



Walnut Creek Police Department DEPARTMENTAL DIRECTIVE

DIRECTIVE NO. 58 – 2006 QUIET ROOM

I. POLICY

It shall be the policy of the Walnut Creek Police Department to provide a location (Quiet Room) designated for Department personnel to rest under certain circumstances, as approved by a Manager or Supervisor.

II. PURPOSE

The purpose of this policy is to establish procedures and responsibilities for employees of the Police Department using the Quiet Room.

III. PROCEDURES

The on-duty Manager or Supervisor will monitor use of the Quiet Room and approve all requests for use. The room will be assigned on a “first come, first served basis” and cannot be reserved.

A Quiet Room “use-log” shall be maintained in the Watch Commander’s office (see attached form). Personnel using the Quiet Room shall notify the Watch Commander/Supervisor and dispatch prior to and after its’ use. Employees are also responsible for completing the “use-log” before and after they use the room.

Personnel using the Quiet Room shall remain fully clothed at all times. No clothing should be worn that can damage the Futon cover. Athletic type sweats are recommended. No revealing clothes or bed clothing is allowed. Foot coverings are not required. Users should change in their respective locker rooms before entering the Quiet Room.

Employees shall provide their own clean bedding. Bedding will consist of a sleeping bag and pillow.

When “in-use”, the door to the Quiet Room shall remain closed and locked. The employee assigned use of the Quiet Room shall slide the “Vacant/Occupied” sign located on the exterior of the door to “Occupied”.

Once an individual occupies the Quiet Room, no person shall enter or occupy the room at the same time except in response to an emergency.

The Quiet Room is a City facility and as such, all City and Police Department rules and regulations apply. Personnel should be courteous of others using the facility.

The storage of clothing, bedding, or other personal items shall not be permitted in any part of the room beyond the duration of its immediate use.

Employees using the Quiet Room are responsible for meeting their work obligations by making any necessary and appropriate wake-up arrangements.

The On-Duty Watch Commander or Supervisor is responsible for periodic inspections of the Quiet room as appropriate.

Continued operation of the Quiet Room is dependant on the users ability to maintain a clean and orderly space. All users must recognize that it is their responsibility to ensure that the room is kept neat and clean. No food or beverages shall be consumed or allowed in the Quiet Room.

Use of the Quiet Room is a privilege extended to employees. The room is not intended to be a residence and should only be used to provide temporary respite for those who, of necessity, must rest.

Employees must remove all personal items when they are finished using the room and fold the futon bed back into the couch position. The "Vacant/Occupied" sign on the exterior of the door should also be positioned to "Vacant".

The Quiet Room and the availability of any temporary place to rest may be discontinued at any time at the sole discretion of the department. ADDED 6-27

The facility shall not be used by anyone other than Department personnel without the permission of the Chief of Police.

A. Authorized Use:

Use of the Quiet Room may be requested when employees are in need of rest prior to or after a work assignment. Extended working hours, protracted emergency operations, emergency callbacks, court appearances, on-duty illness, and those situations requiring personnel to remain on-site and immediately available for duty are examples of appropriate use.

B. Quiet Room Location

The quiet room is located adjacent to the EOC on the second floor.

C. Requests for Use:

Employees interested in using the Quiet Room must contact the on-duty supervisor for authorization to be authorized use. Once authorized, employees shall complete the "use log" located in the Watch Commander's office, before and after they use the Quiet Room. Employees will also notify dispatch prior to and after their use.

Quiet Room Log

Employee Name	Date	Time In	Time Out	Total Time	Supervisor
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					