



WATCH COMMANDER AUTHORITY AND
SHERIFF'S OFFICE-STANFORD LIAISON CAPTAIN

GENERAL ORDER #3.02

Adopted: 3/20/18

Pages: 5

Persons Affected: All personnel

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IACLEA Standards: 1.1.5

Revision History

Replaces SUDPS General Order #3.02 (06/01/05)

PURPOSE

The purpose of this Order is to provide department personnel with an awareness of the responsibilities of the Stanford University Department of Public Safety's Watch Commanders, the Sheriff's Office Watch Commanders and the Sheriff's Office-Stanford Liaison Captain. This Order also provides details regarding the mandated notifications that shall be made to the Santa Clara County Office of the Sheriff per the requirements specified in the Memorandum of Understanding titled, Regarding Police Services Between County of Santa Clara and Stanford University (MOU).

POLICY

Stanford University's main campus is located in unincorporated Santa Clara County. As such, the Santa Clara County Sheriff's Office has law enforcement authority and responsibility. Pursuant to the MOU between Stanford University and the County of Santa Clara, Stanford University Department of Public Safety (SUDPS) sworn personnel are reserve deputy sheriffs of Santa Clara County empowered to provide law enforcement services to the Stanford University community. A Sheriff's Office Captain is



assigned to SUDPS to ensure law enforcement services are provided in accordance with Sheriff's Office policies. He/she acts at the direction of the Sheriff in policy matters. In the event there is a serious crime as defined by the MOU, SUDPS shall notify the Sheriff's Office-Stanford Liaison Captain and/or the Sheriff's Office Watch Commander.

PROCEDURE (IACLEA 1.1.5)

A. GENERAL RESPONSIBILITIES AND REPORTING FOR DUTY

1. *The SUDPS Watch Commander is the highest ranking on-duty patrol deputy holding the rank of Lieutenant or Sergeant. In the absence of a Lieutenant or Sergeant a deputy may be assigned as the Watch Commander. The designation in this case is "Shift Coordinator." The Watch Commander and Shift Coordinator are responsible for the reporting and notifications outlined in this Order.*
2. *The SUDPS Watch Commander will monitor patrol operations and may take such action(s) as may be necessary to assure efficient and effective operations of the Patrol Division.*
3. *When other Sergeants or Command Staff are present and monitoring the units for which they are normally responsible, the Watch Commander's responsibility is to be aware of other non-patrol operations, especially those involving uniformed personnel or AlertSU staff. When other Command Staff are not present, the Watch Commander will oversee all department operations and will coordinate the activities of all department units.*
4. *The SUDPS Watch Commander shall take such action(s) as may be necessary to assure efficient and effective operations of the department.*

B. INSPECTION AND REPORTING DUTIES

1. *The SUDPS Watch Commander is responsible for the inspection of all aspects of SUDPS. This oversight will assure that all operations are in compliance with departmental general orders, established policies, and operating procedures.*
2. *Any unusual circumstance(s) will be described in a separate memorandum.*
 - a. *Distribution shall be as listed in section C (below).*

C. REPORT WRITING AND REPORTING DUTY

1. *Daily Shift Log*



- a. The SUDPS Watch Commanders/*Shift Coordinators* will ensure an accurate daily shift log is submitted at the conclusion of each assigned tour of duty.
 - b. The daily shift log will contain, but is not limited to the following items:
 - 1) The inspections performed, *briefings held*, meetings attended, *training conducted* and any notable activities, which occurred during the assigned tour of duty including reference to the associated report or citation.
 - 2) Any activities impacting *Stanford University* or SUDPS that are pending or anticipated.
 - 3) Communications and requests from outside agencies.
 - 4) Correspondence and information that members of the department's command staff should be made aware of.
 - 5) Major incidents.
 - 6) Noteworthy issues.
2. Major Incidents
- a. The SUDPS Watch Commander shall be responsible for advising the department's command staff of important incidents or information occurring on their watch. Such notification(s) shall be made in a timely manner. *Additional information about reporting expectations is outlined in subsequent sections of this Order.*
3. Distribution of Reports and Memorandums
- a. SUDPS Watch Commanders' daily shift log will be completed and distributed via the chain of command.
 - b. Any SUDPS Watch Commander's single-incident-specific memorandum(s) and associated report(s) will be distributed as follows:
 - 1) *Director of Public Safety*
 - 2) *Assistant Chief*
 - 3) *Captain*
 - 4) *Field Operations Lieutenant, Division Lieutenant or Manager in charge of the impacted/involved division or unit.*



D. EMERGENCY SITUATIONS - NOTIFICATIONS AND REPORTING REQUIREMENTS

1. Upon being advised of the existence of a problem or an emergency situation within the *Sheriff's Office jurisdiction at Stanford*, the SUDPS Watch Commander is authorized to take action to rectify the situation.
 - a. The SUDPS Watch Commander is authorized to obtain, or mobilize needed staff to resolve the situation.
 - b. The SUDPS Watch Commander will make, or direct to be made, the appropriate notifications during such emergencies.
 - c. The SUDPS Watch Commander may request activation of any special teams/units through the appropriate activation process.
2. Events requiring mandatory notification of the Sheriff's Office *per the MOU* include:
 - a. Any death of a human being
 - b. Attempted murder
 - c. Kidnapping and/or the taking of hostage(s)
 - d. Burglaries or thefts in excess of \$25,000
 - e. Other serious felonies (e.g., PC 245, 261, 243, 220, etc.)
3. Upon being advised of the existence of a problem or an emergency situation within the Sheriff's Office jurisdiction at Stanford, the *Sheriff's Office-Stanford Liaison Captain and/or Sheriff's Office Watch Commanders* are authorized to take action to rectify the situation.
 - a. At the request of the *Sheriff's Office-Stanford Liaison Captain* or in his/her absence, the *Sheriff's Office Watch Commanders* are authorized to obtain or mobilize needed *Sheriff's Office staff and resources* to resolve the situation.
 - b. The *Sheriff's Office Watch Commanders* will make, or direct to be made, the appropriate *Sheriff's Office* notifications during such emergencies.
 - c. The *Sheriff's Office Watch Commanders* may request activation of any special *Sheriff's Office* team through the appropriate activation process.
4. Chain of Command
 - a. *Stanford University Department of Public Safety personnel* will first notify their immediate on-duty supervisor of any situation that exceeds their authority, ability to handle, are newsworthy, or involve personnel issues. The supervisor will



decide what course of action should be taken to resolve the situation *including whether to notify the ranking person in their chain of command.*

- b. *SUDPS sergeants acting as the Watch Commander or deputies acting as a Shift Coordinator shall make notifications or forward requests for assistance to the next higher level of command of any situation that exceeds their authority, ability to handle, are newsworthy, or involve personnel issues. The Watch Commander or Shift Supervisor will decide what course of action should be taken to resolve the situation including whether to notify the next ranking person in their chain of command.*
 - c. *All SUDPS personnel shall submit any problem(s) to their sergeant or immediate supervisor; he/she will determine if the issue should be brought to the attention of the SUDPS Watch Commander or to the appropriate Division Lieutenant or Division Manager. The exception to this will be when the sergeant or the immediate supervisor is not available, in which case the matter may be brought directly to the SUDPS Watch Commander or the employee's Division Lieutenant or Division Manager.*
 - d. *During any exigent or emergency situation, SUDPS sergeants, supervisors, or command staff may request Sheriff's Office resources through either the Sheriff's Office-Stanford Liaison Captain and/or the on-duty Sheriff's Office Watch Commander.*
5. *Upon discovering an event, where a notification to the Sheriff's Office is required, the on-duty SUDPS Watch Commander shall ensure that the Sheriff's Office-Stanford Liaison Captain, or in his/her absence, the Sheriff's Office Watch Commander is notified in a timely manner. Methods of notifying the Sheriff's Office-Stanford Liaison Captain or the Sheriff's Office Watch Commander are: the department issued cell phone, the Sheriff's Office Operations Desk, and County Communications dispatch center. This notification should occur after the Stanford University Department of Public Safety chain of command notifications. SUDPS notifications will occur in the following order:*
- a. *Field Operations Lieutenant*
 - b. *Captain*
 - c. *Assistant Chief*
 - d. *Director of Public Safety*

E. ADDITIONAL DUTIES OF THE WATCH COMMANDERS

1. *Additional administrative duties may be assigned to the SUDPS Watch Commanders at the discretion of the Director of Public Safety, SUDPS Captain or Lieutenant. These duties may also involve a modification of their shift assignment.*