



RESPONSIBILITY FOR *DEPARTMENT* PROPERTY
GENERAL ORDER #7.00

Adopted: 04/12/2022

Pages: 3

Persons Affected: All personnel

1 appendix

Authority: Laura Wilson, Director

IALCEA Standards: N/A

Revision History

Replaces SUDPS General Order #7.00 (06/15/05)

PURPOSE

The purpose of this order is to provide Stanford University Department of Public Safety employees with guidelines pertaining to the use and replacement of department issued equipment.

POLICY

The *Stanford University Department of Public Safety* may issue certain equipment to their personnel that remains the property of the *department*. All employees of the *Stanford University Department of Public Safety* shall *use and maintain* the property issued to them in a responsible manner.

PROCEDURE

- A. The *Stanford University Department of Public Safety* may issue certain equipment to employees that remains the property of the *department*. Such equipment for sworn personnel includes, but is not limited to: the department's badge, identification card, firearm,



duty belt, handcuffs, handcuff case, holster, ammunition holders, protective vest, key strap, keys, baton, baton holder, chemical agent, chemical agent holder, laptop computer, hat badge, portable radio, and cellular phone. *See Appendix for a sample equipment inventory list as well as SDSA-SU agreement for retention of department-issued clothing and equipment.*

- B.** The *Stanford University Department of Public Safety* may issue certain equipment to non-sworn, *benefits eligible*, personnel that remains the property of the *department*. Such equipment for non-sworn personnel includes, but is not limited to: portable radio, flashlight, duty belt, hat badge, rain gear, and cellular phone. *Part-time casual employees such as Special Event Patrol (SEP) may be issued equipment for individual shifts. See Appendix for a sample equipment inventory list as well as SDSA-SU agreement for applicable retention of department issued clothing and equipment.*
- C.** *Employees shall not use their position or department issued equipment to access closed University facilities or use University equipment except when conducting legitimate business in the course and scope of their duties. This does not preclude DPS employees from using University equipment and facilities when they are open to the public or other University employees.*
- D.** The *SUDPS Logistics Manager* may conduct an annual audit of *the department's* fixed assets assigned to *department* personnel. Employees shall respond to the audit in an accurate and timely manner.
- E.** When an employee loses issued equipment, damages issued equipment or uniforms beyond repair, or recovers issued equipment, he or she will submit an Employee's Report (ER) to *his or her division lieutenant or appropriate unit manager*, via the chain of command, describing the property and the circumstances under which it was lost, stolen, damaged, or recovered, and whether the employee requests reimbursement. The *division lieutenant or appropriate unit manager* will forward the report to the *SUDPS Support Services Manager*, with a recommendation regarding replacement of the lost, stolen or damaged item. If the report describes recovered property, the property also will be forwarded to the *SUDPS Support Services Manager*. If a crime report has been prepared



by the *Stanford University Department of Public Safety* or by another agency, a copy will be attached to the ER.

- F.** *SUDPS will repair or replace required uniforms, clothing, or equipment (excluding the cost of normal wear and tear) if, in the judgment of the department, such items were damaged or lost in the line of duty. When an employee requests reimbursement for damaged uniforms, clothing or equipment, the employee will present the damaged item to their division lieutenant or appropriate unit manager, who will retain and dispose of the item. The division lieutenant or appropriate unit manager will determine whether the item is damaged beyond repair before he or she will authorize reimbursement. Once the division lieutenant or appropriate unit manager has determined that the item is damaged beyond repair, the employee seeking reimbursement must purchase the replacement item and forward the original receipt and the ER requesting reimbursement to the SUDPS Business Operations Manager for approval and processing. Employees covered by the Stanford Deputy Sheriffs' Association (SDSA) should refer to the current Collective Bargaining Agreement.*
- G.** *The SUDPS Logistics Manager will arrange for replacement items to be issued to the employee. If the property was lost or stolen through no fault of the employee, the department shall indemnify the employee. If the property was lost or damaged beyond repair because of carelessness or negligence, the employee may be subject to disciplinary action. It is the responsibility of the employee's division lieutenant or appropriate unit manager to make a determination of whether or not the employee was careless or negligent.*
- H.** *If lost or stolen issued equipment is subsequently recovered in serviceable condition, the employee must return any reissued property to the SUDPS Logistics Manager and keep the recovered property. If the employee has purchased the reissued property, the employee may apply for reimbursement from the SUDPS Business Operations Manager, who will determine whether reimbursement will be provided and what will be the amount of any reimbursement provided.*
- I.** *While this order primarily addresses equipment that is issued to Stanford University*



Department of Public Safety personnel, it does not negate the responsibility for all *department* employees to maintain and properly care for all *department* equipment that is used in the normal day-to-day operation of the *Department of Public Safety*. When equipment is damaged, missing or in need of repair, the employee noticing the problem shall immediately notify their supervisor as well as document the problem on an Employee's Report.

Officer:

**Deputy Sheriff Equipment Issued - Inventory
Distribution Date:**

Rank: Deputy

SUID #:

Gas Code:

Item (Logistics Issued)

Item #

Serial #

Yes/No

Issued Date

Notes

Locker					
Tac Locker					
Doc Locker					
Mailbox and Key					
Autolock Baton (asp)					
Autolock Baton Holder					
Baton: 36"					
Baton Holder					
Card: Miranda/FI Admonition					
Card: Dispersal/Arrest Statement					
Card: DUI Chemical Test Admon.					
Card: HS 11550 Admonition					
Card: Pupilometer					
Fingerprint Kit					
Flashlight (Pelican 8060 or Stinger DS)					
Handcuffs (2 pair)					
Balistic Helmet					
Helmet Faceshield					
Faceshield Bag (Black Soft shell)					
Helmet Bag (Green Pilot)					
Key: "WL" (Weapons Locker)					
OC Spray					
Traffic Vest ("Sheriff" on back)					
Whistle and Lanyard					
Radio					
Radio: Earpiece					
Radio: Holder					
Radio: Shoulder Mic					
Tourniquet (NARescue CAT)					
Tactical First Aid Bag					
CPR Pocket Mask					
HyFin Chest Seal Individual					
QuickClot Combat Gauze					
Swat-T Tourniquet					
Tactical Bag (Cascade Fire Brand)					
Goggles					

Officer:
 Rank: PSO
 SUID #:

Public Safety Officer Equipment Issued - Inventory
 Distribution Date:

Gas Code:

Item	Item #	Serial #	Yes/No	Issued Date	Notes
Locker					
Mail Box (key number)					
Radio w/ Speaker mic					
Radio Holder					
Earpiece					
Flashlight					
Traffic wand					
Traffic vest					
Whistle w/ lanyard					
OC Spray (after certified)					
Work Gloves					
Lock Combo list					
Boot Key					
PPE Mask					
PPE Mask Filter					
PPE Equipment bag					
Gas Pump Access					
Campaign Hat Badge					
Campaign Hat Rain Cover					

Uniform (Provided by Summit)

3 Pants - Blauer Ripstop					
1 Shorts - Popper Ripstop					
2 SS Shirt - Flying Cross w/ patches and star (add Zipper)					
2 LS Shirt - Flying Cross w/ patches and star (add Zipper)					
1 Rain Jacket					
1 Rain Pants					
1 Jacket					
1 Baseball hat w/ patch					
1 Campaign hat (Straw) + rain cover					
1 Bianchi Duty Belt w/ Clip					
1 Bianchi Under Belt					
1 Bianchi O/C Holder					
1 Bianchi Keepers (4 keepers/pack)					
1 Bianchi Glove Pouch					
1 Bianchi Key Silencer					
1 Bianchi Light holder - Model 7926 - Size 2					
2 Metal name tag					