



**California State University, Los Angeles**  
**Department of Public Safety**

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NUMBER: IV-10 APPROVED: \_\_\_\_\_  
Joseph Curreri, Chief of Police

EFFECTIVE: April 19, 2012

SUPERSEDES: 5/1/2010 Reviewed/Revised: April 19, 2012

SUBJECT: **V.I.P. / Dignitary Protection**

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I. PURPOSE:

This policy establishes written guidelines and procedures for the protection and security of dignitaries.

II. POLICY:

It is the policy of this Department to provide and coordinate the security and protection of dignitaries when deemed necessary.

III. DEFINITIONS:

- A. Dignitary Protection. Any person of prominence, notability, political position, fame, elevated standing, or, due to political, criminal, religious or other controversy, or any person requiring special protection and security, who may be the victim of threats of physical harm to that person, or immediate group / organizational affiliation. Also referred to as V.I.P. Protection, Executive Protection or Witness Protection.
- B. Dignitary Protection Supervisor. A supervisory position, usually a sergeant, who has been designated as the person in charge of dignitary protection. This person is designated by the Operations Lieutenant or Chief of Police and may be a different person for each event requiring protective actions.
- C. Principal. The person to be protected.
- D. VIP. A “very important person,” dignitary, famous personality, notorious person, or any other person in need of special security.

IV. PROCEDURES:

A. Supervision.

1. Administrative Command.

- a. The Operations Lieutenant will be advised of all requests for Dignitary Protection and will determine if such protection is warranted by Department personnel.

- b. The Operations Lieutenant will assign a department member familiar with dignitary protection as the Department's Dignitary Protection Supervisor of the approval of any Dignitary Protection requests.
  - c. The Operations Lieutenant may assume the role of Incident Commander during the detail or may relinquish that authority to the designated Dignitary Protection Supervisor. Further, the Incident Commander may desire to implement the Incident Command System protocol for the event.
2. Dignitary Protection Supervisor.
    - a. A single person will be designated as the supervisor of any given security detail.
    - b. The position of Dignitary Protection Supervisor will be pre-designated and assigned by the Operations Lieutenant.
    - c. The Dignitary Protection Supervisor(s) shall:
      - 1) be a Sergeant; and,
      - 2) Have successfully completed a course of training in Dignitary Protection / VIP Security; or,
      - 3) have Dignitary Protection experience and additional specialized related training should also be a consideration.

#### B. Planning and Coordinating

1. The Dignitary Protection Supervisor ("*Supervisor*") will coordinate and plan with other involved law enforcement agencies and/or the *Principal's* advance coordinator as necessary.
2. The *Supervisor* shall determine the method of identification for plain clothes Police personnel assigned to the detail, in conjunction with the outside law enforcement agency(s) assigned to the detail (i.e.: designated pin or color of-the-day, departmental ID card, etc.).
3. The *Supervisor* or designee will gather intelligence for threat assessment and identify individuals or groups who may pose a threat to the *Principal*, to include contact with outside agencies.
4. The *Supervisor* will conduct advance site inspections and coordinate with non-law enforcement personnel at the site(s) as necessary.
5. The *Supervisor* or the Operations Lieutenant will coordinate with other University Departments or entities (non-police, i.e.: President's Office, Public Affairs, etc.) as necessary.
6. The *Supervisor* will advance survey:
  - a. all relevant travel routes or motorcade routes;
  - b. determine alternate routes; and/or
  - c. planning with C.H.P., if applicable, or other external agency, primary and alternate travel routes,

7. The *Supervisor* shall identify Emergency Medical Facilities to be used and:
  - a. Notify and coordinate with the Medical Facilities as necessary.
  - b. Identify Emergency Medical response resources to be used (i.e.: LAFD Rescue Paramedics, private ambulance service, etc.) and, notify and coordinate as necessary.
  - c. Determine primary and secondary routes for response and departure of Emergency Medical support.
  - d. Develop a plan for emergency medical evacuation without Emergency Medical Units if necessary, including but not limited to primary and optional evacuation routes.
  - e. Coordinate with LAFD and pre-designate a landing zone for Emergency Medical Air Evacuation.
8. The *Supervisor* shall determine what personnel resources will be necessary for the detail including support from non-sworn personnel (i.e.: parking enforcement, communications operators, etc.).
9. The *Supervisor* will determine if Mutual Aid should be requested for the CSU Critical Response Unit (Dignitary Protection Detail), or regular CSU Police personnel, or outside agency Police personnel. Such requests will be forwarded to the Operations Lieutenant for consideration and approval.
10. The *Supervisor* shall determine what equipment will be necessary, including but not limited to:
  - a. Vehicles (marked and unmarked): unmarked shall be utilized in most deployments.
  - b. Body armor: required all details.
  - c. Communications equipment (police radios, *earmics*, cell phones, etc.): determined by circumstances involved.
  - d. Mobile Command Vehicle ("*McV*"): to be considered as an alternative communications and command post.
  - e. Barricades and stanchions: used to limit access to controlled zones.
  - f. Weapons: officers will only utilize those weapons in which they have qualified appropriately.
  - g. Specialized equipment: consideration should be given to any equipment that would enhance the safety of the person protected and the officers involved.

11. The *Supervisor* shall develop a plan for communications and determine:
  - a. assignment of the primary and secondary radio frequencies; and
  - b. if there is a need to establish a mobile communications post and additional (dedicated) dispatching/monitoring personnel.
12. The *Supervisor* shall develop an operational plan for the event. The *Supervisor* will present the operation plan to the Operations Lieutenant for approval. All operational plans will be developed in a manner consistent with Department Order IV-30 (Specialized Events Order).

C. Briefing and Assignments

1. The *Dignitary Protection Detail Supervisor* shall conduct a pre-event briefing. Personnel will be briefed, trained as appropriate, assigned, issued equipment and given post instructions.
2. The Supervisor at the conclusion of the event will conduct a de-briefing.

D. Post-Event Reporting

1. The *Dignitary Protection Detail Supervisor* shall complete an After-Action Report for the Chief of Police.
2. The Operations Lieutenant, or if applicable the Police Captain, shall de-brief the Chief of Police at the conclusion of the event.

V. APPENDICES: None