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: February 9, 2016

Directive 16-3   Campus "Administrative Messages"

Recently CSUB introduced Outlook which replaced First Class. Outlook has different operational rules and procedures. One of which is the method to send out what have been commonly referred to as "Administrative Messages" to the campus community.

UPD-Emergency Management utilizes the Admin. Messages to notify the campus of information deemed important for the campus community. With Outlook the process to send out those messages has changed. Under the new process, the Chief of Police-Director of Public Safety and his designee have been authorized and given access to send out Admin. Messages. The following policy will apply to this new process.

A. Emergency Messages such as critical life safety information can be sent out to the campus without preapproval from a Vice President by the Chief of Police or a designee once approved by the Chief of Police.
B. Non life threatening messages including most Timely Warnings will be reviewed with a Vice President before being distributed to the campus.
C. The Chief of Police, or his designee when the Chief of Police is not available, will approve all messages before being distributed to the campus community.
D. When templates for different types of notifications are available they will be utilized.