



**Division of State Patrol
Policy and Procedure**

Number
16-6

Subject ESCORT DUTY	
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Records Management Statement Supersedes P&P 16-6 dated March 16, 2016 Posted on WisDOT Internal Website (SharePoint) at https://wigov.sharepoint.com/sites/dot-dsp/policy/sitepages/home.aspx	

I. POLICY

It is the policy of the Division of State Patrol (DSP) to provide escort or security services when such services are in the interest of public safety, when necessary for the protection of dignitaries or valuable property, or when reimbursable escort service is required as a condition of an oversize vehicle permit.

II. BACKGROUND

The Division of State Patrol is often called upon to provide escorts using DSP vehicles under a variety of circumstances. In cases of inter-jurisdictional escorts, DSP assistance may be the most appropriate alternative. An escort may include driving in front of and/or behind one or more escorted vehicles. It may also include blocking intersections and/or ramps to allow the safe, unobstructed passage of the escorted vehicles.

While acceptance of escort assignments may reduce the danger to the motoring public, it may also increase State Patrol liability. Safety must always be the highest priority when deciding to accept any escort and during the actual movement of the escort.

III. OBJECTIVE

The objective of this policy is to provide DSP personnel with guidelines to use in determining the advisability of providing escorts and to prescribe proper methods of assigning and reporting escort duty services.

IV. GENERAL PROVISIONS

DSP field personnel may receive requests to escort other emergency vehicles or private vehicles in emergency situations. Field personnel receiving such requests must consider safety and liability, recognizing that other motorists may see the leading emergency vehicle and fail to notice or yield to any trailing vehicles.

The Division of State Patrol will provide non-emergency escort services dependent upon the type of service requested, demonstrated need, and personnel availability. Requests for reimbursable escort service should allow a minimum of 48 hours advance notification, although individual business needs of the regions will dictate whether this time period is practical.

- A. DSP field personnel receiving a request for escort service shall forward those requests up through their chain of command to their Region Commander or designee as applicable.
- B. The respective Region Commander or designee authorizing an escort shall:
 - 1. Determine the number of personnel and vehicles assigned, dependent upon the nature of the event and availability of personnel.
 - 2. Initiate an Escort Service Report (SP4099) for all reimbursable escorts and forward the report to the personnel assigned to the detail.
 - 3. Initiate a Safety Education and Special Detail Report (SP4116) for all other escorts. Forward this report to the personnel assigned to the escort.
 - 4. Initiate a HRCQ (SP4100) for radiological escorts. Forward this report to the personnel assigned to the escort.
 - 5. Obtain a copy of the overweight/oversize permit if applicable and determine whether an inspection of the load is needed prior to the start of the escort.
- C. Personnel assigned to the escort are responsible for the timely submission of the completed report. The report is to include an after-action statement of any problems encountered for future consideration.

V. PROCEDURE

- A. Escorting other Emergency Vehicles
 - 1. Generally, DSP vehicles will not be used to escort other emergency vehicles such as ambulances or fire trucks, unless there are other mitigating circumstances requiring such escort and the request is approved by a supervisor.

2. DSP personnel providing such services shall use due regard and exercise caution in regard to speed, obedience of traffic signs or signals, and distance between vehicles.
- B. Escorting Private Vehicles under Emergency Circumstances
1. Except for Dignitary motorcades, DSP vehicles shall not be used for emergency escorts of private vehicles.
 2. When emergency transportation of persons in private automobiles is warranted, other available options must be considered including:
 - a. Calling for an ambulance while stabilizing the situation.
 - b. Transporting the patient in DSP or other emergency vehicle if the transfer can be done safely.
 - c. Provide escort of the private vehicle at the speed limit without the use of emergency equipment.
- C. Dignitary Security and Escort
1. When authorized by the applicable Region Commander or designee, DSP personnel may provide dignitary escort service and/or security protection as directed.
 2. DSP patrol vehicle emergency equipment may be utilized, dependent upon the circumstances of the escort.
 3. Except in emergencies, DSP personnel assigned to dignitary escorts will operate within the constraints of existing traffic laws.
 4. Whenever possible, dignitary security escorts should be handled using only DSP marked vehicles for command, lead, and tail vehicles. However, unmarked vehicles may be used if deemed appropriate by the applicable Region Commander or designee.
 5. The applicable Region Commander or designee shall determine if an after-action report is warranted and assign a supervisor to complete the report if applicable.
- D. Highway Reportable Controlled Quantities (HRCQ) Shipments
1. When authorized by the applicable Region Commander or designee, DSP personnel may provide escort and security services for HRCQ shipments. Escorts may include spent reactor fuel rods, or other high-level radioactive materials,

2. Except in emergencies, nuclear shipments will be escorted within the constraints of all traffic laws and without the use of emergency equipment.
3. The eSP4100 will be utilized to document HRCQ escorts.

E. Funeral Processions

1. When authorized by the applicable Region Commander or designee, DSP personnel may provide escort service and/or traffic direction for funeral processions.
2. Personnel involved in funeral escorts shall be guided by state statutes regarding the escorting of vehicles and general rules of right-of-way. Emergency equipment may be used if warranted.

F. Parades and Other Local Events

1. When authorized by the applicable Region Commander or designee, DSP personnel may escort or take part in parades and other local public relations functions.
2. Emergency equipment may be used depending upon the nature of the event.
3. Personnel involved in this type of escort shall be guided by the general provisions of right-of-way and applicable state statutes.

G. Specific Escort Requests

1. When approved by the applicable Bureau Director or designee, DSP personnel and equipment may be used to provide security or escort service for other special events and/or emergencies. Such events may include strategic military shipments, defense courier security, sensitive historical displays, prominent governmental or public events and assistance to other agencies during an emergency such as Strategic National Stockpile (SNS)-Interim Pharmaceutical Push Package Security operations.
2. The level of DSP involvement will be determined by the Bureau of Field Operations Director or designee.

H. Reimbursable Escort Duty

1. When authorized by an applicable Region Commander or designee, DSP personnel and/or equipment may be used to escort specially permitted oversize vehicles. DSP escort of such vehicles will be provided when the escort is required by the oversize vehicle special permit. The cost of all escorts under this section are to be reimbursed by the motor carrier. Costs shall be calculated/charged according to the provisions of Chapter Trans 320.

2. Personnel Assignment – In most escort details, reimbursable escorts will be completed using personnel and equipment assigned in overtime status. DSP management will determine whether a second or subsequent region assumes the responsibility of an escorted load between regions based on personnel availability, time commitment, and other business needs.
3. Escort Safety – Personnel assigned to such escorts shall use proper emergency lighting when required. All escorts shall be conducted within the confines of applicable statutes and permit requirements. DSP patrol vehicle emergency equipment may be utilized dependent upon the circumstances of the escort.
4. Trooper/Inspector Duties
 - a. Arrive at the departure location 30 minutes prior to the departure time to review permits, inspect load(s), run driver's license and vehicle registration checks, and meet with the driver(s).
 - b. Ensure there is communication between all vehicles involved in the escort.
 - c. Ensure compliance with all applicable Trans Rules and permit conditions prior to starting the escort.
 - d. DO NOT deviate from the permitted route. Travel off route for a rest room break is not authorized and is considered off route. The company must plan for these types of stops and include them in the route when obtaining the permit.
 - e. Any permit related questions can be directed to the DMV Permit Section at (608) 261-8638.
 - f. Notify the region Duty Sergeant of any delays over 30 minutes or if the detail will take longer than 16 hours. Detail time includes time traveling to the departure location and traveling home from the final destination.
 - g. While on the escort, assigned Troopers/Inspectors shall be logged into MACH in a busy status with a sub status of Oversize Escort.
 - h. Escort personnel shall maintain proper radio communications during the escort. Notify each region/post communications center when entering or leaving a region/post area. Check with the communications center for any unusual road conditions that may affect the escort movement at the start of the detail and each time another region/post area is entered.
 - i. Send notification to current Duty Sergeant and the Duty Sergeant which set up the escort if it was cancelled.
 - j. Complete the SP4099 Escort Service Report and forward it to the payroll coordinator/administrative staff of both the Post where the load originated and where the Trooper/Inspector is assigned.

5. Law Enforcement Dispatcher (LED) Responsibilities
 - a. Remain in radio communication with the escorting units while they are in the region/post.
 - b. Provide the escorting units with information about any unusual road conditions that may affect the escort movement at the start of the detail and each time another region/post area is entered.
 - c. Monitor the progress of the escort using MACH map tool.

6. Supervisory Duties
 - a. Upon receipt of an escort request from the motor carrier, begin to setup the escort. Instructions for setting up an escort are located on the statewide (N:) shared drive, in the folder titled "Statewide OSOW Escorts."
 - b. Using the escort email template for the originating region found on the statewide (N:) shared drive, in the folder titled "Statewide OSOW Escorts", provide each trooper/inspector working the escort, the LEDs, the region payroll coordinator/administrative staff, and other region supervisors with the following:
 - i. An electronic copy of the Escort Service Report (SP4099) to be completed at the conclusion of the escort.
 - ii. The permit and any additional conditions provided by the motor carrier.
 - iii. Any other instructions and /or paperwork pertaining to the escort.
 - c. If the trooper/inspector is from outside the region where the escort originated, also send the email to the trooper/inspector's home region LEDs and supervisor for scheduling purposes.
 - d. In the appropriate region folder in the statewide (N:) shared drive folder titled "Statewide OSOW Escorts", create a folder for the escort in the Pending Escort folder. Follow the provided instructions for properly naming the folder. This folder should contain the following:
 - i. Escort Service Report (SP4099).
 - ii. Permit, condition sheets, and the request from the motor carrier.
 - iii. Overtime Call Record (SP4595).
 - iv. Schedules used to fill the assignment.

- e. Review eSP4500 to ensure completeness and accuracy, Report contains at a minimum:
 - i. CFS number.
 - ii. All driver name and vehicle information.
 - iii. Carrier name.
 - iv. Names of all officers involved.
 - v. Permit number.
 - f. Multiple escorts for same carrier must be processed separately, exception, when the permit allows for caravanning of units during the escort.
7. Administrative Staff Duties
- a. Place the completed SP4099 into the correct carrier folder located in the “Pending” folder for your region.
 - b. Once the completed SP4099 has been received, send an electronic copy of the SP4099 to the billing email address using the provided email template within five business days.
 - c. Move the carrier folder from the “Pending” folder to the “Completed” folder for your region immediately after the SP4099 has been sent via email.
 - d. This indicates the escort has been completed and the invoice has been sent to Business Management. Business Management will complete the billing process and send a bill to the carrier for payment.
 - e. Complete the Escort Log with the relevant information.
 - f. For canceled escorts:
 - i. Place the completed SP4099 in the correct carrier folder located in the “Pending” folder for your region.
 - ii. Once the completed SP4099 has been received, send an electronic copy of the SP4099 to the billing email address using the provided email template within five business days.
 - iii. Move the carrier folder to the “Canceled” folder for your region immediately after the SP4099 has been sent via email.
 - iv. This indicates the escort has been canceled and the invoice has been sent to Business Management. Business Management will complete the billing process and send a bill to the carrier for payment.
 - v. The SP4099 should contain only the Duty Sergeant’s time for setting up the escort, and/or the time invested by a Trooper/Inspector prior to the cancellation.

8. Records – The applicable Region Commander or designee authorizing the escort assignment shall initiate completion of the Escort Service Report (SP4099).
 - a. Forward an electronic copy of the report to the personnel assigned to the escort. Another electronic copy shall also be sent to the region/post communications center and held until the escort is completed.
 - b. Designated region/post administrative personnel shall receive an electronic copy of the completed SP4099 from the personnel assigned. Check the form for accuracy and completeness.

VI. REFERENCES

SP4099, Escort Service Report

SP4100, HRCQ

SP4116, Safety Education and Special Detail Report

DT1668, Sale to Others Invoice

Wis. Stat. 346.215 Police escorts and rights-of-way related to escorted vehicles

Trans 320, Wisconsin Administrative Code

eSP4500, Electronic Offense/Incident Report