EQUIPMENT CONTROL AND MAINTENANCE

GENERAL ORDER #10.00

Adopted: 05/30/19

Persons Affected: All personnel

Authority: Laura Wilson, Director

IACLEA Standards: 1.2.2

Revision History
Replaces SUDPS General Order #10.00 (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, Civilian Supervisors (CSUP), Community Service Officers (CSO), Public Safety Officers (PSO), Special Events Personnel (SEP), Armed Security Officers (ASO) 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 (For specialty positions, supervisors and administrative ranks.)
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. ASO

ASOs are expected to provide their own duty belt, holster, firearm, magazines, handcuffs with holder, and with current certifications, an impact weapon with holder and O.C. canister with holder. All employee provided equipment will be in compliance with the law enforcement agency that employs the ASO when not working for Stanford University. ASOs are NOT authorized to have in their possession an Electronic Control Devices (ECD) or a secondary firearm while working for the University.

a. Soft Body Armor (if not provided by employee)
b. Traffic vest

3. CSUP, 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, ASOs, CSOs, PSOs, and SEPs, when on-duty and in uniform, shall wear or have in their immediate control the following items:

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>DEPUTY</th>
<th>ASO</th>
<th>CSUP/CSO/PSO</th>
<th>SEP</th>
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<tbody>
<tr>
<td>Authorized batons and holders</td>
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<tr>
<td>Authorized firearm(s)</td>
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<tr>
<td>Badge (metal or cloth)</td>
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<tr>
<td>Body worn camera</td>
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<td>Citation book/electronic issuance device</td>
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<tr>
<td>(parking enforcement only)</td>
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<tr>
<td>Digital Recorder</td>
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<tr>
<td>Fingerprint kit (Patrol and Investigative</td>
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<td>Services)</td>
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<tr>
<td>Flashlight</td>
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<tr>
<td>Gas mask, filter(s) and case</td>
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<tr>
<td>Hard Armor Plate</td>
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### Equipment Control and Maintenance

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>DEPUTY</th>
<th>ASO</th>
<th>CSUP/CSO/PSO</th>
<th>SEP</th>
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<tbody>
<tr>
<td>Handcuffs, key and holder</td>
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<tr>
<td>Holster and duty belt</td>
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<tr>
<td>Identification cards from SCCSO</td>
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<td>Identification card from Stanford University</td>
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<td>Miranda admonition card</td>
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<td>Mobile Phone/Device (Department issued)</td>
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<td>Name plate/tag</td>
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<td>O.C. canister and holder (w/authorization and certification)</td>
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<tr>
<td>Portable radio</td>
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<td>Report forms/pens/notebook</td>
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<td>Riot helmet with face shield</td>
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<tr>
<td>Soft body armor</td>
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<tr>
<td>Spare ammunition magazines (loaded)</td>
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<tr>
<td>Traffic vest</td>
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<td>Valid driver license (endorsed for vehicle being operated)</td>
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<tr>
<td>Wire cutters</td>
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<tr>
<td>Whistle</td>
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<tr>
<td>Work gloves</td>
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### 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.

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>EQUIPMENT ISSUED</th>
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<tbody>
<tr>
<td>Bike Officer (includes PSO)</td>
<td>Helmet</td>
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<td></td>
<td>Gloves</td>
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<td></td>
<td>Eye Protection</td>
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</tbody>
</table>
ASSIGNMENT | EQUIPMENT ISSUED
---|---
Canine Deputy | 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

Investigator/Detective | 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

Motorcycle Deputy | Helmet with installed radio gear  
Gloves  
Boots

Special Events Deputy | Same equipment as provided to Investigator

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.