

## PROTECTION OF VIPS

In Effect: 01/01/2015

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**PROTECTION OF V.I.P.'S**

STOW POLICE DEPARTMENT POLICY & PROCEDURE NO. <b>7.05</b>  MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: <b>46.2.6</b>	ISSUE DATE: _____
	EFFECTIVE DATE: _____
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**I. GENERAL CONSIDERATIONS AND GUIDELINES**

This department may be tasked with protecting a V.I.P. as part of that person's route of travel, attendance at a special event, or visit to a private dwelling or business. The purpose of this policy is to lend some guidance in development of a V.I.P. security plan.

**II. POLICY**

It is the policy of this department to provide efficient, competent, and professional V.I.P. protective services.

**III. DEFINITIONS**

A. V.I.P.: A V.I.P. is a "Very Important Person," dignitary, famous personality, notorious person, or any other person in need of special security.

**IV. PROCEDURES [46.2.6]*****A. V.I.P. Security Planning Management*****1. DUTIES**

a. SECURITY PLANNING SUPERVISOR: The Chief of Police shall designate a

Security Planning Supervisor to coordinate and oversee the planning functions of a particular security detail resulting in a written security plan.

- b. SECURITY SUPERVISOR: A Security Supervisor shall be designated to supervise and coordinate the detail, using the detail plan. The Security Supervisor may or may not be the same person as the Security Planning Supervisor.
  - 1) If the V.I.P. is attending a special event, V.I.P. security should be coordinated with the plan for the event.
  - 2) The Chief of Police shall designate an officer-in-charge to whom the Security Supervisor and/or the Event Supervisor will report. The Security Supervisor or the Event Supervisor may be designated as officer-in-charge.
- c. Other employees may be assigned to plan and manage subtasks as part of the overall detail and report to the Event Planning Supervisor or Security Supervisor for inclusion into the event plan. Such subtasks may include:
  - 1) Traffic;
  - 2) Parking;
  - 3) Personal Security;
  - 4) Medical Support;
  - 5) Logistics;
  - 6) VIP escorts; and
  - 7) Special Operations Personnel.

## 2. PLAN MANAGEMENT

- a. Security plans shall be maintained and filed at the Stow Police Department
- b. Copies of the security plan shall be made available to affected command personnel in advance of the event, to be reviewed and for planning feedback.
- c. A security plan is for official use only and may not be released pursuant to public records requests. It may not be distributed outside of the Department without the authorization of the Chief of Police.
  - 1) All affected personnel shall be briefed on the security plan prior to implementation, whenever possible.
  - 2) The security planners and managers may contact the Emergency Planning Supervisor for access to department equipment designated for use in the All Hazard Plan. See the department policy on **All Hazard Planning**.

### ***B. V.I.P. Security Plan***

1. PURPOSE: The security plan consists of a plan of command, control, and organized deployment of resources to protect a V.I.P.
2. FORMAT
  - a. The plan follows standard Incident Command System (ICS) protocols which provide interoperability with other public safety and government entities who may also respond to the incident.
  - b. Fundamental functions of the ICS system should be addressed in the plan.
3. PLAN: Depending upon the security needs for the V.I.P., the nature of any threats, and the nature of the visit, planners should consider the following, as applicable.
  - a. Itinerary: The security planners should have access to the V.I.P.'s itinerary to determine:
    - 1) The time period for which security must be provided;
    - 2) Routes of travel;
    - 3) Destination and stops; and
    - 4) Whether the V.I.P.'s itinerary is public or widely known.
  - b. Intelligence:
    - 1) Viable threats against the V.I.P.
    - 2) Threats against crowds along the route or at the event
    - 3) Safety concerns
    - 4) Fans or well wishers
  - c. Event location
    - 1) Routes of travel
    - 2) Emergency vehicle access
    - 3) Security sweeps
    - 4) Security requirements
    - 5) Crowd screening
      - a) Package inspections
      - b) Metal detectors
  - d. Traffic Control

- a) Vehicular and pedestrian traffic considerations
  - b) Traffic posts
  - c) Road closures
- e. Personal Security
  - 1) Assignment of department personnel for V.I.P. personal protection
  - 2) Coordination with other government protective services (State Police, Secret Service), private security or body guards
  - 3) Coordination with security at the scene of the event, if applicable
- f. Equipment
  - 1) Special equipment for security staff
  - 2) Weapons
  - 3) Binoculars or night vision equipment
  - 4) Uniform or plain clothes for personnel assigned to personal security or the event
  - 5) Special vehicles
    - a) Motorcycles
    - b) Unmarked vehicles
    - c) Air support
- g. Personnel
  - 1) Traffic Posts
  - 2) Route Security
  - 3) Personal Security
  - 4) Event Security
  - 5) Special Teams
  - 6) Canine Team Support
    - a) Bomb dogs
    - b) Patrol dogs
  - 7) Medical Support
- h. Transportation

- 1) VIP transport vehicles
- 2) Transport route
- 3) Motorcade support

### ***C. Post Event Review***

#### **1. AFTER ACTION REVIEW**

- a. The Event Planning Supervisor shall conduct an after event review to determine the overall strengths and weaknesses of the event plan.
- b. Event supervisors should solicit input and feedback from event staff.

#### **2. AFTER ACTION REPORT**

- a. The Event Planning Supervisor shall create and submit to the Chief of Police an after action report highlighting strengths and weaknesses of the plan and lessons learned.
- b. If the event is a recurring event, the Event Planning Supervisor shall update the event plan.