



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 Radio Communications While Off Campus

Directive: 15-3

In the situation where law enforcement personnel from the UPD are off campus at a distance which hampers radio reception and the UPD is the primary law enforcement agency the radio frequency utilized will be Local Law. (This does not include events where we are assisting other agencies such as during a DUI check point). By utilizing Local Law officers will have the ability to communicate between our portable radios as well as car to car and with CSUB dispatchers.

- Officers conducting business off campus at a distance which hampers radio reception will:
 - Assure the Local Law channel is not being utilized by another agency.
 - Utilize the Local Law channel on both their portable radio and patrol vehicle radio.
 - Prior to going off campus the officer will brief the on duty dispatcher. The briefing shall include:
 - The reason and location the officer is responding off campus.
 - The need for the dispatcher to monitor Local Law.
 - In the event there is a dispatcher shift change the on duty dispatcher will provide a complete briefing to the oncoming dispatcher including the need to monitor Local Law.
 - When returning from the assignment the officer will switch back to the UPD channel and notify the on duty dispatcher.
- All law enforcement personnel working an event off campus at a distance which would hamper radio reception will:
 - Prior to the event, the officer in charge of the event will provide notification to the CHP, BPD, KCSO, and KERN HIGH SCHOOL DISTRICT dispatch centers concerning the date and time the Local Law channel will be utilized.
 - Utilize the local law channel on both their portable radios and patrol vehicle radios.
 - Prior to going off campus, the officer in charge will brief the on duty dispatcher. The briefing shall include:
 - The reason and location the officer (s) are responding off campus.

- The need for the dispatcher to monitor Local Law.
 - In the event there is a dispatcher shift change the on duty dispatcher will provide a complete briefing to the oncoming dispatcher including the need to monitor Local Law.
 - Upon arrival at the event location a test will be conducted with the dispatcher to assure good communication.
 - In the event Local Law is needed by another agency the Lieutenant will be notified and determine a course of action.
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- For Dispatcher monitoring instructions during off campus events refer to the list below:
 - Option one: Use a portable radio with Local Law to monitor radio traffic.
 - Option two: Use the dispatch console with local Law to monitor radio traffic as listed below:
 - Leave primary channel selected. The green light will be on.
 - Turn volume up on the Local Law channel to allow monitoring.
 - Turn volume down on all other channels excluding the primary channel.
 - Talk by pushing the red TX button below the Local Law channel and using the dispatcher microphone.

Drafted by Lt. Williams