

# CLARK COUNTY SHERIFF'S OFFICE POLICIES AND PROCEDURES FOR ESCORT SERVICE (HOUSE MOVES)

## **Effective Date**

October 1, 2011

## **Subject**

Escort Service (House Moves) and Fees

## **Reference/Special Instructions**

This policy establishes fee structure and associated actions for service of Escort Service (House Moves).

## **Distribution**

All sworn personnel

## **No. Pages**

3

- I. Purpose and General Policy
  - A. This policy applies to the operation of escort vehicles required as a condition for operation under a permit issued under the authority of State Statute 348.25 to 348.27.
  - B. When required by the terms of a permit, the permittee shall secure the escort by a uniformed police officer using a marked squad.
  
- II. Acceptance of Request for Escort Service (House Moves)
  - A. Escort service will be accepted at the Clark County Sheriff's Office from Monday through Friday, 8 a.m. to 4:30 p.m. (excluding days the courthouse is closed, such as holidays or in-service days).
  - B. The person requesting the escort service, needs to have the following filed with the Clark County Sheriff's Office before any escort service can be implemented:
    - 1. Permit from the Office of Transportation (DOT)
      - a) If more than one county line is being crossed, you need permits for all counties involved.
    - 2. If a State Highway is involved, the State Patrol is first contacted and if they need the Clark County Sheriff's Office assistance, the State Patrol needs to contact the Patrol Captain.
    - 3. Letter from Town Chairman, if applicable, stating the following:
      - a) Approval of move
      - b) Date of move
      - c) Approximate time of move
      - d) Original signature of Town Chairman
    - 4. Letter from electrical company stating they have been informed of the move and power has been disconnected.
  - C. No employee of the Clark County Sheriff's Office shall make any changes to the papers, nor make any corrections.
  - D. Clark County Sheriff's Office employees cannot offer legal advice.
  
- III. Fees for Service
  - A. The Clark County Sheriff's Office charges the following for the escort service:
    - 1. Advance payment of \$100
    - 2. \$50 per hour for each officer assigned
      - a) Start and end of shift
    - 3. Current rate of mileage for the actual escort miles
    - 4. If additional payment is needed, it is due within 30 days of invoice to avoid finance charge of 1.5% per month.
  
- IV. Final Paperwork
  - A. Each deputy involved in the move will complete the following:
    - 1. Case Activity Report
    - 2. Clark County Sheriff's Office House Move Log
  - B. The Sergeant or lead deputy for the move will collect the following and file with the Administrative Assistant/Supervisor:
    - 1. Appropriate permits and paperwork from the contact person that requested the assistance

2. Case Activity Report (for each deputy)
  3. Clark County Sheriff's Office House Move Log (for each deputy)
- C. The Administrative Assistant/Supervisor will do the following:
1. Determine if a refund is required to the party requesting the move
  2. Bill the party requesting the move for additional fees
  3. Scan all information into the appropriate case