



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

To: University Police

From: Marty Williamson

Date: February 9, 2016-Updated November 14, 2016

**Subject: Public Records Act (PRA)
Release of police reports to CSU Bakersfield employees
Directive 16-4**

Many times the UPD needs to release police records to allow members of the CSU Bakersfield (CSUB) campus to accomplish the various functions of their positions. Government Code 6254.5 (e) allows police records to be released to approved CSUB employees providing they agree to treat the disclosed material as confidential. This directive will provide guidelines for the release of these records and identify the employees to whom the records may be released.

The following guidelines will be used when releasing police records:

- A copy of all records released to CSUB employees will be forwarded to the Chief of Police or the Administrative Lieutenant for inclusion into the PRA file.
- The released records will only be used to fulfill the official duties assigned to the CSUB employee.
- If the CSUB employee has any personal connection to the case contained in the records, the record will not be released under this directive.
- Employees granted access to these records will not release, copy, or distribute the records in any form, including verbally.
- Nothing in this directive will mandate the release of these records to these employees
- This directive does not waive the requirements of non-disclosure under other areas of the law.
- All CSUB employees granted access to police records will sign the document release form. This form will be maintained by the UPD in the PRA file.
- The Chief of Police may remove an employee's access at anytime for any valid reason.
- Open investigations are not generally released.

Below is a list of employees who may be granted access to police records when deemed necessary.

- President of CSU Bakersfield University. (Horace Mitchell)
- Vice President of Business & Administrative Services. (Thom Davis)
- Director of Human Resources. (Kellie Garcia)
- Director of Students Rights and Responsibilities. (Rubicelia Alvarez)
- Assistant to the President for Equity, Inclusion and Compliance. (Claudia Catota)
- Director of Safety and Risk Management. (Tim Ridley)
- Director of Housing. (Crystal Becks)
- Property custodian manager.
- BART team members as approved by the Chief of Police.
- Other CSUB employees who are assigned as a member of a CSUB committee or work group which requires the record to fulfill their assigned duties as approved by the Chief of Police.
- Other persons, where their duties require access and the access is approved by the Chief of Police.

To: CSU Bakersfield Employees

From: Marty Williamson

Date: February 9, 2016

**Subject: Public Records Act (PRA)
Document release form**

Many times the UPD needs to release police records to allow members of the CSU Bakersfield (CSUB) campus to accomplish the various functions of their positions. Government Code 6254.5 (e) allows police records to be released to CSUB employees providing they agree to treat the disclosed material as confidential. This memo will provide guidelines for your access to these records and act as an agreement in assuring the confidentiality of these records are maintained .

- The released records will only be used to fulfill the official duties assigned to the listed CSUB employee.
- If the CSUB employee has any personal connection to the case contained in the records, the employee must disclose their connection to the UPD. The records may be withheld based on the employee's personal connection to the case.
- Employees granted access to these records will not release, copy, or distribute the records in any form including verbally.
- Nothing in this memo will mandate the release of the record to the employee.
- All employees granted access to police records will sign the document release form.
- The Chief of Police may remove an employee's access at anytime for any valid reason.

As a CSUB employee I am granted access to official CSUB police records for the explicit purpose of performing an official function required by my position at CSUB. I understand these records are confidential and I will keep them as such.

Printed Name

Signature

Date