



# Escorts

Section: 2.415  
Effective Date: May 25, 2010  
Amended: December 8, 2020

---

## 2.415 Escorts

### 2.415.02 Escort Area and Times of Operation

- A. UBPD escorts are available starting at 7:00am ending at 12:30am daily.
- B. The UB Police Department is committed to providing the university community with a safe environment and a published phone number (410-837-5520) for faculty, staff and students to call for an escort.
- C. As a matter of policy, escorts provided can be either walking or by vehicle at the discretion of the officer.
- D. Escorts will be limited to the University buildings and parking facilities. Any escorts requested outside the below listed boundary will be made only with the approval of the Shift Commander:

**NORTH:** East Lanvale Street;

**SOUTH:** Madison Street;

**EAST:** Hunter/St. Paul Street;

**WEST:** Howard/West Lanvale Streets/Eutaw/Martin Luther King Blvd/Park Avenue.

- E. Officers providing escort service will advise communications of:
  - 1. their arrival;
  - 2. the vehicles beginning mileage;
  - 3. their arrival at the escort's destination;
  - 4. the vehicle's ending mileage at the destination.

### 2.415.04 Escort Requests

- A. Escort requests can be made through the Police Communications Center or directly to an employee.
- B. **Notwithstanding an emergency which prevents an escort, NO ESCORT IS DENIED;**
- C. In the unlikely event an escort cannot be furnished, the supervisor or officer making the decision to decline the service will inform, by e-mail or an administrative report, the Captain. The report must include the date, time and location of the caller and the circumstances surrounding the decision to decline the escort.
- D. Requests for escort services will be assigned to available uniformed, Police or Security Ambassadors.
- E. Employees in vehicles are authorized to transport requests in agency vehicles.
- F. Security Ambassadors must carry a radio at all times.

**2.415.20 Communication's Responsibility**

- A. Communications will provide those requesting an escort an estimated time of arrival of the officer and/or any anticipated delays in the response; and
- B. In Report Exec Dispatch Module, document the:
  - 1. time of the request;
  - 2. time of officer's arrival;
  - 3. vehicle's beginning mileage;
  - 4. time of the arrival at the destination;
  - 5. ending mileage at the destination.