



CSU Bakersfield

Business and Administrative Services

University Police Department

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To: University Police

From: Marty Williamson

Date: December 7, 2012
Updated 4-19-13

Subj: Notifications
Directive 12-4

This directive was put out in April, however, not in this format.

In addition to the notifications already in place per University or UPD policy I, along with the Lieutenant would like to be notified when the following conditions are met.

Please notify us immediately on the following at anytime:

Officer injured on or off duty

Suspect injured during arrest or altercation

Major crime or unusual event occurs on campus and/or maybe newsworthy

University employee, student, or visitor is severely injured on campus

An unusual event that may cause the VP and President to be notified

During duty hours:

We would like to be notified when unusual events happen that do not rise to the criteria above. This would include medical aids when off campus resources (ambulance and/or fire) are responding, or when one our unit goes off campus on an AOD, or other off campus resources are responding to the campus. These notifications, depending on the urgency, can be accomplished by radio, phone, or text. If we are not in a meeting please make sure we heard the radio traffic.

During off duty hours:

Unusual events not rising to the above criteria or information items can be sent via email or text and I can follow up if needed after I get the email or text.

The Lieutenant should be notified specifically depending on the incident.

Please use this as a guide, it certainly is not exhaustive. At anytime you think I need to be notified please do not hesitate to contact me.