



# CSU Bakersfield

Business and Administrative Services

University Police Department

Mail Stop: 6 PS  
9001 Stockdale Highway  
Bakersfield, California 93311-1022

(661) 654-2111  
(661) 654-3194 FAX  
[www.csub.edu/bas/police](http://www.csub.edu/bas/police)

**To:** University Police

**From:** Chief Marty Williamson

**Date:** December 14, 2011

**Subj: Clarification of Section 3, paragraph f, of the Key Policy  
Lost or Stolen Keys or Proxy Cards**

## **Directive 11-11**

### **Clarification of Section 3, paragraph f of Campus Key Policy**

It appears there is some confusion of the above listed section on "reporting" lost or stolen keys or proxy cards. To clear up any confusion and to be consistent, the following policy is effective immediately in support of the Campus Key Policy:

In Section 3, paragraph f of the existing key policy, "reporting" lost or stolen keys or proxy cards means that a police report will be generated. An email or phone call may initiate the report, however, an email or phone call is not acceptable to meet the need for "reporting".

In addition, please forward a copy of the report for any lost or stolen keys or proxy cards to me.

If you have any questions, please contact a Supervisor, the Lieutenant or myself.

Thanks