



# CSU Bakersfield

Business and Administrative Services

University Police Department

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**To: University Police**

**From: Chief Marty Williamson**

**Date: October 28, 2014**

**Subj: Procedure for authorization and opening classrooms for students, staff and faculty**

**Directive: 14-6**

We receive many requests from faculty to open classrooms during off hours for students. We recognize that this is very important to the successful educational process for the CSUB students. However, UPD has also been directed to not open certain classrooms and to keep certain classrooms locked for security reasons. This requires the UPD to make sure we have valid authorizations from faculty for student access and that the authorizations comply with the existing rules and policies that have been established by primarily the Deans.

In order to balance this need with the security issues, UPD requires the faculty to submit authorizations within their department's existing policies. When submitting student's names for authorizations it MUST include:

**Student Name**

**CSUB ID number**

**Beginning and end date**

**Building and room number**

Date of Birth is optional

Students will be required to provide a valid student ID to gain entry. If the student does not have their CSUB ID, you can verify by date of birth with other forms of identification.

*This Directive is derived from a previous email sent to UPD.*