



CHAIN OF AUTHORITY  
**GENERAL ORDER #3.00**

**Adopted:** 10/07/2022

**Pages:** 4,

1 Appendix

**Persons Affected:** All personnel

**Authority:** Laura Wilson, Director

**IACLEA Standards:** 1.1.1, 1.1.2, 2.1.5

**Revision History**

Replaces SUDPS General Order #3.00 (03/13/18)

**PURPOSE**

*The purpose of this Order is to clarify the chain of command in use by the Stanford University Department of Public Safety, the legal authority of the department's sworn officers, and the jurisdictional service area for sworn personnel as outlined in the Memorandum of Understanding Regarding Police Services Between County of Santa Clara & Stanford University.*

**POLICY**

*The Director of Public Safety is the Chief Administrator and Officer of the Stanford University Department of Public Safety. In the absence of the Director, there is an identified chain of command. It is the policy of the Stanford University Department of Public Safety to exercise their law enforcement authority, as well as other services, in a manner that is reasonable, unbiased, and conforms to legal standards and the mission of the university.*

**PROCEDURE**

A. *AUTHORITY (IACLEA 2.1.5)*



*SUDPS consists of both sworn and non-sworn personnel. The Director of Public Safety is the chief administrator and executive officer of the Stanford University Department of Public Safety (SUDPS). The Sheriff is the chief executive officer of the Sheriff's Office. The Director of Public Safety is responsible to the Sheriff in matters pertaining to sworn personnel and operations as outlined in the Memorandum of Understanding (MOU) between Stanford University and the Santa Clara County Sheriff's Office.*

*The Stanford University Department of Public Safety Deputy Sheriffs are granted peace officer powers through the MOU. Each of the deputies at SUDPS are deputized by the Sheriff of Santa Clara County pursuant to California Penal Code 830.6 upon meeting the standards prescribed by the California Peace Officer Standards and Training defined in Penal Code Section 832.6. Each of the deputies is classified as a Santa Clara County Reserve Deputy Sheriff at Stanford. The powers conferred upon the deputized members of the SUDPS are outlined in the MOU.*

*Per the MOU, deputized members of the Department may be called into active duty as Reserve Deputy Sheriffs by either the Sheriff or the Stanford University Director of Public Safety. The Director of Public Safety may also call deputized members of the Department to work as employees of the Stanford University Department of Public Safety in the capacity of private citizens and not as Reserve Deputy Sheriffs.*

*For those duties performed as Reserve Deputy Sheriffs, the operational control and supervision will be exercised by the Sheriff through the Stanford University Director of Public Safety. Operational control and supervision of deputized employees of the Department for functions performed as private citizen employees of Stanford University shall be exercised by the Stanford University Director of Public Safety.*

*The Stanford University Director of Public Safety is deputized as a Santa Clara County Reserve Deputy Sheriff at Stanford. She/he is the chief administrator and executive officer of the Stanford Department of Public Safety and a designee of Stanford University. In the absence of the Director of Public Safety, there is a chain of command identifying the hierarchy of authority at the Stanford Department of Public Safety.*

*The department's non-sworn personnel are represented in both uniform and non-uniform assignments, all divisions and hold management, supervisory and non-supervisory positions.*

## **B. CHAIN OF COMMAND (IACLEA 1.1.1)**

### **1. DIRECTOR OF PUBLIC SAFETY**

*The Director of Public Safety is the chief executive officer of the Stanford University Department of Public Safety. The Director of Public Safety exercises all lawful powers of her/his office and issues such orders as are necessary to ensure the effective performance of the Department. Through the authority granted by the MOU, the Stanford University Department of Public Safety is responsible for the enforcement of laws and ordinances within its legal jurisdiction as defined in the MOU. (See Appendix A.) The Director of Public Safety is responsible for planning, directing, coordinating, controlling, and*



staffing all activities of the *Stanford University Department of Public Safety* for its continued, and efficient operation.

## 2. ASSISTANT CHIEF

*The Assistant Chief is second in command in the Stanford University Department of Public Safety. The Assistant Chief commands the activities of the divisions in accordance with the Stanford University Policies and Procedures, and for sworn personnel, in accordance with the policies prescribed by the Sheriff and Director of Public Safety. It is his or her duty to aid, advise and cooperate with the Director of Public Safety in general administrative matters and in determining matters of policy. During the Director of Public Safety's absence from duty, the Assistant Chief assumes all duties and responsibilities of the Director.*

## 3. CAPTAIN

*The Captain is the commanding officer of the department's divisions. The Captain is assigned to assist the Director Of Public Safety and/or the Assistant Chief in the performance of their duties and responsibilities. The Captain carries out SUDPS policies and administers, and supervises the work of various divisions. In the absence of the Assistant Chief, the Director of Public Safety may appoint the Captain to function as the second in command for the Department.*

## 4. LIEUTENANTS/ CIVILIAN MANAGERS

*Lieutenants and Civilian Managers command a division function. Lieutenants or Civilian Managers may be assigned to command a division, unit or detail. Civilian Managers are non-sworn, professional staff members who hold the authority and responsibility equivalent to the sworn rank of Lieutenant. Lieutenants and Civilian Managers are staff officers and assist the division's commanding officer in his or her duties. As unit commanders, they administer and supervise the work of various units within the division and may also be called upon to perform the work of those whom they supervise. Civilian managers have the authority to address policy and procedural violations of sworn and non-sworn officers and to direct the non-law enforcement activities of sworn officers.*

## 5. SERGEANTS/SECURITY SUPERVISORS

*Sergeants and Security Supervisors supervise the work of a group of one or more subordinate employees. A Sergeant or Security Supervisor may be assigned to the field or office duties. Sergeants and Security Supervisors shall closely supervise the activities of their subordinates and provide leadership and direction. They are also responsible for the enforcement of rules, regulations, and adherence to policy. They are responsible for the inspection of activities, personnel, equipment under their supervision, and the initiation of suitable action in the events of failure, error, violation, or neglect of duty. Field Sergeants or Acting Sergeants will respond to the scene of serious emergencies, felonies in progress, or any other call of a serious nature.*



C. *RESPONSIBILITY (IACLEA 2.1.5)*

*The duties and responsibilities of members of the Stanford Department of Public Safety vary according to job title and descriptions as well as sworn, non-sworn and civilian positions. A copy of individual duties and responsibilities is provided to employees upon hire as well as during evaluation periods. Common to all positions employees will conduct themselves in accordance with the core values of the organization enumerated in General Order #1.02*

D. CHAIN OF COMMAND

Personnel who are assigned to act in the capacities above their rank will, for the duration of that assignment, possess the authority of the rank designated.

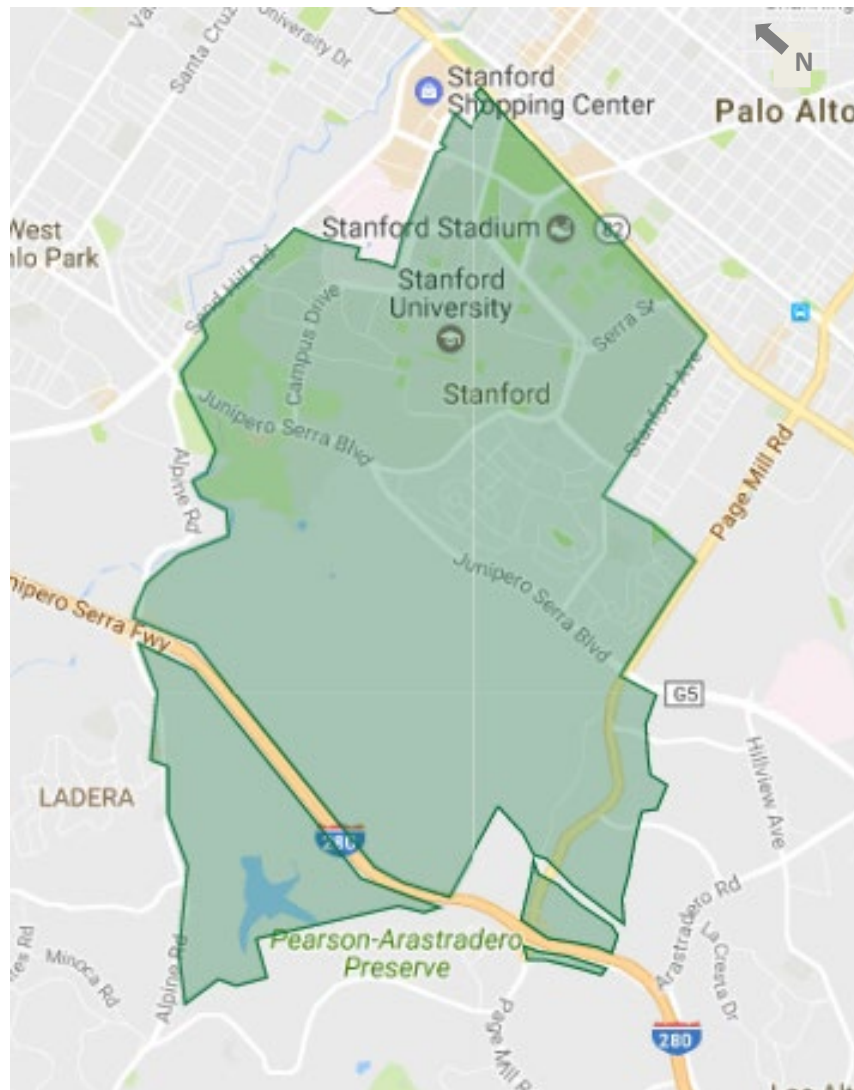
All communications within the *Stanford Department of Public Safety*, whether moving upward or downward, should be made through the chain of command. Nothing in this order shall prevent a member from contacting personnel outside of the chain of command on matters of a personal nature or in an emergency. When communications are directed to personnel more than one level above or below the initiating level, it will be forwarded through each rank in the chain of command. In communications regarding suggestions and/or recommendations traveling upward through the chain of command, each level *should review* and may attach a recommendation regarding that communication.



**APPENDIX A (IACLEA 1.1.2)**

**MAP**

*As outlined in the MOU, the primary jurisdiction of the Stanford University Department of Public Safety for purposes of law enforcement is:*



*This map does is not intended to reflect all the areas of reporting responsibility as defined by the Clery Act related to the documenting of on-campus, non-campus and public incidents.*



**DESCRIPTION**

- *Beginning at the intersection of the Southwest line of El Camino Real and the Southwest line of Quarry Road;*
- *thence from said point of beginning Southeasterly along the Southwesterly line of El Camino Real to the Northwest line of Stanford Avenue;*
- *thence Southwesterly along the Northwest line of Stanford Avenue to the South line of Peter Couatts Road;*
- *thence Southeasterly and Southerly and Southeasterly along the Southwesterly, Westerly and Southwesterly line of Peter Couatts Road to the Northwest line of Page Mill Expressway;*
- *thence Southwest along the Northwest line of Page Mill Expressway to the Northeast line of Junipero Serra Boulevard;*
- *thence Northwesterly along the Northeast Line of Junipero Serra Boulevard to the Northwest line of Frenchman's Road;*
- *thence Southwest 90 feet and 232.51 feet; thence West 950.88 feet;*
- *thence Northwest 250 feet and 450 feet;*
- *thence North 304.65 feet;*
- *thence North to the Northeast line Junipero Serra Boulevard to the East line of San Francisquito Creek;*
- *thence Northerly, Northeasterly and Northerly along the Easterly, Southeasterly and Easterly line of San Francisquito Creek to the Southeast line of Willow Road[Sand Hill Road];*
- *thence Northeast along the Southeast line of Willow Road [Sand Hill Road] to the Southwest line of Pasteur Drive;*
- *thence Southeast along the Southwest line of Pasteur Drive to the Northwest line of the land of the Stanford Medical Center;*
- *thence Southwest 194.50 feet;*
- *thence Southwest 995 feet;*
- *thence Northwest 618 feet and 815.82 feet;*
- *thence Northeast along the Southeast line of Quarry Road to the Northeast line of Arboretum Drive;*



- *thence Southeast 134 feet;*
- *thence Northeast 147.69 feet; thence Northwest 148.28 feet;*
- *thence Northeast 500 feet more or less;*
- *thence Southeast to the South Corner of the land of Stanford University Hospital;*
- *thence Northeast 656.97 feet;*
- *thence Northwest 598.65 feet;*
- *thence Northeast 504.24 feet to the point of beginning.*

*Together with the Stanford University property bounded by Deer Creek, Highway 280, San Francisquito Creek and Junipero Serra Boulevard and Foothill Expressway.*