

2.415 ESCORTS

- A. The Department of Public Safety is committed to providing the University of Maryland community with a safe environment.
- B. The Department of Public Safety will provide escorts to anyone requesting an escort from the primary or concurrent jurisdiction of the Department of Public Safety to another location in the primary or concurrent jurisdiction.
- C. On-duty supervisors may make exceptions to this policy for extenuating circumstances.
- D. The Department of Public Safety provides escort information to the community in the following manners:
 - 1. Escort information is available on the department's website;
 - 2. Escort information is provided in the Annual Security report;
 - 3. Escort information is provided in various departmental brochures; and
 - 4. Escort information is provided in departmental correspondence to the community.
- E. Communications must be contacted to provide the needed information, namely the name of the escort and the destination of the escort. An escort assignment will be completed only after the individual has arrived to their destination and has either entered a building or driven off in a vehicle. Police Aides will remain on scene until this has occurred.
- F. If an escort is given to or taken by Police Aides patrolling on a bicycle, the Police Aides must dismount the bicycle and walk alongside the escort.
- G. Escorts may never ride on the department's bicycles.
- H. Police Aides may utilize a departmental vehicle for an escort with permission of the on-duty supervisor.

2.415.10 Request for Escorts

- A. Requests for Escort services may be made through the Police Communications unit dispatcher or directly to an employee.
- B. All request for escorts will be honored unless higher priority calls for service prohibit providing the service.
- C. In an event an escort cannot be provided, the supervisor who made the decision not to provide the service will send an email message to the Police Services Bureau Commander documenting the inability to provide the service with an explanation of the justification.
- D. Requests for Escort Services will be assigned to Student Police Aides if they are on duty. If there are no Student Police Aides on duty, the Request for Escort Service will be assigned to a patrol officer.
- E. Student Police Aides can also initiate escorts themselves. Given the role of the Student Police Aide, being proactive and incident-driven is looked upon favorably. Therefore, a Student Police Aide is welcome to ask someone if they would like an escort. Due to civil liability, Communications must be contacted to provide the needed information, namely the name of the escort and the destination of the escort.
- F. Employees may transport individuals for escorts in agency vehicles consistent with **2.105.25 Transport of Passengers**.

2.415.20 Communication's Responsibility

- A. Communications will provide the requestor of the escort the estimated time it will take to meet the requestor.
- B. Communications will document on the case card the time the request was made and the arrival time of the assigned unit.

2.415.30 Escort Procedures

- A. Student Police Aides working Foot Patrol are normally assigned escorts if they are on duty.
- B. Student Police Aides must wear the regular Auxiliary uniform, which is fully described in the Student Police Aide Manual of Operations.
- C. Student Police Aides will always provide security escorts in pairs of two whether they are on foot, bicycle, or in a vehicle.
- D. Student Police Aides are trained in providing security escorts on-the-job by the current Police Aides working the foot patrol contract or as designated by the Supervisor-in-charge of this contract. Those police aides are selected/designated to provide escorts.