



**To:** UPD  
**From:** Marty Williamson, Chief of Police  
**By:** Lt. Greg Kinder  
**Date:** June 5th, 2023  
**Subject:** Directive 23-02 - Kit fox procedure

CSUB policy requires the UPD be notified regarding incidents involving Kit foxes on campus. Incidents involving kit foxes may include, but not limited to trapped, injured, dead or located kit foxes. UPD will be dispatched to and will investigate all reports of Kit foxes using the following guidelines.

- 1. Trapped-** if a kit fox is found trapped inside an animal trap, Facilities Management will be notified and the kit fox it is to be released as soon as possible. If the trapper is not on site, contact Facilities Management to have someone respond to handle the release. Obtain photos if possible and complete a report. Trapped Kit foxes shall not be relocated.
- 2. Injured-** if a kit fox is injured, the UPD will notify Facilities Management, obtain photographs, and complete a report. Facilities Management will respond to handle the injured kit fox.
- 3. Dead-** if a kit fox is found dead the UPD will notify Facilities Management, obtain photographs, and complete a report. The officer will ensure that no one disturbs the area or carcass until Facilities Management arrives on scene for removal.
- 4. Located-** Known kit fox habitats are marked with signs. When a new kit fox habitat is located on campus not previously marked, the UPD may be notified. This may be by Facilities Management or some other entity. Ensure Facilities Management is on scene or called out, obtain photos if possible and complete a report. If Carbon Monoxide treatment was in progress during the locate, then CM treatment should cease immediately.

**Notifications:**

**UPD:**

Dispatch should send an officer and the duty sergeant to all calls concerning kit foxes. The officer will take a statement from Facilities, confirm Facilities will make all required notifications (see list below) and document the confirmation in the report. The dispatcher will notify the Chief of Police via the chain of command. If a Lt. or Captain is not immediately reached, then notify the Chief directly. The Chief or designated administrator will confirm notifications will be made.

**UNIVERSITY POLICE**

California State University, Bakersfield  
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**Facilities:**

1. Kristine De Young (Senior Director of Facilities Operations) - 916-600-5591 – First point of contact
2. Daniel “Casey” Nolan (Manager of Roads and Grounds) – 661-304-2397 – Second point of contact if Kristine is not available. Casey will coordinate the retrieval of any carcass with Kristine and ESRP.

**Notifications made by Facilities:**

1. Brian Cypher (Director of ESRP) 661-381-0048
2. Craig Bailey (CDFW) Craig.Bailey@wildlife.ca.gov
3. Justin Sloan (USDFW) Justin\_Sloan@fws.gov