To: University Police

From: Chief Marty Williamson

Date: August 10, 2016

Subj: Management Assignments

Directive 16-10

We have added an additional Lieutenant to the University Police Department. The additional position will assist in the overall management of the UPD. With this addition we have divided the UPD into two Divisions, Operations and Administrative.

After consultation with the Lieutenants the functional responsibilities for each Lieutenant will be as follows:

**Operations Division-Lt. Massey**

Uniformed Patrol Operations
Investigations
Training
COPS-Crime Prevention
CSOs
Inventory
Accountability and Inspections
Sworn Uniformed Scheduling
Compliance
Watch Commander

Emergency Preparedness
Building Marshalls

**Administrative Division-Lt. Williams**

Communications
Parking Services
Records
DPPM
Public Records Act
Clery
Property Room
The Lieutenants will be notifying staff how this will breakdown further in the near future and what personnel will be handling what duties. I will continue to handle events, Livescan, Transportation Committee, BART, budget and key security.

Effective this date, for management reporting purposes, contact the appropriate Lieutenant per the above areas. If that Lieutenant is not available and you need immediate assistance contact the other Lieutenant or the Chief if needed.

If you have any questions or concerns, or if we have missed a function please notify a Lieutenant or myself.

Thank you