

Quiet Room

1035.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures and responsibilities for individuals using the Police Department on-site Quiet Room which is available to all members of the San Leandro Police Department.

The Police Department has provided a location designated for off-duty Department personnel to rest following extended work hours, a court appearance or other work related activities making it difficult for personnel to return to their home to sleep. This program will assist employees to better utilize their professional and personal time, mutually benefitting the employee and the Department by providing employees the ability to receive adequate rest prior to resuming their duties or driving home. The use of the Quiet Room is voluntary. This room is not designed for long term stays and shall only be used as directed in this policy.

1035.2 QUIET ROOM

The Quiet Room has been designated gender specific. Employees of different gender shall not use the room simultaneously.

Personnel who wish to utilize the area designated for rest shall adhere to the following procedure:

- (a) Obtain the on-duty Patrol Sergeant's authorization.
- (b) Sign in on the Quiet Room Log.
- (c) Sign in on the white board attached to the Quiet Room.
- (d) Utilize any available space in the Quiet Room.
- (e) All personal items shall be removed from the Quiet Room prior to exiting. The employee shall erase his/her name from the white board.
- (f) Leave the facility in the same or better condition as found.
- (g) Advise the on-duty Patrol Sergeant upon leaving the Quiet Room and complete the Quiet Room Log.
- (h) Report any repair or maintenance issue to the San Leandro Police Officer's Association.

1035.2.1 QUIET ROOM LOG

The Quiet Room Log shall be maintained in the Patrol Sergeant's Office. The on-duty Patrol Sergeant shall ensure the log is completed appropriately when personnel are authorized to use the Quiet Room and when personnel leave the Quiet Room.

1035.3 REGULATIONS

- Personnel shall remain modestly clothed while using the Quiet Room.
- Department personnel without authorization shall not enter the Quiet Room.

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- The Quiet Room is a City facility and as such, all City and Police Department rules apply. Personnel shall be particularly courteous to others using the Quiet Room.
- The use of alcohol shall not be permitted within the Quiet Room or adjacent areas.
- Tobacco use shall not be permitted within the Quiet Room or adjacent areas.
- No food shall be taken into the Quiet Room.
- The storage of clothing or other personal items shall not be permitted in the Quiet Room beyond the duration of its immediate use.
- The Quiet Room shall not be used by anyone other than Department personnel without the permission of the Chief of Police.
- Personnel using the Quiet Room shall ensure that all utilities have been turned off and doors secured upon leaving.

1035.4 QUIET ROOM INSPECTION

The Swing Shift Watch Commander will coordinate with the San Leandro Police Officer's Association to ensure periodic inspections of the Quiet Room are completed to ensure proper maintenance and cleanliness.