

**Georgia Department of Public Safety  
Policy Manual**

<b>SUBJECT</b> <b>ESCORTS AND RELAYS</b>	<b>POLICY NUMBER</b> <b>17.07</b>
<b>DISTRIBUTION</b> <b>ALL EMPLOYEES</b>	<b>DATE REVISED</b> <b>4/7/2016</b>

**17.07.1 Purpose**

To provide guidelines and policy for requesting, conducting and recording relays and escorts.

**17.07.2 Policy**

The policy of the Georgia Department of Public Safety is to assist agencies whenever resources permit and there is a justified and legal need for the services to be provided. This can include the use of department resources to provide escorts or relays.

**17.07.3 Procedures**

A. Escorts

1. Before a member can escort a parade, oversized load, funeral, etc., they shall receive permission from their supervisor.
2. When escorts are conducted as a duty function of the Georgia State Patrol, no gratuities shall be accepted.
3. Escorts that are classified and approved as extra duty may be conducted in accordance with established guidelines.
4. Members shall not escort civilian vehicles in a medical emergency. The member shall notify an ambulance service for transportation purposes in this type situation.

B. University System of Georgia Sports Teams

1. Georgia law allows, and in the case of a request by the Governor requires, the Commissioner to provide security protection services, transportation and escort services, to the players, coaches, referees and other officials in connection with collegiate athletic events as provided by §OCGA 35-2-33.
2. While conducting escorts for team buses all members shall observe traffic laws of this state and policies of this department.
3. During high volume traffic and difficult intersections, members conducting the escort may utilize emergency lighting on the patrol vehicles as deemed necessary by the individual member.

4. Without prior approval of the Troop Commander or their designee, no member shall allow non-departmental personnel to ride in a patrol vehicle.
5. The Troop Commander or their designee shall designate the number of marked patrol vehicles to participate in the escort. If more than one non-departmental vehicle is to be involved, a minimum of two marked patrol vehicles shall participate.
6. The Commanding Officer shall designate which members will be assigned to participate in the escort.
7. Personnel assigned escort duties shall not be required to investigate crashes and crimes in progress observed while escorting the team, unless there is an immediate identifiable risk of death or serious injury that would result from a delay. However, the member shall immediately notify the Post in whose territory the crash or crime occurs.
8. Authorization shall be obtained from the Commissioner or their designee for out of State travel.
9. Any request for members to wear clothing other than the designated uniform while on duty shall be authorized by the Commissioner or their designee.

#### C. Relays

1. Relays shall only be approved and performed as a duty function of the Georgia State Patrol.
2. All relays must be of Georgia State Patrol related business and shall be recorded on a Communications Log and Relay Log at each affected patrol post.
3. Emergency relays of blood, organs, tissues and/or medical supplies.
  - a. For purposes of this policy, "emergency" shall mean a sudden unexpected occurrence or set of circumstances demanding immediate action. Scheduled relay pickups and delivery are not an emergency and shall not be approved.
  - b. The service requesting the relay shall provide the names of the attending physician, the technician requesting the relay, the nature of the emergency and the time needed.
  - c. The Post NCO of the originating area may approve the relay if it constitutes an emergency under the definition in (a).
  - d. The Communications Equipment Officer shall notify all affected Posts by email with all necessary information regarding the relay.
  - e. Each Post shall record their involvement in the relays on the Relay Log.
  - f. Emergency relays under this policy will be reported, on a monthly basis, through the chain of command to the Commanding Officer.
4. All other relays:

- a. Relays contained within Post territories are subject to the approval of the Post Commander. Requests for relays of a questionable nature shall be referred to the Troop Commander;
  - b. Relays contained within a Troop territory, involving more than one Post are subject to approval by the Troop Commander. Upon approval, the originating Post shall inform all Posts affected.
  - c. Relays affecting two or more Troops are subject to approval by the Troop Commander from whose territory the relay originates. The originating Troop Commander shall notify all affected Troop Commanders of the relay.
  - d. A CAD call is to be completed on all requests approved by Troop Commanders for authorization of the use of Departmental equipment and/or personnel.
- D. Relays originating from Atlanta Headquarters.
- 1. All requests for relays originating from Atlanta Headquarters are subject to approval from the Commanding Officer unless authorized by the Commissioner of the Department of Public Safety regardless of destination or type.
  - 2. Headquarters Communications shall inform affected Posts via email of relays that originate from Headquarters of necessary information regarding the relay.