

# UW Whitewater Police



## Safety Escort Service

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### Special Instructions:

CALEA 91.1.4 (Author Ofc. Von Alven)

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## I. Purpose

The purpose of this General Order is to provide guidelines for UW-Whitewater Police Department sworn personnel and Campus Service Officers to follow when providing safety escort services.

## II. Policy

It is the policy of UW-Whitewater Police Department (UWWPD) that sworn personnel or Campus Service Officers (CSOs) will be responsible for providing safety escort services (escorts) for campus community members, upon request, when they travel alone in isolated areas or after dark, or when there is a concern for personal safety.

## III. Procedure

### A. Conditions for Providing Safety Escort Services

1. To qualify for an escort, requesters meet the following criteria:
  - a. They will be traveling alone in isolated areas or after dark, or;
  - b. They have a concern for their personal safety.
2. This service is meant to be used as a courtesy with a focus on the personal safety of the campus community.

### B. Rules and Regulations for Safety Escort Services

1. Escorts will be conducted either by vehicle or on foot. When the service is provided with a vehicle, it is preferred that the campus community member may occupy the rear portion of the vehicle, however it is understood that this may not be possible in all circumstances.
2. Selection of the UWWPD personnel who will conduct the escort will be dependent on availability and staffing levels. These factors will determine whether sworn personnel or a CSO will conduct the escort.
3. For Campus Service Officers (CSOs) response to escorts will be prioritized high amongst other calls for service at any given time. If a CSO is not available and an officer does the escort, the officer will prioritize the escort as they do for any other calls for service based on their training and experience.
4. UWWPD will make every effort to accommodate a request for a safety escort; however, there may be times when this service may be delayed because of other

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duties. If this is going to occur the CSO, Communication Center or officer should make an effort to contact the person requesting the service to inform them of the delay if possible.

## **C. Training and Supervision of Safety Escort Services**

1. Sworn personnel and CSOs will be trained on Safety Escort Services before they begin performing these services. Upon hire, personnel will be trained as follows:
  - a. Sworn personnel will be trained during their Police Officer Training.
  - b. CSOs will be trained during their orientation.
2. Only Sworn Staff and trained CSOs are allowed to perform safety escorts as they have all been backgrounded by UW-Whitewater Police Department.
3. Supervision of the Safety Escort Service Program will be performed by the Lieutenant who supervises the CSO Program.

## **D. Notification of Service to the general public.**

1. Information on this service is also available by visiting the student personal safety section of the UWWPD website.
2. This service is promoted at prospective student tours, new student orientation and other presentations that UWWPD gives about safety on campus.
3. This service is also be promoted during events that CSOs attend as tabling events on services the CSO Programs performs.
4. Information will be given at these events on how to contact personnel for this service and other safety items such as good locations on where to wait for an escort.