

FORT MYERS POLICE DEPARTMENT GENERAL ORDER 10.2

TITLE: Recycling Program

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This general order contains the following numbered sections:

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PURPOSE

The purpose of this general order is to establish a basis for the mandatory recycling of all recyclable materials generated by the Fort Myers Police Department so that such materials are not deposited at a landfill, but are instead processed and reused.

SCOPE

These procedures shall apply to all Fort Myers Police Department personnel.

SECTION I: OBJECTIVES

The Fort Myers Police Department is committed to adhering to the goals of the State of Florida and the City of Fort Myers to reduce solid waste.

- A. The City of Fort Myers adopted the Solid Waste Ordinance which requires all City departments to reduce, reuse and recycle in order to meet the state-mandated 30 percent diversion.

SECTION II: RECYCLING PROCEDURES

- A. In order to reach the Police Department's goal of reducing the amount of waste generated, all employees will be provided with recycling bins for their offices and work stations. All employees shall recycle the following items:
1. Paper: Newspaper, magazines, catalogs, office and computer paper, cardboard (flattened), phone books, junk mail and paper bags.
 2. Plastic: Plastic containers marked number 1-7, water bottles, soda bottles, detergent and bleach bottles, milk jugs, shampoo bottles and butter tubs.
 3. Aluminum: Soda cans, aluminum foil and foil pie pans.
 4. Glass: Any clear, brown or green glass bottles or containers.
 5. Metal: Soup cans, fruit/juice cans, empty aerosol containers and vegetable cans.

B. The following items are NOT recyclable:

1. Paper: No paper packaging with a wax layer. (i.e. juice boxes)
2. Plastic: Plastic grocery bags, motor oil and antifreeze containers, egg cartons, newspaper sleeves, Styrofoam and pool chemical bottles.
3. Aluminum: Pots and pans, cooking utensils, screens and lawn furniture.
4. Glass: Medicine bottles, dishes, drinking glasses, mirrors and windows.
5. Metal: Tools, car parts, eating utensils and license plates.

SECTION III: WASTE REDUCTION GUIDELINES

Fort Myers Police Department employees should follow these preferred methods of reducing waste:

- A. Request suppliers to use minimal packaging or reusable shipping containers that can be returned.
- B. Reuse cardboard boxes and packaging materials, when feasible.
- C. Send out bid requests electronically or on double-sided hard copy and request that responses be submitted in the same manner without extraneous materials.
- D. Circulate or share documents, publications and telephone books.
- E. Make the minimum number of copies required.
- F. Send memos and announcements via email or post them in a central location.
- G. Store documents electronically rather than in paper format.
- H. Edit and proofread documents on the computer prior to printing.
- I. Eliminate fax cover sheets by using a stamp or sticker designed for fax use, if available.
- J. Collect toner cartridges for reconditioning.
- K. Eliminate disposable cups and use reusable mugs.
- L. Reuse office supplies such as interoffice envelopes, binders, file folders, paper clips, etc. and establish a system or central location for reusable office supplies.
- M. Purchase durable or repairable office equipment and furniture. Consider leasing office equipment that is used infrequently.
- N. Purchase equipment that does not require batteries or that uses rechargeable batteries.
- O. Perform routine preventative maintenance on office equipment to ensure longer life.
- P. Repair, reupholster or refurbish furniture.
- Q. Donate obsolete electronic equipment to local charities.

SECTION IV: SECURITY

In order to protect confidential information, employees shall:

- A. Shred any documents containing personal, protected or confidential information prior to placing them in recycling bins.
- B. Place shredded materials in the recycling bins or beside them in bags for pickup.

APPROVED:

Electronic Signature on File

03/31/2025

**Jason Fields, Chief of Police
Fort Myers Police Department**

Date