

<b>PALM BEACH GARDENS POLICE DEPARTMENT</b>		
<b>V.I.P. PROTECTION</b>		
<b>POLICY AND PROCEDURE 3.2.15</b>		
<b>Effective Date :</b> 03/26/2010	<b>Accreditation Standards:</b> CALEA 46.2.6 CFA 21.01M	<b>Review Date:</b> 06/01/2014

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**PURPOSE:** To provide guidance in assisting, when requested, other agencies that have primary responsibility for VIP security.

**SCOPE:** This policy applies to all members assigned to a VIP event.

**REVIEW RESPONSIBILITY:** Patrol Operations Bureau Major

**POLICY:** This department, if notified for VIP assistance/protection or to provide manpower services, shall do so in accordance with proper notification to the Chief of Police or designee, and as prescribed within this directive.

### **1. NOTIFICATION FOR VIP PROTECTION:**

- a. Any request for VIP security assistance will be referred to the Chief of Police for approval. If requests for VIP protection/assistance are approved by the Chief, such requests shall become the responsibility of the Field Operations Division Assistant Chief.
- b. The Field Operations Division Assistant Chief may designate the Patrol Operations Bureau Major or a Sergeant to oversee security and/or work as liaison with involved agencies or their personnel.
- c. The Patrol Operations Bureau Major may delegate certain functional authority to a selected Sergeant; however, the Bureau Major retains the ultimate responsibility for insuring the overall success of the operation.

### **2. SECURITY SUPERVISION:**

- a. The Bureau Major or designee shall serve in the capacity as the security supervisor, unless other agencies involved shall negotiate such supervision to be retained by them.
- b. If this department retains security supervision, the designated supervisor will oversee precautionary matters as needed to include, but not be limited to:
  - i. Staffing and manpower needs.
  - ii. Need for and availability of special vehicles, body armors, K-9 dogs, if applicable, SWAT, motorcycle officers, fire rescue, medical facilities, special identification, security officers, etc.
- c. The security supervisor should also determine the need to reconnoiter or alter travel routes, and the inspection of sites along the route, or initiate any necessary intelligence gathering activities, if applicable to assure the security of VIPs.

**3. PROCEDURES:**

- a. The following procedures shall be considered as a minimum for the planning of any VIP security assignment. Such plan of action will include:
  - i. Personnel and equipment necessary for the successful completion of the assignment and availability
  - ii. Travel routes must be carefully planned and reconnoitered prior to the assignment date. Alternate routes must be established.
  - iii. All plans should include the identification of medical and support such as the identification of emergency first-aid, ambulance services, and nearest medical facilities.
  - iv. All sites and facilities to be used or visited by the VIP must receive an advance inspection(s).
  - v. Arrangements for gathering intelligence must be made. It is extremely important that information be shared with outside agencies involved in the operation.
  - vi. Arrangements for provisions to insure that personnel are equipped with radios and clear radio frequency to provide adequate communications capability.
  - vii. When multi-agencies are involved, an identifiable system must be utilized for involved personnel to identify one another.
  - viii. The cooperation and coordination between operational units within the department and with outside agencies is critical to the success of the assignment.

**4. OTHER SPECIAL EVENTS:**

- a. Planning is vital to the successful handling of any special event. A plan of action should include:
  - i. The decision to use a single special unit/team such as SWAT.
  - ii. Estimates of traffic crowd control, and crime problems anticipated at the event.
  - iii. Coordination of both inside and outside agency resources including the consideration of a mutual aid request.
  - iv. The completion of a written plan to include provisions for all of the above.

**5. GLOSSARY:**

VIP - A very important person, dignitary, famous personality, notorious person, or any other person who may need of special security.

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- PATROL OPERATIONS BUREAU MAJOR
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**APPROVED:**

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**Stephen J. Stepp**  
**Chief of Police**

03/26/10  
**Date**