UNIVERSITY OF HOUSTON DOWNTOWN POLICE DEPARTMENT

	Subject: Safety/ Security Escort(s)	Distribution SOP	Policy # 09-06
	Effective Date: May 14, 2019		Reevaluation Date: Annually
	Reference **IACLEA 9.2.8, 9.2.9**		
	Casey J Davis Authority: Casey J. Davis, Ph.D. Chief of Police		

I. PURPOSE:

The purpose of this policy is to establish policy and procedures concerning Safety/Security Escort(s) for the UHD community.

II. POLICY:

To ensure the safety of all faculty, staff, students and visitors, the University of Houston-Downtown Police Department provides police escort assistance. The University of Houston-Downtown Police Department will provide limited and specific transportation services, also known as Safety/Security Escorts or "Escort".

III. PROCEDURE:

A. The University of Houston-Downtown Police Department will provide Safety/Security Escorts or an "Escort" to all students, faculty, staff, or visitors to campus upon request. This service is available 24 hours a day.

B. A Safety/Security Escort or "Escort" can be provided by any uniformed member of the UHD Police Department, all of whom were subject to a comprehensive pre-employment background investigation. [9.2.8 a]

1. Personnel providing a Safety/Security Escort, or an "Escort" are supervised by an on-duty Patrol Supervisor.

2. The Safety/Security Escort or “Escort” is a topic covered in the Field Training of sworn and civilian personnel. [9.2.8 b]

3. Safety/Security Escorts may be provided by sworn personnel in either a marked patrol vehicle, alongside a special purpose vehicle or on foot.

4. Safety/Security Escorts may be provided by Security Officers in a department approved vehicle, or on foot.

5. As staffing permits, either an officer or a security officer will be assigned a Safety/Security Escort as a primary assignment or these calls will be fielded by on-duty patrol units on an as needed basis.

6. Special or Emergency transportation shall be approved by an on-duty supervisor.

7. Safety/Security Escorts will not be provided solely due to bad weather.

    a. If severe weather prohibits safe travel of pedestrians during the daytime hours, an on-duty supervisor or a member of the command staff may approve Safety/Security escort(s) until the severe weather subsides.

C. Other than a crime in progress, an active traffic stop or crime report; Telecommunicators are to call personnel off their assignment in order to handle a Safety/Security Escort.

D. The Telecommunicator shall enter the name of the requestor(s) into the Computer Aided Dispatch (C.A.D.) system and advise the assigned personnel of the following: [9.2.9]

    1. Number of persons to be transported.
    2. Origin and destination of transport.

E. UHD personnel providing a Safety/Security Escort will always remain polite and courteous during the escort.

F. The Police Department does not routinely provide transportation from or to off campus locations. The on-duty supervisor may approve such a request if the patrol coverage needs of the University can still be met.

G. All personnel providing a Safety/Security Escort shall advise the Telecommunicator of the following information: [9.2.9]

    1. Number of persons being transported.

2. Origin and destination of transport.
3. Beginning and ending mileage.