



WRITTEN DIRECTIVE	No. FO16-0810	Page: 1 of 4
	Effective Date:	01-13-16
	Supersedes/ Amends:	FO11-0810
	Reference:	
Subject: ESCORTS AND OTHER MOTORIST SERVICES		



I. Purpose

The purpose of this directive is to establish guidelines for officers providing escorts and other motorist assistance.

II. Policy

It shall be the policy of the Field Operations Bureau that all officers provide escorts and other types of motorist assistance to facilitate the safe, efficient and orderly flow of traffic at all times.

III. Procedure

- A. Escort requests involving dignitaries that will require protection service and/or mobile escort will be referred to the Deputy Chief of the Field Operations Bureau. The Deputy Chief of the Field Operations Bureau will determine the type and degree of escort that will be provided, and the strategy that will be implemented.
- B. Officers will not provide an emergency escort to civilian vehicles in emergency medical situations due to the inherent dangers involved. Instead, the patient should be transported to the medical facility by ambulance.
- C. An officer will not escort an emergency vehicle that has operating lights and/or siren.
- D. The operator of an oversize/overweight vehicle must have in his possession a valid permit for excessive size and/or weight when such vehicle is in operation on any Lynchburg street or highway.
 - 1. A permit issued by the State Highway and Transportation Commission is required for any such vehicle:
 - a. traveling on city-maintained streets through the City limits, with both its origin and destination outside the city limits, or
 - b. traveling on city-maintained streets with an origin outside the City limits and a destination inside of the City limits.

2. An *Oversize/Overweight Vehicle Permit* (form LPD-0711) issued by the Chief of Police is required for any such vehicle having either an origin or a destination within the City limits.
 3. The Chief of Police has designated the Deputy Chief of the Field Operations Bureau the responsibility for issuing or delaying such *Oversize/Overweight Vehicle Permit*. The Deputy Chief of the Field Operations Bureau will be responsible for:
 - a. ensuring that all pertinent information is included with such application, and
 - b. conducting an analysis of the proposed route, to determine whether the roadway and bridges to be traversed can sustain the vehicle's size and weight.
- E. Carriers of hazardous materials are under Federal regulation and generally do not require a police escort.
1. If a request for police escort is made, the Deputy Chief of the Field Operations Bureau must approve the request before the escort begins.
 2. It will be the responsibility of the Deputy Chief of the Field Operations Bureau to determine the proper strategy to be used.
- F. Any officer receiving a motorist request for directions to a particular location in the City may, with time permitting, escort the motorist to the location.
1. The officer will advise the motorist to comply with all traffic regulations during the escort.
 2. Officers will not use emergency lights and/or siren during this type of escort.
- G. Officers may be assigned to funeral procession escorts.
1. Funeral processions traveling under police/sheriff's escort shall have the right of way in any street or highway through which they may pass (Code of Virginia 46.2-828).
 2. Officers escorting funeral processions will use marked police vehicles equipped with operational emergency lights.
 3. Officers leading a funeral procession will operate emergency lights and headlights simultaneously throughout the escort.
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- H. Officers should render reasonable assistance to passengers of disabled vehicles, as permitted by time and workload constraints. Types of assistance which may be provided by officers will include the following:

1. Providing temporary traffic direction and control at the scene as deemed necessary to facilitate safe traffic flow (PD-0802: *Traffic Direction and Control*),
 2. Providing protection for motorists stranded at the scene, as deemed necessary by the officer,
 3. Transporting motorists to a safe location to await arrival of assistance,
 4. Assisting motorists to obtain necessary mechanical assistance (officers are not required to personally perform these functions),
 5. Requesting LynComm to contact a person or business, as requested by the stranded motorists, in order to inform them of the motorist's delay,
 6. Providing directions to locations within the City and surrounding areas, and
 7. Providing other assistance as deemed necessary and reasonable by the officer based on the conditions at the scene.
- I. When assisting motorists in obtaining fuel, mechanical, or towing service, officers will:
1. Direct LynComm to contact either the specific towing service requested by the motorist or the contracted towing service for the specific business (i.e. garage, body shop, or dealership) requested by the motorist.
 - a. LYNCOMM cannot contact a wrecker based only on a request for a certain make of vehicle.
 - b. If the motorist is unable to select a specific towing service or a business due to a lack of familiarity with the area or any other valid reason, the officer will identify the closest dealership for the make of vehicle involved as an option.
 - c. If the motorist is unwilling to select a specific towing service or a business and the vehicle poses a traffic hazard, the officer will have the vehicle removed by the city's contracted towing service and will inform the motorist where the vehicle is being towed to.
 2. Serve as a communication link between the motorist and the service facility,
 3. Officers should have LynComm request an ETA from whatever towing service is contacted.
- J. Prior to attempting to jump-start any vehicle utilizing a police department vehicle, the officer will ensure that the battery disconnect button has been disconnected on the police department vehicle, if so equipped. If the police department vehicle does not have a battery disconnect button, the vehicle will not be utilized for jump-starting another vehicle.

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- K. Officers will assist persons whom are involved in highway emergency situations in all ways practical.
1. An officer arriving on the scene of any highway emergency will request LynComm to dispatch those emergency services deemed necessary, to include:
 - a. medical assistance (Lynchburg Fire Department Medic Units)
 - b. fire suppression (Lynchburg Fire Department)
 - c. other assistance as deemed necessary.
 2. After notifying LynComm as to the nature of the emergency, the officer may render such personal assistance as he deems necessary, and within his training and capabilities to provide.

Original Signed

Major K.T. Swisher, Deputy Chief
Field Operations Bureau

January 13, 2016

Date