Purpose
To advise on the conducting and documenting of safety escorts.

General Order
The Indiana University Police Department (IUPD) provides safety escorts to students, employees, and visitors and will document all safety escort activity in the Computer Aided Dispatch (CAD) system.

Safety Escort Activities Logged (9.2.9)
Campuses Using IUPD Personnel:
Campuses who utilize IUPD personnel to provide safety escorts will adhere to the following procedure:

- Requests for a safety escort will be documented within the division’s CAD system using the code for courtesy escort – citizen assist.
- When using a vehicle, safety escorts will be provided in a marked IU or IUPD vehicle.
- Safety escorts may be provided by foot to a location.
- Personnel providing the safety escort will advise the Communications Center of the following information, to be documented in the CAD system:
  - Upon meeting with or picking up the individual(s),
    - Starting mileage if the safety escort is provided using a vehicle,
    - Location of the pick-up if different than the dispatched location,
  - Upon arrival at the final destination,
    - Ending mileage if the safety escort is provided using a vehicle, and
    - The location of the final destination.
Campuses Using University-hired Personnel & IUPD
For campuses who hire personnel for the specific purpose of safety escorts, these individuals are employees of Indiana University and are not employees of the IUPD.

- During the university-offered service hours of operation, individuals who contact the IUPD requesting a safety escort will generally be referred to the university-offered service for a safety escort.
  - An IUPD supervisor may authorize IUPD personnel to perform the safety escort as appropriate.
- Outside the hours of operation of the university-offered service, the IUPD will perform all safety escorts per the procedures outlined above.

Related Information
NONE

Benjamin Hunter (10/22/2021)
Superintendent for Public Safety