



CSU Bakersfield

Business and Administrative Services

University Police Department

Mail Stop: 6 PS
9001 Stockdale Highway
Bakersfield, California 93311-1022

(661) 654-2111
(661) 654-3194 FAX
www.csub.edu/bas/police

To: University Police

From: Chief Marty Williamson

Date: July 13, 2015

Subj: Off Campus Meals

Directive: 15-4

In an effort to balance the ability for UPD staff to have an available variety of eating establishments and the need to have campus coverage the attached policy for off campus meals has been established.

This Directive will cover Police Officers and Parking Officers.

A main emphasis is safety. The dispatchers should be able to locate an officer in different fashions if the need arises. In order for the redundant systems to work successfully, please insure all of your radio equipment and computer equipment are operational on a daily basis. This is more important as an officer goes off campus.

As directed, use the radio for off campus traffic. You will need to monitor the radio while off campus for any radio traffic.

Rest periods will remain on campus.

Department Meal Period Policy Update:

Meal periods:

Meal periods shall be 30 minutes in duration. This time shall be counted as time worked pursuant to section 13.11 of the MOU. The 30 minutes will start at the arrival of the location and officers will code on and off accordingly. Officers are expected to return to campus promptly upon completion of the 30 minute meal period and to stay within the 30 minute time allotment.

Officers may eat at a location within 1 road mile of the campus. Any additional locations not listed below, outside of the 1 mile, must be discussed and pre-approved by the Chief of Police and added to this Directive.

Officers will respond back to campus immediately in the event of an emergency call for service. These emergency calls are not limited to but include, medical aid call, fire alarms, panic or intrusion alarms and most in progress calls depending on staffing. At other times non priority calls may require immediate return to campus, such as a door unlock that has people waiting and no one is available on campus to open the door.

Non-emergency calls will be handled on a case by case basis, however, the key point is prompt service to the campus community from the UPD. Therefore, to maintain a minimal level of staffing on campus and for officer safety factors, no more than 50% of the patrol staffing on duty will be allowed off campus for meals at any given time. If an officer is the only car on duty they will be allowed to go off and pick up food as explained in the prior Directive in 2012. At no time will more than two officers be off campus. For the purpose of this Directive, the administrators are not to be included in the operations staffing for determining how many officers may leave campus for a meal. At no time will more than two UPD uniforms be at an eating establishment.

Prior to leaving campus the officer will ask for clearance from the dispatcher via radio, (*"clear for off campus code 7?"*). The dispatcher will insure we have the required staffing available before clearing an officer for off campus meal. Officers will code off and on the radio and give their location. They will use the radio to code back on when back in service. Dispatchers will have the discretion as when to clear and call back officers or deny the off campus code 7 due to staffing.

The approved areas to take a meal period are approximately 1 road mile away or closer and are as follows:

The Market Place

Town and Country Shopping Center

Old River Medical Plaza

The Shop at Riverwalk

Sequoia Sandwich

Brookside Deli

*Rest Periods pursuant to 13.11 of the MOU will remain on campus.
This directive does not modify existing patrol area responsibility.*