RESPONSIBILITY FOR DEPARTMENT PROPERTY
GENERAL ORDER #7.00

Adopted: 06/15/05
Replaces: Stanford G.O. #2.2.20

*****************************************************************************

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 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, belt, handcuffs, handcuff case, holster, ammunition holders, protective vest, key strap, keys, baton, baton holder, chemical agent, chemical agent holder, laptop computer, hat piece, pack set radio, pager, and cellular phone.

B. The Stanford University Department of Public Safety may issue certain equipment to non-sworn personnel that remains the property of the department.

C. Employees shall not use university equipment other than that which is departmentally issued or provided unless it is available to the public or unless authorized by their own supervisor. This is not to preclude entering university facilities or using unauthorized equipment in an emergency situation.
D. The SUDPS Logistic Manager may conduct an annual self-audit of the department’s fixed assets assigned to department personnel. Employees shall respond to the self-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. The 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 his or her 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 Support Services Manager for approval and processing. Employees should refer to the current Stanford Deputy Sheriffs’ Association Memorandum of Understanding for specific limits of reimbursements.

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 Support Services 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.

Laura Wilson
DIRECTOR