

P.O. 1107 Escorts and Details

Effective From:	10-23-2017	Effective To:	Current
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G. *P.O. 1107 - Escorts and Details*

1. PERMIT LOADS

- i) Any questions regarding permit enforcement or the issuance of permits should be directed to the Department of Transportation and Development (DOTD).
- ii) The designated route on the permit shall be followed and not altered unless approved by DOTD. If a change is approved by DOTD, it shall be indicated in the Troop desk log where the move originates. Route change information shall include the name of the person approving the change, the permit number, the original route, and the new route. Route changes may be requested by contacting DOTD at (800) 654-1433 or (225) 343-2345.
- iii) If a permit load requires a State Police escort, the load shall not be allowed to move unless escorted by a trooper or DPS officer.

2. ESCORTS

- i) The escorting officer shall verify the permit before the move is made.
- ii) The mover shall contact the Troop from where the move originates for assignment of an escorting officer.
- iii) Troop Commanders, or their designees, shall ensure that off-duty personnel are offered an opportunity to escort permit loads which require State Police escorts. In using off-duty officers, Troop Commanders or their designees, shall ensure that a rotation method of assignment is followed to ensure impartiality in assignments. This shall provide for participation by each interested commissioned officer and accurate record keeping.
- iv) In the event an off-duty officer cannot be located to escort a permit load, an on-duty officer may be assigned, provided his absence will not jeopardize the fulfillment of the responsibilities of the shift. Should an on-duty officer be used to escort a permit load, he may, at his supervisor's discretion, do so in one of two ways:
 - a) Take leave and complete the escort to its destination, using the off-duty detail fee to determine compensation.
 - b) Escort the load only as far as the Troop line while on-duty and receive no personal compensation.
- v) Regardless of the option used, only one vehicle use fee shall be collected for the total mileage of the escort. This fee shall be collected by the officer who completes the escort.
- vi) All safety precautions, rules and regulations as well as laws governing these movements shall be followed.
- vii) Only fully-marked State Police units shall be utilized for on and off duty escorts; however, a semi-marked unit may be used for on and off duty escorts / traffic details if it is equipped with a minimum of 2 LED lenses mounted to the front dash area, 4 LED lenses mounted to the rear deck area, side mirror lenses mounted to the driver and passenger side mirrors, front and rear Emergency Traffic Mover.
- viii) Troop Commanders may utilize Motorcycle Patrol Units to perform special escorts at their discretion.
- ix) Officers providing escorts shall utilize the following procedures:
 - a) On four lane highways or highways with multiple lanes of travel in the same direction, the escort officer shall follow directly behind the escorted vehicle.
 - b) On two lane highways or highways with traffic in two directions with no barrier between the lanes, the officer shall lead the escorted vehicle.
 - c) Officers are permitted to block intersections or place their vehicles in alternate positions as required to meet a specific hazard or condition.
 - d) Some cities require all permit loads or house moves traveling through or into their jurisdictions to obtain city permits and / or escorts.

- 1) Carriers are responsible for obtaining the necessary permits and escort arrangements.
 - 2) Officers shall hold movements at the point of entry of such cities until local authorities authorize or provide for its continuation.
3. ESCORT REMUNERATION
- i) Commanders, or their designees, shall ensure that:
 - a) The number of hours entered in the ISIS payroll accurately reflects the number of hours claimed on the Off-Duty / Escort Receipt ([DPSSP 4106](#)). Payroll adjustments or other appropriate corrective measures must be timely submitted to correct discrepancies.
 - b) The information from DPSSP 4106 and the total breakdown of the fees (i.e. Salary and Mileage) will be listed on the escort deposit summary form for each escort fee deposit. The total on the summary form must balance to the amount on the deposit slip.
 - c) All fees are deposited no later than 12:00 noon the next business day, regardless of the amount.
 - d) A scanned copy of the deposit ticket and the escort summary form should be emailed to Financial Services mailbox by 1:00 p.m. the next business day. The title in the subject area of the email should list the troop name, escort fees and the date. (i.e. Troop-B / Escort Fees / 7-1-2011)
 - e) The original deposit slip, escort summary and DPSSP 4106 are retained on file at the originating Troop. The troops must maintain these forms for 3 consecutive fiscal years for audit purposes.
 - ii) Officer's Responsibilities
 - a) Officers shall collect their escort fee and the State Police vehicle use fee.
 - b) Checks shall be made out to Louisiana State Police.
 - c) Only company checks or money orders shall be accepted. (No personal checks or cash).
 - d) The permit number shall be placed on the back of each check.
 - e) Officers shall turn in all escort fee checks as soon as practicable to the Troop.
 - f) Officers shall enter hours worked on their Time and Attendance Sheet in accordance with [P.O. 201, Accrual of Time, Overtime, and Compensatory Time](#).
 - g) Participants are not eligible for a daily laundry allowance.
 - iii) A State Police vehicle use fee shall be determined by the number of chargeable miles (the distance from the escort starting point to the escort destination).
 - iv) The mover shall be required to submit payment to the off-duty escort officer. Officers shall receive payment at the escort fee rate without regard to the number of regular hours worked during the pay period. Fees for off-duty escorts are \$60.00 per hour with a two hour minimum.
 - v) Officers moving escorts originating outside their Troop area may claim the travel time needed to get to the escort location, using the chart in this order. If travel time to the escort exceeds the provisions of the chart, then actual travel time may be used.
 - vi) One-hour travel time shall be added to the fee for those moves beginning and ending within the same Troop area. However, if the escort is less than one (1) hour, the charge to the mover will be \$120.00. If the move exceeds one (1) hour, the officer shall be entitled to charge \$120.00 for the first two hours of time plus one (1) hour travel time. Travel time is added to the actual time used prior to charging for any portion of an hour used.
 - vii) Officers moving off-duty escorts ending in another Troop area shall add travel time using the following chart:

	A								
A	1	B							
B	2	1	C						
C	2	1	1	D					
D	3	5	3.5	1	E				
E	2	4	4	1.5	1	F			
F	4.5	6.5	6.5	4	2	1	G		
G	5	7	7	3.5	2.5	2	1	I	
I	1.5	3.5	2	1.5	2	3.5	4	1	L
L	2	1	2.5	5	4	5	7	3.5	1

- viii) Movers are responsible for providing a room to the escort officer when the move extends more than one day.
 - a) Meals shall be the responsibility of the officer.
 - b) No time is to be charged when the move stops for the day.
- ix) On a multiple move, the officer's time does not start over on each trip.
 - a) Time on multiple moves runs continuously.
 - b) Officers are not to collect \$120.00 for each of a series of short moves by the same mover.
- x) Each permit load requiring an escort needs a separate officer.
- xi) When a commissioned officer is unable to complete an escort necessitating the assignment of another officer, the fees shall be divided on the basis of hours worked. The officer that completes the escort shall:
 - a) Fill out a [DPSSP 4106](#) upon completion of move.
 - b) Show each officer who worked and the hours of each.
 - c) Ensure that hours are rounded to the next hour.
 - d) Ensure that both the mover and the officer sign the form and that the check is payable to Louisiana State Police.
 - e) Turn in the form and the checks to his Shift Supervisor for approval.
- 4. SPECIAL EVENTS / EXTRA-DUTY DETAILS / TRAFFIC DETAILS
 - i) Personnel may be employed off-duty for special event /extra-duty / traffic details or at times may be required to perform those functions on-duty.
 - ii) All special events /extra-duty / traffic details shall be coordinated through the troop in which the detail takes place. Only Troop Commanders using their chain of command, or the Superintendent, have the authority to approve special events / extra-duty / traffic details.
 - iii) All officers must receive Department permission before participating in special event / extra duty / traffic details. Troop Commanders shall ensure that personnel who are employed off-duty are selected from the off-duty rotation list. Troop Commanders may, at their discretion, review and revoke an officer's participation in a special event / extra-duty / traffic detail.

Troop Commanders, or their designee, shall advise the officer the reason for the revocation and the duration.

- iv) Troop Commanders may, when staffing limitations dictate, assign off-duty personnel to crash or incident scenes that require police presence for extended periods of time.
 - v) The employer shall be required to pay the off-duty officers at the rate of \$60.00 per hour with a two hour minimum.
 - vi) For special events / extra-duty details not related to traffic, a maximum of one hour travel time shall be added to the total. If the detail is less than one (1) hour, the maximum charge to the employer shall be \$120.00.
 - vii) For traffic details, one hour shall be added to the fee, for travel, if the detail is located within the officer's Troop area.
 - viii) If an officer is "called out" to an incident scene / traffic detail, the officer's time shall begin as soon as the officer is in service and en route to the scene. A "call out" shall only refer to times when the officer is called for a previously unscheduled detail / incident and must respond as soon as possible after being called.
 - ix) For scheduled traffic details within an officer's troop area, the officer's time shall begin at the scheduled start time of the detail and travel time will be added at the end of the detail.
 - x) If a traffic detail begins or ends outside of an officer's Troop area, the officer may claim the travel time needed to get to / from the detail location using the chart in this order, under Escort Remuneration. If travel time to / from the detail exceeds the provisions of the chart, then actual travel time may be used.
 - xi) The Superintendent may, for a specific event and/or specific period of time, temporarily alter the amount of compensation for off-duty troopers to a level equal to that of the prevailing hourly wage received by local enforcement officers working the special event. A State Police Vehicle Use fee of \$75.00 shall be collected when an officer's vehicle is required to be continuously operated for a lengthy period of time even though no miles are accumulated.
 - xii) Mileage accumulated as a result of an off-duty detail shall be charged according to the schedule for off-duty escorts. Mileage to the detail or return mileage shall not be included.
 - xiii) Officers shall utilize [DPSSP 4106](#) for recording off-duty details. The form shall be processed in the same manner as off-duty escorts.
5. ESCORTS FOR ATHLETIC EVENTS
- i) General
 - a) Only fully-marked State Police units shall be utilized to escort athletic events; however, a semi marked unit may be used if it is equipped with a minimum of 2 LED lenses mounted to the front dash area, 4 LED lenses mounted to the rear deck area, side mirror lenses mounted to the driver and passenger side mirrors, front and rear Emergency Traffic Mover.
 - b) Officers shall wear a Class "A" uniform.
 - c) Officers may be allowed to conduct escorts for athletic events while on regular duty. Troop / Section Commanders shall ensure that no overtime or compensatory time is accrued as a result of the escort.
 - ii) Expenses
 - a) The athletic organization must pay any meal or lodging expenses related to the escort detail.
 - b) The athletic organization must reimburse State Police for vehicle usage at the rate established in the "Louisiana Travel Guide" for all mileage incurred as a result of the escort detail.
 - c) Commanders shall coordinate invoicing and payment of vehicle usage fees with the Deputy Superintendent of Support.
 - iii) Approval
 - a) Escort (Out-of-State) - Out-of-state escorts must be approved by the officer's Deputy Superintendent through a written request submitted at least two (2) weeks in advance

- of the escort; the request should include the unit number and the destination.
 - b) Escort (In-State) – Troop / Section Commanders must approve all in-state escorts.
- iv) Conduct
 - a) Each commissioned officer should be cognizant that he is representing the Louisiana State Police and his conduct and appearance shall be exemplary.
- v) Escort Management
 - a) Officers providing approved escorts in conjunction with athletic events shall drive in accordance with all traffic laws and Department policies.
 - b) When conducting an escort within the State of Louisiana, the use of audible or visual devices is authorized when necessary to safely negotiate an escort through heavy traffic.
 - c) When conducting escorts outside of the State of Louisiana, the use of audible or visual devices shall not be utilized unless the escort is being conducted with the assistance of a law enforcement agency with jurisdiction in that state and when necessary to safely negotiate an escort through heavy traffic.
 - d) The execution of high risk driving maneuvers or tactics that will unnecessarily imperil escorted vehicles or other traffic is expressly prohibited.
- 6. RELAYING PACKAGES AND PERSONS
 - i) Due to the amount of effective traffic patrol time lost during relays, the transport of packages and persons by an on-duty officer shall not be allowed unless it is an emergency or the package is of an official nature requiring immediate delivery.
 - ii) The minimum level of authority for approval of a relay shall be the shift supervisor. The following procedure shall be adhered to in all relays and both the originating and relay troops shall record the following facts in the Troop desk log:
 - a) Origin of package.
 - b) Type of relay (person, letter, box, etc.).
 - c) Officer's name and unit number taking package.
 - d) Destination of package.
 - e) Time the package was picked up.
 - f) Time the package was delivered or transferred to another unit.
 - g) Officer's name and unit number receiving package or the name of the final recipient.