



To: University Police
From: Chief Marty Williamson
By: Lt. Greg Kinder
Date: September 13th, 2023
Subject: Lost or stolen permit reports
Directive: 23-05

The UPD has transitioned to the use of the Parking Management Bureau online for issuing parking permits to students. Moving forward we do not need to get the permit number from somebody when taking a lost/stolen permit report. Please gather their personal information including student ID number and email address. Provide them with a lost permit business card that includes a case number and the date on it that can be placed on the dash. Advise them they have 48 hours to purchase a replacement permit online and they will get a confirmation email that lets them know when they are eligible to log in and purchase the replacement (should be within 48 hrs). In the report, just indicate CSUB parking permit and the student ID number in property section. After completing the report, please email the name, student ID number and email address to the Parking Division manager and the lead parking officer. Inform the permit owner they will get a confirmation email and to go online and purchase the replacement. At that time, they can print off a temporary permit that will be good for 2 weeks. This does not apply to Faculty and Staff permits. They will still be purchased from the cahier's office and will need a permit number in the report.

UNIVERSITY POLICE

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