



To: University Police
From: Chief Marty Williamson
By: Lt. Greg Kinder
Date: January 24th, 2024
Subject: Dispatch log for KHSD
Directive: 24-01

This directive establishes guidelines for ensuring the department properly tracks hours worked for KHSD under the 2024 contract. KHSD is now using the UPD for dispatch services on an as needed basis by request. As a result, the hours worked for KHSD must be properly logged for billing purposes. A log has been added to the KHSD binder located in the dispatch manual cabinet. KHSD will email the event they need covered to the “Dispatch” email group and will include the time span needed and the units assigned to the event. The on-duty dispatcher will complete the fields in the log that include:

Dispatcher:

Date:

Event:

Time on:

Time off:

Total Hours:

Units on Duty:

The time on should occur when the first officer logs on duty for the event and time off will be when the last officer logs off duty. Refer to 24-01.1 attachment

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