



CSU Bakersfield

Business and Administrative Services

University Police Department

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To: UPD Personnel

From: Marty Williamson, Chief of Police

Subj: Event Requests

Date: January 5, 2011

Updated 1-22-15

Directive 11-1

CSUB has updated their event policy for any event on the CSUB campus. All events are required to be reviewed and approved by the UPD. This will increase our workload for event requests. It will also require us to be prompt in responding back to the requests. I have committed to having event requests returned within two working days of receipt of the request providing all information is included in the request we receive. After considering the additional workload and the need to track all event requests I am implementing the following process immediately.

All event requests, either hard copy or electronic will be sent to UPD via 25Live. The request or FUA will be logged with pertinent information as to when it was received and who it was delegated to etc. I will then review the requests and if they are is no need for our resources, just our review, I will try to handle those and get them returned immediately. If they will need some work on parking, personnel or additional assessment, I may delegate that to the Lieutenant or a Sergeant. UPD admin staff will get them a copy of the request and track the process via the spread sheet.

After the Lieutenant, a Sergeant, or myself, reviews and completes the event request form, it will be returned to admin staff for processing. This processing includes making a copy for the Dispatch Book, creating a file for UPD Administration, and sending the request back to the event coordinator.

During the review of the event request, if the event requires personnel or equipment from the UPD the reviewing officer will initiate a UPD Event Form and return it to admin staff with the request. This will then be assigned to a lead officer by me or the Lieutenant for handling.

Also, during the review of the event request, if there are any questions as to the event we will contact the Facility Coordinator. The Facility Coordinator list is attached with the areas of responsibility. They should be able to answer any questions we have and coordinate with the person requesting the event. This will eliminate us needing to call individuals for each event to answer any questions.

If for any reason we are not able to return the event request within 2 working days advise me so we can then contact the Facility Coordinator and advise them of the delay. If for any reason you may have a concern as to the event or anything related to the event please contact me and we will discuss and come to a resolution.