



EQUIPMENT CONTROL AND MAINTENANCE
GENERAL ORDER #10.00

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Pages: 6

Persons Affected: All personnel

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IACLEA Standards: 1.2.2

Revision History

Replaces SUDPS General Order #10.00 (05/30/19)
Previous version (12/12/2007)

PURPOSE

The purpose of this Order is to clarify the expectations pertaining to equipment issued to and used by Stanford University Department of Public Safety (SUDPS) personnel in the performance of their duties.

POLICY

Stanford University provides employees with tools and equipment to perform their duties. Some items are shared and others are issued directly to employees for their on-going use. Whether shared or individually issued for personal use, SUDPS personnel are expected to treat University property with care and report any loss, damage, malfunction or safety issue. SUDPS personnel are to only use equipment authorized by the SUDPS Director of Public Safety. Supervisors and managers are to ensure through formal, informal and when necessary, follow-up inspections that their personnel's uniforms and equipment are maintained in compliance with the General Orders. Issued Department equipment that is found to be in need of replacement will be reported and replaced. Failure of an employee to maintain equipment may result in corrective action.

PROCEDURE



Deputy Sheriffs, Security Supervisors (SSUP), Community Service Officers (CSO), Public Safety Officers (PSO), Special Events Personnel (SEP), Security Officers (SO) employed by Stanford University, and Front Office/Support Staff are issued uniforms. See General Order 10.01 Uniform Equipment and Standards for specifications. The Department issues equipment specific to an employee's classification and duties. The Logistics Manager will maintain records of all equipment issued to Department personnel.

A. ISSUED EQUIPMENT

The following is a listing of equipment issued to employees, based on classification/assignment, in addition to uniforms.

1. Deputy

- a. "Autolock" friction lock baton, fixed length straight 36" baton and baton holders
- b. Badge
- c. Ballistic Helmet w/face shield
- d. Digital recorder
- e. Flashlight and charger
- f. Firearm(s) - according to weapon specifications described in General Orders 12.01 Firearms Issuance and Training.
- g. First aid bag/Individual first aid kit (Ifak)
- h. Gas mask, filter(s) and storage bag
- i. Handcuffs (two pair) and key
- j. Holster
- k. Key holder
- l. Laptop
- m. Metal name plate
- n. O.C. (Oleoresin Capsicum) canister and holder
- o. Pocket CPR mask
- p. SCCSO identification card.
- q. Stanford University identification card.
- r. Soft and hard body armor (standard and external load bearing carriers)



- s. *SUDPS hat shield*
 - t. *SUDPS business cards (upon successful completion of the Field Training Program)*
 - u. *SUDPS mobile phone/device*
 - v. *SUDPS General Order and Procedure Manual (on-line access)*
 - w. *SUDPS radio, charger, microphone and earpiece*
 - x. *Traffic vest*
 - y. *Whistle - chrome or black with lanyard*
2. *SSUP, CSO and PSO*
- a. *CSUP/CSO/PSO Badge/Insignia*
 - b. *"Boot key"*
 - c. *Flashlight and charger*
 - d. *Gas mask, filter(s) and storage bag*
 - e. *Metal name plate*
 - f. *O.C (Oleoresin Capsicum) canister and holder (after certification)*
 - g. *Pocket CPR mask*
 - h. *Rain gear (jacket)*
 - i. *Stanford University identification card*
 - j. *SUDPS mobile phone/device (For specialty positions, supervisors and administrative ranks.)*
 - k. *SUDPS General Order and Procedure Manual (on-line access)*
 - l. *SUDPS radio, holder, microphone and earpiece*
 - m. *Traffic vest*
 - n. *Whistle - chrome or black with lanyard*
 - o. *Wire Cutters*
 - p. *Work gloves*
4. *SEP*



- a. *SEP Handbook*
- b. *Whistle - chrome or black with lanyard*
- c. *SEPs may be issued additional equipment specific to the event they are working. When this occurs, the equipment shall be returned to the department upon completion of the event.*

B. REQUIRED EQUIPMENT WHEN ON DUTY IN UNIFORM

SUDPS Deputies, CSUPs, CSOs, PSOs, and SEPs, when on-duty and in uniform, shall wear or have in their immediate control the following items:

EQUIPMENT	DEPUTY	SSUP/CSO/PSO	SEP
<i>Authorized batons and holders</i>	▪		
<i>Authorized firearm(s)</i>	▪		
<i>Badge (metal or cloth)</i>	▪	▪	
<i>Body worn camera</i>	▪		
<i>Citation book/electronic issuance device</i>	▪	▪ <i>(parking enforcement only)</i>	
<i>Digital Recorder</i>	▪		
<i>Fingerprint kit (Patrol and Investigative Services)</i>	▪		
<i>Flashlight</i>	▪	▪	▪
<i>Gas mask, filter(s) and case</i>	▪	▪	
<i>Hard Armor Plate</i>	▪		

EQUIPMENT	DEPUTY	SSUP/CSO/PSO	SEP
<i>Handcuffs, key and holder</i>	▪		
<i>Holster and duty belt</i>	▪		
<i>Identification cards from SCCSO</i>	▪		
<i>Identification card from Stanford University</i>	▪	▪	▪
<i>Miranda admonition card</i>	▪		
<i>Mobile Phone/Device (Department issued)</i>	▪	▪	
<i>Name plate/tag</i>	▪	▪	▪
<i>O.C. canister and holder</i>	▪	▪	



		(w/authorization and certification)	
Portable radio	▪	▪	▪
Report forms/pens/notebook	▪	▪	▪
Riot helmet with face shield	▪		
Soft body armor	▪		
Spare ammunition magazines (loaded)	▪		
Traffic vest	▪	▪	▪
Valid driver license (endorsed for vehicle being operated)	▪	▪	▪
Wire cutters		▪	
Whistle	▪	▪	▪
Work gloves		▪	▪

C. SPECIALIZED ASSIGNMENTS AND COLLATERAL DUTIES

SUDPS personnel selected for a specialized assignment or who have a collateral responsibility may be provided additional equipment for use while performing duties specific to their position.

ASSIGNMENT	EQUIPMENT ISSUED
<i>Bike Officer (includes PSO)</i>	<i>Helmet Gloves Eye Protection</i>

ASSIGNMENT	EQUIPMENT ISSUED
<i>Canine Deputy</i>	<i>SUDPS badge/tag for canine SUDPS Purchasing Card (PCard) (PCard is used to purchase training aids, equipment bag, collar/harness, long and short lead, food, feeding bowls, crate, bed and grooming items.) Explosive training aids</i>



<i>Investigator/Detective</i>	<i>Portable radio Mobile phone/device Surveillance microphone with earpiece Optional: Glock 19 or 26 firearm 16" friction lock baton and holder Telephone recording pickup device</i>
<i>Motorcycle Deputy</i>	<i>Helmet with installed radio gear Gloves Boots</i>
<i>Special Events Deputy</i>	<i>Same equipment as provided to Investigator</i>

D. DAMAGED EQUIPMENT REPORTING/REPLACEMENT

Uniforms and issued or authorized equipment that become damaged and/or unusable, as a result of a work related activity, may be referred to the Manager of the Business Operation Division (BOD). The referral will be made through the employee's chain of command. Upon receiving the damaged item(s), the BOD Manager will make a determination whether or not the item(s) will be replaced or repaired at department expense.

E. RETURNING EQUIPMENT UPON SEPARATION FROM DEPARTMENT

Prior to an employee separating from the Department, the Logistics Manager will provide the employee with a list of all items issued to them. All items on the list that are required to be returned to the department will be returned on the last day of employment. All serial numbered items issued by the SUDPS shall be returned. Items used on duty with authorization but purchased by the employee with personal funds or their uniform allowance may be retained by the employee.

1. Badges and Hat Pieces

Badges and hat pieces shall be returned to the Department except when the employee has received prior authorization from the Director of Public Safety to retain them. A written request from the employee must be submitted prior to separation of employment and written approval obtained by the Director of Public Safety.

F. Line Inspection Procedures (IACLEA 1.2.2)

1. Responsibility

Supervisors and managers in each Department Unit are responsible for conducting periodic line inspections of the organizational components within their respective units. This includes but is not limited to use and maintenance of equipment, status and condition



of workspace/facility areas, adherence to department policies, procedures, and directives, and uniforms and personal appearance.

2. *Frequency, Procedures, and Documentation*

Spot check inspections of each organizational component of the department shall be conducted unannounced on a quarterly basis (e.g. every three months) by the designated unit supervisor or manager. Briefing Line inspections shall be conducted on all uniformed personnel at least once during a shift rotation. All department unit supervisors shall document their spot checks in their monthly Executive Summary Reports. Uniformed supervisors will document their inspections in the Watch Log. Department managers (e.g., Command Staff) are responsible for ensuring mechanisms such as line inspections are consistently performed for achieving accountability within their respective division and units.

3. *Follow-Up on Components Requiring Correction and Documentation*

Unit supervisors are to instruct their subordinates to immediately correct those areas deemed not meeting standards, or request through the appropriate channels the resources or services required to make the necessary correction(s). A written follow-up report for corrective action taken in correcting said deficiencies shall be provided to the appropriate command staff member by the responsible supervisor within two working days of the request for correction being made. The follow-up report should include all items corrected and any noted deficiency which could not be corrected within two working days, citing the reason(s) why the corrections could not be made, approximate time it would take to make the correction, and any recommendations that may assist in expediting the correction.

In January of each year, a summary of each unit's quarterly line inspections for the previous year shall be completed by the respective department manager and forwarded to the Support Services Manager who will compile all line inspection reports and forward them to the Director of Public Safety for review.