



CSU Bakersfield

Business and Administrative Services

University Police Department

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To: University Police
From: Marty Williamson, Chief of Police
Subj: New Storage Area Directive
Date: August 19, 2011

Directive 11-8 Secure Storage in Warehouse

At times UPD is required to store large items of property or evidence. With the limited space we have at the UPD to store such items this has become problematic. To solve this issue, we have acquired secured space in the warehouse at the Facilities Complex. We will be able to store large items of evidence, safe keeping, pending auction items, and general UPD property in the secure storage. Until such time that a Policy is written to address the use of this secure area the following Directives will apply:

A key to the secure area will be kept in the key box in Dispatch, #58.

The Storage area will only be accessed by the Property Custodian, or by permission from a supervisor.

When the key is removed, it will be logged out and in upon return.

When placing property or evidence in the secure area, all other booking procedures will be in effect.