



CSU Bakersfield

Business and Administrative Services

University Police Department

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Bakersfield, California 93311-1022

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(661) 654-3194 FAX
www.csub.edu/bas/police

To: University Police

From: Chief Marty Williamson

Date: March 6, 2014

Subj: Filing Criminal Cases with District Attorney

Directive: 14-3

In order to insure timely a timely complaint process and follow up for CSUB, the following Directive has been established.

Complaints:

- Use UPD complaint request form
- Print 3 copies of report
- Ensure officer has completed a Probable Cause Declaration (even if there was no arrest made) or Copy the PC Declaration from the Field Arrest Data sheet if there was an arrest
- Attached 3 copies of the suspect's RAP sheet
- Print any photographic evidence or attachments of document type evidence
- Mail or deliver to 1215 Truxtun Ave. 93301 Attn: 4th floor D.A.
- Use "Controlled Document Stamp" in dispatch
- Log report routed out to DA under the Officers Tab in RIMS

Direct Files:

- No complaint request form needed
- Print 3 copies of report
- Attach 3 copies of RAP sheet and driving record if applicable
- Print any photographic evidence or attachments of document type evidence
- Attach white copy of Citation (from "in box" in squad room) Pink goes in the "to be scanned box"
- Mail or deliver to 1215 Truxtun Ave. 93301 Attn: 1st Floor Court Clerk
- Use "Controlled Document Stamp" in dispatch
- Log report routed out to court under the Officers Tab in RIMS

Juveniles:

- No complaint request form needed
- One copy of report
- Print any photographic evidence or attachments of document type evidence
- Use "Controlled Document Stamp" in dispatch

- Mail or deliver to Kern County Probation Department, Juvenile Division, 2005 Ridge Road, 93305, Attn: Records
- Log report routed out to Juvenile Probation under the Officers Tab in RIMS

Follow up:

When approving a case that is going to the DA:

- Click the approve case or supp box and click forward this to case investigations
- Complete a follow up within 10 business days and click the send email box to the Operations Sgt. with a text "Sent to DA" indicating the date sent
- In custody reports will go over next business day, if possible
Out of custody or filings will be submitted within 3 business days of approval
- Operations Sgt will conduct a follow up call to the DA after 10 business days to determine the status of the case if the DA has not yet called for a signature or rejection. A weekly check will be made unless there are extenuating circumstances, then the Chief or Lieutenant will be notified.