
Facility Maintenance and Appearance

209.1 PURPOSE

This policy establishes standards for the maintenance, appearance, and condition of the police facility and its furnishings.

209.2 POLICY

It is the policy of the Santa Ana Police Department to maintain its buildings, furnishings, and equipment to the highest standards possible and to ensure their appearance reflects the skill and professionalism of our employees.

209.3 POLICE FACILITY APPEARANCE

- (a) Each member of the Santa Ana Police Department shall be responsible for the cleanliness, appearance, and overall condition of their designated work area and furnishings.
- (b) Managers and supervisors shall be responsible for ensuring the proper condition of work areas and furnishings under their command, and to ensure facility maintenance standards are followed.
 - 1. The Watch Commander shall be responsible for ensuring the proper condition of the Interview/Detention Rooms on the Second Floor and shall ensure the Roll Call, Report, Locker, Sleep Center, Patrol Sergeant's Rooms and Vehicle Parking Structure are kept neat, clean, and orderly.
 - 2. The Crimes Against Persons Commander shall be responsible for insuring the proper condition of the Interview/Detention Rooms on the Third Floor.
- (c) Developing Facility Maintenance and Appearance Standards - The Property & Facilities Manager shall be responsible for developing standards relating to the maintenance and appearance of the police facility, its furnishings, decorations, grounds, and equipment.
 - 1. The Property & Facilities Manager shall serve as an advisor to the Chief of Police and the Senior Management Team assisting in the development, interpretation, and application of the Facility Maintenance and Appearance Standards.
 - (a) Members of the Department seeking to add, change, alter, or modify the facility, its furnishings, fixtures, or equipment shall process their requests through the Property & Facilities Manager for consideration and recommendation to the Senior Management Team.

209.4 FACILITY MAINTENANCE AND REPAIR

- (a) The Property and Facilities Manager shall be responsible for coordinating the maintenance and repair of the police facility, its furnishings, and equipment.
 - 1. Any damage to the facility, equipment, or furnishings requiring professional assistance (painter, electrician, plumber, etc.) to repair shall be reported, via

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memorandum or email, through the appropriate chain of command to the Property and Facilities Manager immediately upon its occurrence/discovery.

2. Any tangible dent, scratch, rip, tear, spill, or other damage to the facility or its furnishings shall be reported, via memorandum, through the appropriate chain of command to the Property & Facilities Division within 24 hours of its occurrence/discovery.

209.5 MAINTENANCE AND APPEARANCE STANDARDS

- (a) Workstations and office areas are to be kept neat, clean, and in an orderly condition without clutter or unnecessarily exposed storage of paperwork, files, and/or other materials.
- (b) No items may be affixed to the walls, partitions, doors, lockers, or other surfaces of the building without the prior approval of the affected Bureau Commander, except as described below.
 1. Any item affixed to a wall or partition such as photographs, pictures, diplomas, certificates, posters, collectibles, etc., must be enclosed in an appropriate frame, hung with an approved device and subject to the approval of the affected Division Commander.
 2. Decals, stickers, flyers, announcements, or any other item applied directly to the furniture, windows, lockers, walls or partitions are not permitted.
 3. Seasonal, holiday, or birthday decorations may be displayed during appropriate times. However, no decorations should be affixed to the ceiling or light fixtures.
 4. Items placed on top of overhead storage units contained within open workstation areas but should be kept to a minimum.
- (c) Disassembling, modifying, or moving workstations and/or furnishings may only be performed by authorized personnel.
 1. Requests to modify or move furnishings must be processed via memo, through the Property and Facilities Division for appropriate action.
- (d) The moderate consumption of food is permitted at individual workstations or offices, however, employees are encouraged to eat their meals in designated areas. The consumption of beverages is permitted throughout the facility provided appropriate care is taken to avoid spillage and ensure the cleanliness of the area.
 1. Individual employees are responsible for the immediate clean-up of any spills, crumbs, or debris resulting from the consumption of food or beverage.
 2. Banquets, meetings, or celebrations involving the serving and consumption of food shall be limited to the Community Room, "Code 7 Cafe" lunchroom, conference rooms, or other areas approved by the affected Bureau Commander.
 - (a) The manager/supervisor hosting the event shall be responsible for ensuring the cleanliness of the facility at the event's conclusion.
- (e) Live plants and/or flowers must be kept in appropriate containers and in moderate quantity as approved by the affected Division Commander.

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1. Artificial plants, flowers, etc. may be displayed at individual workstations, offices, or other areas.
- (f) Live animals are not permitted within the facility without the prior approval of the Watch Commander.
 1. Pets or stray animals such as kittens, puppies, fish, or birds may not be kept or maintained within the facility.
 2. Police Canines may, with prior the approval of the Watch Commander, be permitted into the facility on a temporary basis to accomplish a specific purpose.
- (g) Microwave ovens, refrigerators, coffee makers, fans, heaters, bottled water dispensers or other appliances are not be permitted without the prior approval of the Property & Facilities Manager and affected Division Commander.
 1. Group-use stereos, CDs, radios, or other audio equipment are discouraged and subject to the approval of the affected Division Commander.
 - (a) Group-use or amplified audio equipment may be used within the Functional Fitness Room.
 2. Individual-use stereos, CDs, radios, or other audio equipment are allowed at workstations provided they do not interfere with those working around them.
 3. Individual-use stereos, CDs, radios, or other audio equipment may be used within the Fitness Center only if earphones are utilized.
- (h) All furnishings, equipment, and/or decorating accessories acquired outside of the normal department procurement process (i.e. donated, surplus, used, etc.) intended for use within the facility must be approved by the Property & Facilities Manager prior to their acquisition and installation.
- (i) No food, gifts, or other merchandise may be sold, displayed for sale, or advertised for sale within the facility without the prior approval of the affected Division Commander.
 1. The posting of simple fliers, cards, notices, etc., in authorized locations, is permitted with the prior approval of the Division or Watch Commander.
 - (a) Approved items must be dated and initialed by the person authorizing the posting and shall be valid for a period of 60 days, after which they will be discarded.
- (j) Locker, Sleep Center, and Restroom facilities shall be kept in a neat, clean, and orderly condition.
 1. Uniforms, clothing, shoes, equipment, and other personal hygiene items must be kept inside a locker when not in use.
 - (a) Members may hang one towel outside of their locker to allow it to dry
 2. Lockers are to be kept closed and locked when the employee is not immediately present.
 3. At the discretion of the Watch Commander, any item left unattended may be removed and stored in CDC for later retrieval by the owner.

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- (a) After fourteen (14) days, all unclaimed items will be discarded.
- 4. No sticker, photograph, flyer or other material may be affixed to the exterior surface of a locker.
- 5. The sleep center's primary purpose is to provide a temporary rest haven for employees whose work and court schedules do not provide adequate time for them to respond to their residence for a proper sleep period. It is not designed for long-term use by employees.
 - (a) Persons using the Sleep Center shall be responsible for the neatness, cleanliness, and overall condition of the Center.