

<i>P.O. 1107 Escorts and Details</i>			
Effective From:	01/15/2024	Effective To:	Current

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 DOTD approves. If DOTD approves a change, it shall be indicated where the move originates in the CAD event entry. 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 making the move.
- ii) The mover shall contact the Troop from where the move originates for the 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 that 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. This method shall provide for participation by each interested commissioned officer and accurate record keeping.
- iv) If 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, regulations, and 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 travel lanes in the same direction, the escort officer shall follow directly behind the escorted vehicle.
 - b) The officer shall lead the escorted vehicle on two-lane highways or highways with traffic in two directions with no barrier between the lanes.
 - c) Officers can block intersections or place their vehicles in alternate positions 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 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 payroll accurately reflects those claimed on the Off-Duty / Escort Receipt ([DPSSP 4106](#)). Payroll adjustments or other appropriate corrective measures must be submitted promptly 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 with the amount on the deposit slip.
 - c) All fees are deposited no later than 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 the 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. For audit purposes, the troops must maintain these forms for three consecutive fiscal years.
 - 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 to the Troop as soon as practicable.
 - f) Officers shall enter hours worked on their CATS time entry per [P.O. 201, Accrual of Time, Overtime, and Compensatory Time](#).
 - g) Participants are not eligible for a daily uniform 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 must 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 \$75.00 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 Travel Time Remuneration Chart in this order. If travel time to the escort exceeds the Travel Time Remuneration Chart provisions, actual travel time may be used.
 - vi) One hour of 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 \$150.00. If the move exceeds one (1) hour, the officer shall be entitled to charge \$150.00 for the first two hours plus one (1) hour of travel time. Travel time is added to the actual time used before 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 Travel Time Remuneration Chart:

Travel Time Remuneration 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 \$150.00 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 cannot complete an escort necessitating the assignment of another officer, the fees shall be divided based on hours worked. The officer that completes the escort shall:
 - a) Fill out a [DPSSP 4106](#) upon completion of the 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 company check is payable to Louisiana State Police.
 - e) Turn in the form and the company checks to his Shift Supervisor for approval.
4. SPECIAL EVENTS / EXTRA-DUTY DETAILS / TRAFFIC DETAILS
- i) Personnel may be employed off-duty for special events/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 where the detail occurs. 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 events / extra duty/traffic details. Troop Commanders shall select off-duty personnel 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 of the reason for the revocation and the duration.
- iv) When staffing limitations dictate, Troop Commanders may assign off-duty personnel to crash or incident scenes requiring police presence for extended periods.
 - v) The employer shall be required to pay the off-duty officers \$75.00 per hour with a two-hour minimum.
 - vi) For special events / extra-duty details unrelated to traffic, a maximum of one hour of travel time shall be added. If the detail is less than one (1) hour, the maximum charge to the employer shall be \$150.00.
 - 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 the officer's travel time will be added at the end of the traffic detail.
 - x) If a traffic detail begins or ends outside an officer's Troop area, the officer may claim the travel time needed to get to and from the detail location using the Travel Time Remuneration Chart in this order. If travel time to or from the detail exceeds the provisions of the Travel Time Remuneration Chart, then actual travel time may be used.
 - xi) The Superintendent may, for a specific event and/or specific period, temporarily alter the 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 must be continuously operated for a lengthy period, even though no miles are accumulated.
 - xii) Mileage accumulated due to 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](#) to record 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 due to 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 due to the escort detail.
 - c) Commanders or their designee shall coordinate invoicing and payment of vehicle usage fees with the Deputy Superintendent of Support.
 - iii) Approval
 - a) Escort (Out-of-State) - The officer's Deputy Superintendent must approve out-of-state escorts 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 aware that he represents 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, using audible or visual devices is authorized to negotiate an escort through heavy traffic safely.
 - 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 negotiate an escort through heavy traffic safely.
 - d) Executing 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 shift supervisor shall be the minimum authority level for a relay's approval. The following procedure shall be adhered to in all relays, and both the originating and relay troops shall record the following facts in the CAD event entry:
 - a) Origin of package.
 - b) Type of relay (person, letter, box, etc.).
 - c) When taking the package, provide the officer's name and unit number.
 - d) Destination of package.
 - e) Time the package was picked up.
 - f) Time the package was delivered or transferred to another unit.
 - g) The officer's name and unit number receiving the package or the name of the final recipient.