

# UW Whitewater Police



## Money Escorts

Number:  
41.2.109

No. Pages:  
2

Special Instructions:

Approved By:  
Chief Kiederlen

Effective Date:  
5/21/2007

Revised Date:  
8/9/2022

Revision number:  
2

### I. Purpose

The purpose of this General Order is to provide officers and employees with direction on money escorts.

### II. Policy

It shall be the policy of the UW-Whitewater Police Department (UWWPD) to provide money escorts to those individuals and offices requesting them.

### III. Procedure

- A. UWWPD will provide money escorts for individuals to a designated financial institute and/or the university's cashier's office. UWWPD reserves the right to select the exact time of the transport or not provide a transport when operational needs on any given day preclude an officer from performing this service.
- B. Upon arrival at the escort the University Police Officer shall meet with the appropriate party s/he will be escorting. S/he shall then proceed with the money escort to the designated financial institution.
  1. Officers will not normally handle the actual carrying, depositing and/or moving of the money.
  2. An individual from the group or office requesting the escort will normally be responsible for the carrying, depositing and/or moving of the money.
  3. Money should be immediately locked in the trunk of the squad car and the escorted individual transported in the passenger seat to the deposit point.
  4. The officer should accompany the individual handling the money at all times and in all areas.
  5. If during the transport the Police Officer is dispatched to a call that requires an immediate response the officer will exercise good judgment as to keeping the escorted person during the emergency or terminating the escort until the emergency has been resolved.
  6. At the end of the escort, the Police Officer shall return the individual to the original point of pick up.

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7. On rare occasion, the University Cashiers Office may not be able to provide an individual to be responsible for the money. The officer, at his/her discretion, may request an additional officer or other responsible member of UWWPD to accompany him/her. This is to ensure the officer's attention is on the actions surrounding the escort and not on handling the money. The Cashiers Office has a handcart available for the transport of heavy loads if needed.