THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

A. Purpose

The Medical University of South Carolina, Department of Public Safety is committed to ensuring a safe environment for all students, employees, patients, and visitors at the University. In an effort to encourage personal safety, the “Public Safety Courtesy Escort Program” was initiated. It provides personal security/safety escorts during peak hours.

B. Policy

All Department of Public Safety Escort Vehicles will be operated in accordance with all traffic laws of the State of South Carolina, or those of any other state in which they are being operated. The driver of any MUSC Department of Public Safety Escort Vehicle will drive his/her vehicle in such a manner as not to place himself, his passenger or the general public in danger, and in accordance with Departmental Policy and Procedure #62 (Use and Maintenance of Department Vehicles).

C. Procedure

1. Public Safety Courtesy Escort Program

   a. All escorts performed by the Department will fall into one of the five following categories for the purpose of the Computer Aided Dispatch System (CAD):

      1)   ESCORT A
            Administrative Escorts - All administrative escorts to include

POLICY AND PROCEDURE # 96 Public Safety Courtesy Escort Program
paperwork, medical supplies, equipment and pharmaceuticals.

2) **ESCORT C**  
**Cash Escort** - The escort driver will not conduct any cash escorts. Cash Escorts will be performed by sworn personnel only.

3) **ESCORT P**  
**Patient Escort** - Committed psychiatric patient escorts for MUH and UMA.

   a) **Psychiatric escorts will be performed by sworn personnel only.**

4) **ESCORT V**  
**VIP Escort** - Used when escorting visitors of MUSC, MUH, CMH and UMA.

5) **ESCORT S**  
**Security Escort** - Security escorts which include employee escorts, students and any escorts which are not defined.

b. All escorts requiring special procedures are listed as follows:

1) **Scheduled Escorts (ESCORT S)**

   a) Legitimate requests for scheduled escort services include, but are not limited to, those associated with escorts of public officials or dignitaries, etc. The Director or his designee must approve all scheduled escorts.

   b) If an escort is authorized, the trip route will be established in advance. The coordination of the escort will be assigned to a specific supervisor or officer. The coordinator will set the pace of the escort in accordance with prevailing conditions.

   c) The coordinator will terminate the escort and resume normal vehicular operation when, in his/her opinion, conditions are such that continuation of the escort would constitute an unacceptable risk to the public. (CALEA 61.3.3.a)

2) **Emergency Escorts (ESCORT S)**
a) Officers will not escort emergency vehicles. Officers will not escort any civilian or civilian vehicle on an emergency run. (CALEA 61.3.3.b)

b) Individuals in need of emergency medical treatment will not be transported in any escort vehicle.

3) Security Escorts (ESCORT S)

This service is designed to provide escorts around the University Campus and the surrounding area, normally within two blocks of the Campus. Special requests will be honored on a case by case basis and must be approved by the Chief, or Patrol Commander. If one of the above can not be contacted, the on duty supervisor is authorized to make the decision as to provide or not to provide the escort. If the escort is denied send a PSD-11 to the Patrol Commander as to why the escort was denied.

a) The primary purpose of the courtesy escort is to provide a safe means of travel for the customer. The officer is not obligated to transport a customer’s luggage, equipment, or to take a customer to and from an eating establishment. The escort service should not be abused.

c) Generally, officers will not give security escorts to off-campus locations. If performed the following applies:

1. The customer must be able to get in and out of the vehicle on his/her own power.

2. If an individual is unable to enter and exit the vehicle on their own, the medical staff will be notified and arrange for alternative transportation.

3. If an individual is able to enter and exit the vehicle on their own, but has equipment to transport such as a wheelchair or walker, the equipment must be able to be stored rear compartment of the vehicle for transport.

e) If the escort is to or from an off campus location the officer completing an escort will notify the dispatcher of the beginning and ending mileage of the escort.
f) Individuals under the influence of alcohol or drugs (prescribed or otherwise) will only be transported to a location where they may be turned over to a responsible adult.

4) Psychiatric Escorts (ESCORT P)

a) Psychiatric escorts will be performed by sworn personnel only.

NOTE: ON OCCASION A MEDUCARE AMBULANCE MAY BE THE PREFERRED OR THE DIRECT MODE OF TRANSPORTATION FOR THE FOLLOWING CATEGORIES OF PATIENTS:

1. COMMITTED PATIENTS
2. VOLUNTARY / SELF REFERRAL PATIENTS
3. INTOXICATED PATIENTS
4. PATIENTS HELD FOR PSYCHOLOGICAL EVALUATION
5. OTHER HIGHT RISK PATIENTS

***NO OFFICER WILL WEAR A FIREARM IN THE PATIENT TREATMENT AREA OF ANY MEDUCARE AMBULANCE!


IF IT IS DECIDED THAT DUE TO THE COMBATIVE NATURE OF THE PATIENT THAT AN OFFICER IS TO RIDE IN THE PATIENT TREATMENT AREA, THEN A SECOND OFFICER IN A PATROL CAR IS TO ACCOMPANY THE AMBULANCE WITH THE FIRST OFFICER’S SIDEARM SECURED WITHIN THE PATROL CAR.

5) Equipment Escorts (ESCORT A)

a) Only equipment that can be safely placed in the escort vehicle may be transported.

6) VIP Escorts (ESCORT S)

VIP escorts are defined as escorts for individuals which satisfy/accommodate institutional needs (Trustees, VIP’s, Donors

POLICY AND PROCEDURE # 96 Public Safety Courtesy Escort Program
VIP escorts will be coordinated through the Patrol Commander.

b) VIP escorts will be requested using the VIP Notification Form.

c) VIP Escorts will be posted on the VIP Escort board in the briefing room at Public Safety Headquarters and in the daily read file.

d) Shift Supervisors are responsible for ensuring that VIP Escort are accomplished as scheduled.

e) Unexpected VIP Escorts will be accomplished with or without the VIP Notification Form and documented in the Shift Supervisor’s Log.

1. The Patrol Commander will be briefed the next working day on all unscheduled VIP Escorts.

2. If the VIP Escort involves transportation outside the Charleston area, prior approval will be obtained from the Patrol Commander. If the Patrol Commander cannot be contacted the on duty supervisor may authorize the escort. He will notify the Chief of his actions via PSD-11.

2. **Escort Vehicles**

   The following procedures must be complied with:

   a. Vehicles used for normal escorts will be conspicuously marked with reflective lettering and the emergency phone number of the Public Safety Department. Seat belts will be worn at all times, by all occupants of the vehicle (**CALEA 41.3.3**).

      1) In accordance with **S.C. Code 56-5-6410**:

         a) all children under the age of six must be restrained in an approved child restraint device.
b) Any child three years of age or younger must be properly secured in a child restraint system which meets the standards prescribed by the National Highway Safety Traffic Safety Administration.

c) Any child four or five years of age must be secured by a safety belt provided in the motor vehicle unless properly secured in a child restraint system which meets the standards prescribed by the National Highway Traffic Safety Administration.

Note: There may be exceptions and they will be evaluated on a case by case basis. If you have an exception, good judgement and common sense must prevail. Example: You may have a three year old that weighs 80 pounds, he would not be able to fit into the car seat and would be allowed to be in the rear seat fastened with a seat belt.

2) It is the responsibility of the custodial adult to provide the appropriate child restraint device.

3) If the custodial adult cannot provide an appropriate child restraint device, the transporting officer shall obtain the appropriate child restraint from and returned to any of the following locations:

   a) Public Safety Headquarters Building;
   b) Pediatric Primary Care Clinic; or
   c) Children’s Hospital.

b. The Vehicle Officer is responsible for the condition and maintenance of the escort vehicle.

c. Equipment available in the vehicle includes the following:

   1) first aid kit/with supplies;
   2) blood borne pathogen protection kits;
   3) fire extinguisher;
   4) spare tire and jack;
5) blanket;
6) (3) three small traffic cones or hazard markers;
7) reflective traffic vest;
8) Chem Lite sticks; and
9) police tape.

e. If the escort vehicle becomes inoperable, due to faulty equipment or as a result of an accident, all equipment must be removed and transferred to another vehicle. No equipment should be left in the vehicle. The Vehicle Officer is responsible for the replacement, repair, and or replenishment of all damaged or expended equipment.