



CSU Bakersfield

Business and Administrative Services

University Police Department

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To: University Police

From: Marty Williamson, Chief of Police

Subj: Requests for Daily Crime and Fire Log

Date: May 11, 2011

Directive 11-5
Policy on Requests for Daily Crime and Fire Log

The Clery Reporting Act mandates that we will provide copies of Crime and/or Fire Logs when requested. The procedure below is what we will use to provide them to a citizen should they request it. All of the necessary information has already been redacted.

Should someone come in and request copies of the Daily Crime and Fire Log, conduct the following procedure:

Go to the RIMS drop down menu to Daily Crime and Fire Log.

There is a Date Range option or several options for a specific period of time.

Pick the option that best suits the request and click on OK.

Click on print and provide the copies to the requestor.

Information from Sgt. Gildner email May 9,2011