



# CSU Bakersfield

Business and Administrative Services

University Police Department

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To: University Police  
From: Chief Martin Williamson  
By: Lt. Tim Melanson  
Date: September 8, 2021

## **Directive 21-05** **Replaces Directive 16-12**

This directive is intended to replace Directive 16-12 and further outlines guidelines and expectations for University Police Department Patrol Operations. Compliance with this directive ensures we operate professionally and safely. It also promotes accountability, which helps UPD build trust within the campus community we serve.

### Maintaining Officers in the Field:

As with past practice, we must always strive to keep at least 50% of our on-duty patrol assets in service and in the field ('10-8'). When possible, those assets will make every effort to spread out on campus. Circumstances may warrant officers to return to the station when engaged in one or more of the following activities. Their status must be reflected in RIMS:

- Writing a report
- Meal Break (30 minutes)
- 10- or 15-minute break
- Using the restroom
- Handling collateral duties (only after notifying your sergeant)
- Special Assignment
- Investigative Follow Up
- As directed by a supervisor
- During shift change

During off-campus meal breaks, patrol staff should request clearance to travel off campus, then will code off "Code 7" upon leaving their vehicle and entering a food establishment. This is for officer safety and accountability purposes.

When on patrol and in the field, officers are required to spend a minimum of 20% of their shift conducting bicycle patrol, cart patrol, or foot patrol. None of these alternative patrol methods are assigned, but rather left to the officer's discretion so long as the 20% is achieved.

### Communicating Effectively:

As public safety professionals, we must be experts in communication. This includes the way we communicate with each other, our dispatchers, and the community we serve.

- Take time often to communicate with those we serve and log these contacts as "COPS" contacts.
- Always provide location when called by dispatch.
- Except for very brief transmissions or emergencies, wait for acknowledgement from dispatch before broadcasting lengthy transmissions.
- When broadcasting "10-8" or "10-98", re-broadcast vehicle, cart, foot, or bicycle patrol status. Failing to do so presumes you are in a vehicle and your stats will reflect this.
- Status changes should occur on the radio, not in-passing as officers exit or enter the building.
- When entering the station "10-19", officers should broadcast their purpose (see above).

### Maintaining a Professional Image:

- Officers must always present a neat and professional appearance (uniform, boots, personal grooming, etc.)
- Officers must keep vehicles clean, inside and out. UPD officers may be called upon at any time to transport staff, faculty, students, or other persons.
- Workstations are expected to be kept orderly and neat.
- Officers must refrain from parking on sidewalks or grass (unless there is a critical need) – doing this makes us look like we think the rules do not apply to us.

### Patrolling Effectively:

- Remain mobile, unless conducting traffic enforcement.
- If on normal patrol, visit events (but don't stay long).
- If assigned to an event:
  - Officers' duty during events is to watch the crowd, not the event (game)
  - Officers should look interested and act with a purpose. For many events, an outside entity is paying for officers' presence.
- Keep vehicular traffic off the Red Brick Road and Bike Path unless there is a critical need (and enforce the rule on other staff, contractors, faculty, etc.). Responding to a priority call for service or backing another officer are examples of acceptable use of these routes. Routine patrol is not.
- Conduct thorough patrol checks

- A patrol check done on a parking lot implies officers have slowly and thoroughly “weaved” the lanes, doing their best to visually check vehicles. An officer may see an ill student slumped over the wheel or a catalytic converter thief lying under a vehicle. These are things easily missed when not being thorough.
  - The most thorough patrol check of most places is the one conducted on foot.
- Officers should strive to be seen where our community does not expect to see us – examples might include all floors and stairwells of the library, Amphitheater, or Housing East. Foot patrol the classroom buildings and interact with students and faculty when possible.
- If flagged down by an unknown person, consider stepping out of your vehicle to speak with them. This improves officer safety and looks more professional.