



CSU Bakersfield

Business and Administrative Services

University Police Department

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To: University Police

From: Chief Marty Williamson

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Subj: Procedure for Seizure of CSUB ID Cards from the SRC

Directive: 14-5

The SRC recently installed new software into their system to recognize student identification cards as they enter the SRC to use the facility. The new software allows for the staff member to confirm the correct identity of the card holder by viewing a photograph that is made available to the staff. Since the implementation of the software we have responded to many calls of fraudulent use of CSUB student identification cards. We have discussed this issue with the SRC and Student Affairs and following procedure will be utilized by CSUB PD.

When SRC staff identifies the fraudulent use of a CSUB identification card they will immediately call the UPD. If they can safely seize the student ID card they will and hold it for UPD.

UPD will seize the card and interview the subject that was using the card to gain entry into the SRC. After the interview with the person fraudulently using the card, UPD will attempt to contact the owner of the card for a statement in regards as to how the card was obtained by the person at the SRC.

A report will be generated, the card will be booked into the UPD, and the case will be forwarded to Student Affairs (Ruby) for administrative action. Ruby will review the case, impose appropriate sanctions and notify us as to when the identification card can be released to the proper owner.

If UPD is not able to contact the owner of the card, the case should be marked for follow-up to contact the owner to obtain a statement. If the owner comes into the UPD to claim the identification card, the report should be reviewed to determine if an interview is needed. If so, conduct the interview and forward the case to Student Affairs.

The owner of the card will be advised that they must contact Ruby for an interview prior to the release of any card that was seized. The only exception is if the card was stolen, then we would be working a criminal case on the person who possessed the card.

If you have contact with the person using the card fraudulently, and the person forces you to pursue the case more than administratively, use your best judgement to determine if a crime has been committed and act appropriately. Refer to PC 484 to identify a possible crime section. If you have any questions or concerns please contact a supervisor for assistance.

Our objective is to stop the fraudulent use of the student ID cards. This administrative process is one option. Secondly, SRC has committed to provide signage to advise the students that the identification will be examined and UPD will be called if being used fraudulently.