

St. Joseph, Missouri Police Department



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SUBJECT: Dignitary Protection/Special Events		
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I. POLICY:

It is the policy of the Department to provide security for dignitaries, visiting officials of other major governmental entities, VIPs, or other persons against whom a significant threat is perceived, or to assist other agencies in their assigned security missions while the visiting person(s) are in St. Joseph. Furthermore, it is Department policy to coordinate its functions to provide adequate coverage during all special events within the City of St. Joseph.

II. DEFINITIONS:

- A. **Dignitary:** A Dignitary will be defined as any person who, because of their social, political, religious, or other position, may be the victim of threats of physical harm to himself/herself, his/her family, or traveling companions, or may be the victim of threats of intimidation or extortion.
- B. **Special Event:** An activity that results in the need for control of traffic, crowds, or criminal activity (i.e. a parade, athletic contest, festival, or public demonstration).

III. PROCEDURE:

A. PROCEDURES FOR DIGNITARY PROTECTION:

1. The Special Response Team (SRT) is responsible for the **protection of Dignitaries**, VIP's, or any other person needing special security.
 - a. The SRT Commander is responsible for coordinating and providing supervision for any special security detail that requires specially trained members to accomplish the task (see also Special Order governing SRT and SRT Operations Manual). The SRT Command Staff shall attend special training involving such protection of Dignitaries.
 - b. In the event the VIP has an accompanying security detail, the SRT Commander will work with the person in charge of that detail to coordinate efforts.

- c. The SRT is responsible for providing any special weapons to be used. Individual members (assigned to the detail) will be armed in accordance with Department directives.
 - d. During such operations, the SRT Commander shall have command authority over the event and shall report directly to the Chief of Police. This will alleviate confusion and ensure that a specially trained and/or qualified member(s) is directing the operation.
- 2. The Chief of Police will authorize the use of as many officers, as necessary, to provide adequate security of the VIP and his/her staff. If additional manpower is needed, other area law enforcement agencies will be contacted for assistance.

3. Security Requirements:

The SRT Commander shall establish and/or coordinate various security measures to be taken to ensure the success of the special operations. These measures **may** include:

- a. Establishment of travel routes and alternates, as necessary;
- b. Motorcade escort;
- c. Time table provisions;
- d. Advanced on-site inspections of places to be visited;
- e. Limited access to and egress from locations;
- f. Fire suppression personnel and emergency medical technicians on-site at various locations, as necessary, on a stand-by status;
- g. Communications equipment (i.e. land-line (telephone) or radio (mobile and portable));
- h. Body armor for dignitary and/or security personnel;
- i. Members assigned to gather intelligence on individuals or groups hostile towards the VIP;
- j. Notifications to area hospitals;
 - 1) For plan of emergency medical attention
 - 2) Medical information needs for dignitary
 - 3) To be completed, as necessary, to include "10 minute" service to VIP

4. Special Equipment Needs:

Special equipment should be provided during a VIP operation, **when applicable**. Such special equipment may include, but not be limited to, the following:

- a. Limousine;
- b. Vans or buses;
- c. Escort vehicles;
- d. Marked and unmarked police units;
- e. Helicopters (when provided by another agency);
- f. Public works vehicles or units; and
- g. K-9 Units.

5. Identification of Assigned Personnel:

- a. Only the Chief of Police (or his/her designate) and the members assigned to the dignitary protection detail shall have direct access to the same.

- 1) Uniformed department members protecting the VIP shall be identified by name, rank, and assignment (as assigned by the SRT Commander);
- 2) Plain clothes department members protecting the VIP may include:
 - a) The VIP's personal "Security Detail"; and/or
 - b) Detective Division members (as assigned by the SRT Commander);
- 3) Plain clothes department members shall be identified by:
 - a) Special identification tags; or
 - b) Lapel pin designation to be determined as needed.

6. U.S. Secret Service Operations:

The Chief of Police will ensure that the Department cooperates/coordinates its plans with those of the Secret Service.

B. PROCEDURES FOR SPECIAL EVENTS:

Any number of activities that take place within the City of St. Joseph may be classified as special events. Most of these activities will require some response by the Department.

1. A person shall be designated as the Special Event Coordinator. The Special Event Coordinator shall be responsible for the overall coordination of the special event. The Special Event Coordinator shall act as a liaison between the Department and all outside agencies or organizations, and shall work with the Patrol Commander (or his/her designee) reference any security concerns regarding the special event.
2. The Special Event Coordinator may designate a member/s to coordinate certain activities within the special event.
 - a. Events that are solely traffic-related may be assigned to the Traffic Unit Commander or his/her designate (i.e. parades and runs/walks, traffic control at large concerts/athletic events, etc.).
 - b. Events that are mainly security in nature may be assigned to a designated Patrol Supervisor (i.e. events requiring foot patrol such as Trails West, other large entertainment/sporting events, demonstrations, etc.).
3. The Special Event Coordinator may request the use of special operations personnel (SRT), when appropriate (i.e. large picketing/demonstrations involving threats of violence, etc.).
4. Planning for Special Events:
 - a. The Special Event Coordinator shall prepare a short written plan for major events. The plan shall include:
 - 1) An estimate of the amount of traffic in and around the event;
 - 2) An estimate of the number of people expected to attend the event;
 - 3) Any projected crime problems occurring as a result of the event; and
 - 4) Any other pertinent information.

- b. The plan shall be forwarded to the Chief of Police, with a copy to the affected Division Commanders. The plan's details may be provided to the media (for public information purposes).

5. Traffic Control and Direction:

Any event that has the potential of producing unusually heavy traffic shall have contingency plans for handling the ingress and egress of the traffic involved:

- a. The planning for this traffic congestion shall include the site itself, as well as the main approach roadways.
- b. When time is available, primary and alternate routes to and from an event shall be released to the media via news releases. The releases should also include the availability of public transportation (buses, shuttles, etc.).
- c. Traffic control procedures such as the manual operation of traffic signals shall be considered in the planning of the event.
- d. In the event of a motorcade, coordination should be made with other law enforcement agencies (MSHP, BCSD) to ensure adequate resources are available to control all necessary intersections, etc.
- e. The person in charge of traffic flow for a special event shall coordinate traffic direction activities with the operators of available parking locations.

6. Logistical Requirements:

- a. Coordination shall be made with other City Departments and other agencies to ensure that necessary equipment is available.
- b. Additional department equipment shall be secured for use, when applicable.
- c. Members involved in the event shall be advised what equipment will be needed to complete their assignments.
- d. The planning for a special event shall also include a method of providing relief for personnel working the event.

7. Emergency Vehicle Access:

The planning for any special event shall include pre-planned routes for access to the location by emergency vehicles.

- a. Information about the routes shall be relayed to all assigned members.
- b. Information about the route shall be relayed to Communications Center members and other departments, as needed.

8. After-Action Report:

The person responsible for a specific event shall prepare a report about the event after its completion. The report shall include:

- a. Estimates of the number of people in attendance;
- b. A summary of any criminal activity occurring during the event;
- c. An accounting of the number of man-hours expended by the Department during the event;
- d. If applicable, a summary of other departments/agencies assisting.
- e. An evaluation of the effectiveness of the Department's plan for the event; and
- f. A list of what to do differently for future similar events.

The After Action Report shall be made available to the affected Division Commanders and the Chief of Police. The Support Services Commander will release the details of the report to the media, if applicable to public information.

Chris Connally, Chief of Police

Date