



# Fitchburg State University Police Department

<b>Subject: Safety Escorts</b>	
Reference: IACLEA: 9.2.8; 9.2.9 MPAC: N/A Rescinds: N/A	
<b>Effective Date:</b> September 5, 2019	<b>Review Date:</b>
<b>By Order of:</b> Michael J Cloutier, Chief of Police	

## General Order 9.2.8

### I. PURPOSE

The purpose of this policy is to describe the safety escort services available to the members of the Fitchburg State University Community. The department, in keeping with its service orientated philosophy, provides safety escorts to the community for various reasons, such as the student not feeling safe to walk, part of an individual’s safety plan, and as a courtesy when other means of transportation are not available to traverse the campus geography.

### II. POLICY

It is the policy of the Fitchburg State University Police Department to make certain that safe, timely, and reliable safety escort services are available to the university community.

### III. PROGRAMS

- A. The University has a shuttle service on campus, operated by Montachusett Regional Transit Authority (MART), to provide safe transport to and from various locations throughout the campus and surrounding community. The shuttles stop at designated shuttle stops throughout the main campus, and at off campus locations.
- B. The University’s Student Security Team (SST), under the direct supervision of the Fitchburg State University Police Department, operates and performs walking safety escorts during the academic year while residence halls are open. Student Security Team Members will provide walking safety escorts on the main campus during their hours of operation. Student Security Team members **will not** provide any walking safety escorts outside the perimeter of the “main campus.”

#### IV. SAFETY ESCORTS

- A. All requests for safety escorts, whether fulfilled or denied, shall be entered into the Computer Aided Dispatch as a call for service. If denied or delayed, an explanation of extenuating circumstances shall be entered into the narrative.
  - a. If a supervisor is on duty, they should also be notified.
  
- B. If a member of the university community contacts the Fitchburg State University Police Department requesting an escort, the following shall be done:
  - 1. Determine if the shuttle service is operational by viewing the MART Shuttle Tracker in dispatch. Notify the person that the shuttle is operating, of its current location, and estimated arrival time to their location.
  - 2. If for any reason an individual does not wish or is unable to take the shuttle and either an officer or SST is available, they should be dispatched to conduct the safety escort.
  
- C. The following steps shall be followed when a safety escort is officer initiated:
  - 1. Notify dispatch of the request for a safety escort and the name of the requestor.
    - i. A license number or Student Identification number can be used in place of name.
  - 2. Provide dispatch with the starting location and how many persons you will be transporting.
  - 3. Provide the starting mileage of the vehicle to dispatch so that it can be logged into the call for service.
  - 4. Take the most direct route to reach the destination.
  - 5. Notify dispatch of the ending location and mileage.
  
- D. Dispatchers shall take the following steps when a request is received for a safety escort:
  - 1. Safety escorts should take priority over non-emergency calls.
  - 2. Enter the requestor's information into Computer Aided Dispatcher (C.A.D.)
    - i. Name
    - ii. Starting location
    - iii. Destination
    - iv. Call back number
  - 3. Inform the requestor that an officer or a member of the student security team is in route and provide an estimate time of arrival.
  - 4. When the officer (or SST who operates a university vehicle) arrives, they should radio into dispatch and have entered in to dispatch the starting mileage and time. Upon completion of the safety escort, they shall transmit the ending mileage, and time shall be entered.

## V. OFFICER SAFETY

Officers shall take the following steps to ensure their safety, the safety of their passenger(s), and to safeguard any items inadvertently left by an individual.

- A. Officers will do the following for each safety escort provided:
  1. Open the door and visually inspect the rear passenger compartment prior to allowing passengers in the rear passenger compartment
  2. Open the door to allow the passenger to exit the cruiser once arrived at final destination
  3. Once passenger is out of vehicle, perform another visual inspection to ensure no items have been left behind
    - i. Any item left shall be returned immediately to individual. If unable to, the item will be returned to station to be logged into Lost and Found.
      - a) Notification to the individual will be made by dispatch that the item is at the station.
    - ii. If item is of illegal nature, item shall be confiscated and appropriate action should be taken within the officer's discretion (arrest, summons, judicial referral)
- B. Officers should only perform "pat frisks" of individuals, who have requested a safety escort, when they are operating under the guideline set forth in **Terry v. Ohio 392 U.S. 1 (1968)**; which stipulates that officers may only pat frisk when there is an **articulable reasonable suspicion that a suspect is armed and dangerous.**

## VI. MISCELLANEOUS SITUATIONS

Safety escorts shall be provided when requested anywhere within the university police department's patrol boundaries.

- A. Officers, with a supervisor's approval, may provide safety escort services outside of the patrol boundary when extenuating circumstances arise as long as one officer remains on campus.

## VII. VERIFICATION OF BACKGROUND

- A. Safety escort services on college campuses are normally an integral part of the campus public safety program. Members of the University community should be reasonably assured that the University has taken appropriate measures to screen out individuals not suitable to be escorting members of the community. In accordance with the Fitchburg State University Police Department's hiring requirements, applicants for Student Security and University Police positions will undergo comprehensive background checks as well as participate in a training program as applicable.

Approvals:

M. J. Cea  
Chief of Police

9/5/19

Date