



MAINTENANCE OF GENERAL ORDERS AND DIVISION/UNIT DIRECTIVES
GENERAL ORDER #2.00

Adopted: 5/26/17

Pages: 4

Persons Affected: All personnel

Authority: Laura Wilson, Director

IACLEA Standards: 1.1.4

Revision History

Replaces SUDPS General Order #2.00 (06/01/05)

PURPOSE

The purpose of this Order is to define the process for issuing, reviewing, and revising the Stanford University Department of Public Safety General Orders, Division/Unit Directives, and Procedures. General Orders are guiding principles setting the direction and standards of an agency. They establish the policy of the Department. General Orders remain in affect until revised or rescinded. Division/Unit Directives and Procedures are specific orders to a division or a unit. Directives focus on directing personnel or a procedure. Processes are detailed instructions regarding accomplishing a task or job.

POLICY

SUDPS General Orders will be issued to Stanford Department of Public Safety personnel to set the standards of operation, and administrative functions of the Department. SUDPS General Orders apply to sworn and non-sworn personnel. Sworn personnel will also be provided and are to be familiar with the Sheriff's Office General Orders applicable to their duties. Divisional and unit directives and procedures will be issued to personnel affected by those directives and procedures. Reference to "deputy" in these General Orders refers to all sworn members of the Stanford University Department of Public Safety as Reserve Deputy Sheriffs of the Santa Clara County Sheriff's Office.



PROCEDURE (IACLEA 1.1.4)

A. ISSUING OF GENERAL ORDERS

1. General Orders are available to all employees electronically. *The Support Services Division maintains the current General Orders electronically where they are accessible to all employees of the Stanford Department of Public Safety. Those employees desiring a paper copy of a General Order may print them by using the PowerDMS program.*

The Stanford University Department of Public Safety General Orders are based on the Santa Clara County Sheriff's Office General Orders and incorporate the Orders verbatim, where applicable. Any modification made to the Sheriff's Office General Orders, made to account for differences in operations at Stanford, will be in italics. Applicable revisions to the Sheriff's Office General Orders will be incorporated into the SUDPS General Orders.

2. Each employee shall be responsible for understanding and abiding by the General Orders. *Each employee will review and acknowledge receipt of a new, revised or rescinded Order when notified by the PowerDMS program to do so.*
3. Whenever a new General Order is added *or a change is made to an existing order*, the signed document will be forwarded by the *Director Of Public Safety* to the Support Services Division, which shall distribute the Order to all personnel. The Support Services Division shall maintain the original signed Orders in an historical file.
4. Supervisors shall review all new or revised General Orders with their personnel. *During annual performance evaluations, supervisors shall ensure that their employees have reviewed and acknowledged all General Orders in the PowerDMS program up to the date of the review.*
5. Employees shall not disclose contents of the General Orders to the public. Any request for copies of our General Orders or the release of any General Order will be made to the Captain or Assistant Chief. *Permission from the Director of Public Safety shall be obtained prior to the release of any General Order.*

B. REVIEW OF SUDPS GENERAL ORDERS

1. *SUDPS General Orders will be reviewed and updated under the direction of the Director Of Public Safety.*
2. *SUDPS General Orders will be reviewed on an annual basis by the command staff. Command staff members are encouraged to solicit recommendations for revision of General Orders from members of their command.*
3. *All division/units of the Stanford University Department of Public Safety shall be responsible for an annual review of the General Orders. This review, to be coordinated by the Support Services Division, will commence on January 1 of each*



calendar year for a thirty-day period. At the conclusion of the review period, all *division lieutenants and managers* shall submit their recommendations to the Support Services Division, including drafts of recommended changes. Support Services will provide copies of the recommendations to the members of the command staff for their review.

4. Following review by the *command staff*, the recommendations will be submitted to the *Director Of Public Safety* for final review and adoption.

C. REVISION OF SUDPS GENERAL ORDERS

1. Revisions of the General Orders are encouraged at any time and are not restricted to the period of annual review.
2. Recommended revisions or additions to the General Orders shall be submitted through the *Support Services Division Manager* to the command staff.
3. The employee submitting the proposed revision or additions to the General Orders will prepare a written draft and submit it to the *Support Services Division Manager*, via the chain of command, for consideration.
4. Prior to submitting the draft General Order to the *Director of Public Safety*, the *Support Services Division Manager*, will submit the draft to the Support Services staff to revise it for consistency with existing orders and drafting style, and to obtain additional review, if requested.
5. When the revision or addition has been approved by the command staff, a final draft will be completed and submitted to the *Director of Public Safety* for final review by *him/her*.

D. DIVISIONAL AND UNIT DIRECTIVES AND PROCEDURES

1. Divisional and unit directives and procedures are the responsibility of the division *lieutenants and managers* and are to be updated as needed.
2. Divisional and unit directives and procedures shall be submitted to the *Captain or Assistant Chief* for approval. The *Captain or Assistant Chief* shall ensure that the directives or procedures are in compliance with all General Orders prior to being issued.
3. When the *Captain or Assistant Chief* has reviewed and approved the directive or procedure, he or she shall direct the distribution of copies by the *Support Services Division*. The signed original shall be maintained by the *Support Services Division* in an historical file.



4. Divisional and unit directives and procedures shall be issued to the following:
 - a. All personnel and *supervisors* assigned to the division or unit.
 - b. *The Director of Public Safety, the Assistant Chief, the Captain, the Divisional Lieutenants and Divisional Managers.*