



PROTECTED IDENTITY HARM **GENERAL ORDER #17.13**

Adopted: 08/17/22

Pages: 4

Persons Affected: All personnel

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IACLEA Standards:

Revision History

Replaces 11/21/19; formerly G.O. #17.12-Acts of Intolerance

PURPOSE

The purpose of this Order is to provide information about how Stanford University Department of Public Safety (SUDPS) personnel will respond to a reported Protected Identity Harm (PIH) incident, formerly known as an act of intolerance.

POLICY

Department personnel will familiarize themselves with the University's Administrative Guide 1.1.1 (University Code of Conduct), Protected Identity Harm Reporting Protocol and the on-campus resources available for those impacted by an PIH incident.

PIH incidents reported to SUDPS shall be documented by sworn personnel. The documentation requirement includes PIH incidents where it has been determined by investigation that no criminal statute was violated. Documenting PIH incidents facilitates compliance with California Education Code 67380 and the Clery Act. Deputies will investigate and document all PIH incidents. Completed investigative reports will be forwarded to the Investigative Services Division (ISD) for review and/or assignment to a detective.

The investigating deputy will be responsible for entering the incident into the Stanford Protected Identity Harm Reporting website and notifying the on-call Resident Director (RD) or



Graduate Life Office (GLO) resident dean. Notification(s) will be made even if students are not involved. The Watch Commander/Shift Supervisor is responsible for ensuring notifications to university staff have been made and determine if an AlertSU timely warning or emergency notification is warranted.

DEFINITIONS

<i>Protected Identity Harm (PIH)</i>	<i>Conduct or an incident that adversely and unfairly targets an individual or group on the basis of one or more of these actual or perceived characteristics: race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, veteran status, marital status or any other characteristic protected by applicable law.</i>
<i>Hate Crime</i>	<i>A criminal act motivated by the prejudice or intolerance against an individual or group. Hate crimes may include crimes involving offenses against property and/or persons. Examples of a hate crime may be spray painting walls with offensive words and/or symbols or assaulting a person solely because of their sexual orientation.</i>

PROCEDURE

When an individual reports an PIH incident to a SUDPS employee, the following actions will be taken:

A. INITIAL RESPONSE

1. Non-sworn employees
 - a. Non-sworn personnel who become aware of an PIH incident either directly or via notification by another person will contact Palo Alto Communications so that a deputy may be dispatched to investigate and document the incident.
 - b. Non-sworn personnel should ask the reporting party to remain until the deputy arrives. They should also ask for and document the reporting party's name and contact information.
2. Deputies
 - a. Sworn employees who receive notification of an PIH incident that was not dispatched by Palo Alto Communications will contact dispatch with the information to generate a call in the CAD (computer aided dispatch) system.



This includes when the report of the PIH incident is received on the Watch Commander's phone.

B. INITIAL INVESTIGATION

Deputies will use the investigative resources available to them to conduct an investigation.

1. The deputy assigned to conduct the investigation will interview the involved parties, gather evidence (including photographing the scene), document the incident, and when appropriate, provide information regarding available University and County resources. A listing of current resources is maintained on the University's Protected Identity Harm Reporting website.
 - a. Deputies will notify their Watch Commander/Shift Supervisor in a timely manner of any PIH incidents that are especially offensive, controversial, provocative or likely to attract media attention.
 - b. A deputy will include in his/her investigative report any known patterns or association with recent, similar incidents occurring at either the same location or directed toward a particular individual or group.
 - 1) Deputies are to recognize that even when a PIH incident may not have violated a criminal statute, investigation can assist with addressing the potential impact on the university community or to generate a response by the university.
2. Deputies shall notify the on-call RD or GLO resident dean even if the incident does not involve students. The notification will be documented in the deputy's investigative report.
3. Prior to going off duty and even if the investigative report has not been completed, the investigating deputy shall enter the incident into the university's PIH reporting form. The website can be accessed via the Stanford Protective Identity Harm Reporting website. Completion of the entry will be noted in the deputy's investigative report. The website entry, in addition to notifying the RD or the GLO, will act as notification to the University of the incident.
 - a. Any information obtained using law enforcement databases shall not be entered into the university's PIH reporting system.
4. If a PIH incident constitutes a criminal act, deputies will conduct their investigation in accordance with SCCSO General Order #17.07- Hate Crimes

C. WATCH COMMANDER/SHIFT SUPERVISOR RESPONSIBILITIES



1. To ensure that the Watch Commander/Shift Supervisor is aware of a dispatched report of an PIH incident, Palo Alto Communications will notify the on-duty supervisor of the dispatched call. Upon being notified, the supervisor will acknowledge the call.
 - a. Once informed of an PIH incident, the Watch Commanders/Shift Supervisor is expected to determine whether they should proceed to the scene, especially for active or in-progress calls.
2. The Watch Commander/Shift Supervisor will be responsible for determining whether the situation warrants an AlertSU timely warning or emergency notification being issued.
3. The Watch Commander/Shift Supervisor will ensure that the on-call RD or GLO resident dean has been notified.
4. The Field Operations Lieutenant will be notified by the Watch Commander/Shift Supervisor when the PIH incident is especially offensive, controversial, provocative, likely to attract media attention, or in his/her judgement warrants a notification to the Director of Public Safety.
5. The Watch Commander/Shift Supervisor will ensure the PIH incident is documented in the watch commander's shift log.

D. FOLLOW-UP INVESTIGATION

1. When a reported PIH incident is determined to be a criminal act (e.g. Hate Crime) or requires further investigation, the case will be assigned by the ISD Lieutenant or Sergeant to a detective. Any leads not investigated in the initial investigation will be pursued and documented.
2. The ISD Sergeant will keep the ISD Lieutenant informed of the status of any ongoing PIH investigations.
3. The ISD Lieutenant will provide updates to the Director of Public Safety or his/her designee regarding PIH case status.
4. Completed investigations, where there is evidence of a criminal act, will be forwarded to the Santa Clara County District Attorney's Office for prosecutorial review.