personal and inappropriate use. UWPD Community Officers have assisted with emptying some of these lockers and have found stolen items, dirty clothing, and food items gone bad, attracting vermin. The goal over the past few years was to stop this type of activity.

## **Goal of Project**

Many buildings on campus have lockers placed throughout the building. To make sure only staff and students are using them, and since they are University property it is recommended that locks be placed on each locker.

## **What UWPD is recommending**

\*This is a recommendation. It is not a policy and UWPD is not enforcing this recommendation.

Building Departments should be assigned locker areas to be in charge of. How this is done is up to each building/department. Each locker should have a campus lock placed onto it, and when students or staff requests a locker one can be assigned through that department. If a department cannot afford locks at a discounted rate through the Lock Shop (see below) then please post a sign that lockers are for UW students and staff only. If you want to check out a locker and use your own lock notify said department. Also, post a sign that lockers will be cleaned out once per year in (pick a month) and items will be discarded.

## **Locker clean out/end of use/semester/How to Guide**

Prior to lockers being cleaned out, signage should be place for a minimum of two weeks, informing the locker user that if items aren't removed they will be disposed of. Post the date of when this will occur.

\*\*\*For safety, security and liability reasons, please feel free to contact your Community Officer informing them of when this will occur so they can be present at the clean out, if you want them there.

Health and safety is a priority as most items will be disposed of on sight and anything of value can be determined by the Community Officer.

After the lockers are emptied, place a campus lock on them.

### **How the Lock Shop can help/Extra Resource**

The Lock Shop can purchase locks in bulk at a discounted rate. The lock shop also has large bolt cutters for use by the UWPD to cut off non-departmental/campus locks.

The Lock Shop can be reached through CARS at 3-3333.

### **Dissemination**

This recommendation was mentioned to Facility Managers at the Spring 2013 all campus Facility Manager meeting. At that time nothing was typed up formally. It was an education point about lockers and their misuse on campus.

Once this recommendation is finalized it will be shared with Facility Managers on campus via community officers and FP&M. Each individual community can choose to share it or not.

Initial dissemination to Facility Managers took place November 5, 2013.