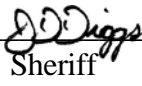


YORK COUNTY SHERIFF'S OFFICE	GENERAL ORDERS
SUBJECT: Dignitary Protective Services	NUMBER: GO 2-46
EFFECTIVE DATE: January 1, 2003	REVIEW DATE: March 27, 2019
AMENDS/SUPERSEDES:	APPROVED:  Sheriff
VLEPSC: OPR.05.03	

1 **INDEX WORDS**

- 2
- 3 Advance, security
- 4 Considerations, medical
- 5 Principal, types
- 6 Protective services detail
- 7 • equipment
- 8 • leader
- 9 Safe house
- 10 Travel routes, motorcade
- 11 Vehicles,
- 12 • advance
- 13 • principal
- 14 • follow-up (chase)

15

16 **POLICY**

17

18 The great mobility of politicians, business executives, celebrities, and foreign dignitaries to the

19 Hampton Roads-Peninsula area means that York County could be visited at almost any time by

20 dignitaries for whom there is a legitimate requirement to provide protection and/ or security. It is

21 essential that York-Poquoson Sheriff's Office personnel be prepared to provide dignitary

22 protective services in an efficient, competent, and professional manner.

23

24 **PURPOSE**

25

26 The purpose of this general order is to establish procedures outlining the performance of

27 dignitary protective services by members of the York-Poquoson Sheriff's Office.

28

29 **PROCEDURES**

- 30
- 31 • General
- 32 ○ All requests for dignitary protective services shall be directed to the Sheriff or his
- 33 designee, who will make an administrative decision as to the level and nature of
- 34 services to be provided.
- 35 ○ The Sheriff or his designee shall designate a single individual as the Protective
- 36 Services Detail Leader (PSD Leader).
- 37

- 38
- 39
- 40
- 41
- 42
- 43
- 44
- 45
- 46
- 47
- 48
- 49
- 50
- 51
- 52
- 53
- 54
- 55
- 56
- 57
- 58
- 59
- 60
- 61
- 62
- 63
- 64
- 65
- 66
- 67
- 68
- 69
- 70
- 71
- 72
- 73
- 74
- 75
- 76
- 77
- 78
- 79
- 80
- 81
- 82
- PSD Leader Responsibilities
 - The Sheriff’s Office PSD Leader shall coordinate all protective detail operations.
 - The Sheriff’s Office PSD Leader shall coordinate with the dignitary’s PSD Leader to determine all requirements regarding personnel and equipment needed such as:
 - Number of personnel needed,
 - Communications needs,
 - Vehicle requirements,
 - Body armor type to be used, and
 - Weapons to be carried or used by Sheriff’s Office personnel.
 - The Sheriff’s Office PSD Leader shall meet with the security advance person(s) or the dignitary’s personal security officer, and shall:
 - Prepare a written operations plan for the protective service operation,
 - Prepare a briefing for all Sheriff’s Office personnel participating in the protective service detail as well as Sheriff’s Office personnel who will be on duty while the protected dignitary is in York County or the City of Poquoson.
 - Detail Types
 - Dignitaries (principals) will generally fall into one of the three following types, which affect the level of required protection:
 - A quiet, private visit with limited or no public activity.
 - ❖ The visit requires little or no protection/security.
 - The principal is known by name or position, but not by actual physical appearance.
 - ❖ This visit may require limited security prior to the public appearance and more during and after the appearance.
 - The principal is readily recognizable.
 - ❖ When, traveling and making public appearances, full protection/security assistance is required.
 - Security considerations
 - Advance planning shall normally involve the dignitary’s security representative and the PSD Leader.
 - During the planning stages both must consider the following:
 - Principal’s itinerary and schedule,
 - Conflicts with other activities scheduled during the same period and their location,
 - Motorcade travel routes,
 - ❖ Plan and scout the quickest and safest motorcade travel routes, as well as alternative routing.
 - ❖ Identify possible hazardous locations and choke points.
 - ❖ Determine if there is any planned construction or maintenance on the travel route.

- 83
- 84
- 85
- 86
- 87
- 88
- 89
- 90
- 91
- 92
- 93
- 94
- 95
- 96
- 97
- 98
- 99
- 100
- 101
- 102
- 103
- 104
- 105
- 106
- 107
- 108
- 109
- 110
- 111
- 112
- 113
- 114
- 115
- 116
- 117
- 118
- 119
- 120
- 121
- 122
- 123
- 124
- 125
- 126
- 127
- Emergency "safe house" locations
 - ❖ Identify public buildings or other places where the principal could be taken in case of an emergency.
 - Medical considerations
 - ❖ Identify any medical needs, which might necessitate treatment or hospitalization.
 - ❖ Identify the availability of emergency medical services (EMS) personnel and equipment, and
 - ❖ The closest trauma center, cardiac center, operating room, and burn center.
 - Hotels and/or restaurants
 - ❖ Determine lodging and meal plans and needs.
 - ❖ Make recommendations based on security considerations.
 - Communications
 - ❖ If the dignitary has security personnel, communications arrangements may include the loan of Sheriff's Office frequency radios.
 - Physical inspection of buildings
 - ❖ Areas to be visited should be physically inspected to ensure familiarity with layouts, exits, stairways, etc.
 - Media representation
 - ❖ Determine media requirements/needs/arrangements.
 - Intelligence
 - ❖ Any information concerning possible sources of trouble or problems should be obtained.
 - ❖ Information as to threats received or persons who may cause potential problems should be identified.
 - Dignitary party composition
 - ❖ Information as to whom will be included in the dignitary's party,
 - ❖ Vehicles to be used to include license plate numbers,
 - ❖ Security arrangements normally used,
 - ❖ Security equipment, and
 - ❖ Identification devices normally available and used,
 - ❖ Names of contact personnel, and
 - ❖ Security personnel
 - Coordination of operations within the specific agency other outside agencies shall be performed.

- 128
- 129
- 130
- 131
- 132
- 133
- 134
- 135
- 136
- 137
- 138
- 139
- 140
- 141
- 142
- 143
- 144
- 145
- 146
- 147
- 148
- 149
- 150
- 151
- 152
- 153
- 154
- 155
- 156
- 157
- 158
- 159
- 160
- 161
- 162
- 163
- 164
- 165
- 166
- 167
- 168
- 169
- 170
- 171
- 172
- Basic Protection Principles
 - All personnel on duty during a dignitary visit shall:
 - Be made aware of the visit,
 - The general visit itinerary,
 - Travel routes to be used, and
 - Security plans.
 - Exact timing and precise security details may be restricted on a need-to-know basis.
 - Security will generally be at its highest level when the principal is either:
 - Moving either on foot or in a vehicle, or
 - When stationary during a public appearance.
 - It may be necessary to assist in the protection of the dignitary's residence, or lodging location and/or any party vehicles.
 - If traveling by motorcade, there will normally be a minimum of three vehicles:
 - Advance or lead vehicles,
 - The principal's vehicle, and
 - A follow-vehicle or chase-car.
 - ❖ These three vehicles should not be separated.
 - Other support vehicles may be present. These may include:
 - One or more counter surveillance vehicles,
 - A medical vehicle, and
 - An ERT vehicle.
 - Security protection plans and procedures should attempt to minimize the impact on the lifestyle of the dignitary.
 - Protection may be planned on a double ring concept, with:
 - The outer ring of security designed to limit access to the principal, and
 - The inner ring allows for personal contact with guests.
 - In the event of an emergency, the primary responsibility of PSD members is to:
 - Protect, and
 - Remove the principal from the scene.
 - Not to assist other law enforcement officers in quelling disturbances or apprehending perpetrators.
 - Personal Security Detail Selection
 - Sheriff's Office personnel assigned to security duties must be carefully selected for:
 - Mental calmness and stability,
 - Physical fitness,
 - Good hearing, and vision; and
 - All PSD members should have:
 - The same type of personal weapon, and

- 173 ▪ Ammunition,
- 174 ▪ Handcuffs,
- 175 ▪ Communications equipment,
- 176 ▪ Body armor, and
- 177 ▪ Should be identified by a common lapel pin or other device.
- 178
- 179 • PSD Personnel
 - 180 ○ Close-in security personnel shall remain near the principal, so that in one large step
 - 181 they can reach out and touch him/her.
 - 182 ▪ The principal should never be actually touched except as an emergency signal of
 - 183 impending danger, and the principal should not be "crowded".
 - 184
 - 185 ○ Radio traffic should be limited with no direct references to times or places unless part
 - 186 of the essential emergency traffic.
 - 187 ▪ During times when the principal is stationary, security personnel should focus
 - 188 attention both inward and outward to spot potential trouble.
 - 189
 - 190 ○ Dress of PSD members shall be consistent with the event.
 - 191 ○ Either appropriate civilian attire or uniform shall be worn.
 - 192 ▪ In civilian attire, all law enforcement equipment should be kept out of sight.
 - 193
 - 194 ○ Deputies assigned to stationary posts shall not leave those posts
 - 195 ▪ The PSD detail leader shall plan adequate relief of personnel.
 - 196
 - 197 ○ While assigned on post, unauthorized intrusions and deliveries shall not be
 - 198 authorized.
 - 199 ▪ Deputies shall be polite with the public but not allow any distracting
 - 200 conversations or release any confidential information.
 - 201 ▪ No special recognition should be given when the principal passes the post.
 - 202
 - 203 ○ During any principal foot movement, the PSD members shall form a protective
 - 204 formation around the principal.
 - 205 ▪ The exact shape shall be determined by the number of personnel assigned and the
 - 206 route to be followed.
 - 207 ❖ For tight security:
 - 208 ➤ Four persons are used, front and rear, and left and right, with the principal
 - 209 in the middle of the diamond formation.
 - 210 ➤ In case of an emergency, the four will collapse around the principal, and
 - 211 will bend the principal over toward the ground to reduce target size, and
 - 212 then immediately remove him/her from the area.
 - 213

ASSISTING OTHER PROTECTIVE SERVICE DETAILS

- 214
- 215
- 216 • In certain cases, Sheriff's Office personnel may be requested to assist other protective
- 217 service details.

- 218 ○ These requests may include:
- 219 ▪ Working a stationary security post,
- 220 ▪ Assisting with traffic control,
- 221 ▪ Driving a dignitary or support vehicle, and
- 222 ▪ Providing additional manpower for the actual protective detail.
- 223
- 224 ● United States Government Protective Service Details
- 225 ○ Protective service details are provided to the following U. S. Government principals:
- 226 ▪ United States President and Vice President of the United States
- 227 ❖ U.S. Secret Service
- 228
- 229 ▪ United States Cabinet Secretaries
- 230 ❖ Secretary of State
- 231 ➤ Diplomatic security service.
- 232
- 233 ❖ Secretary of the Treasury
- 234 ➤ United States Secret Service.
- 235
- 236 ❖ Secretary of Defense
- 237 ➤ Criminal Investigation Command.
- 238
- 239 ❖ Attorney General
- 240 ➤ FBI Dignitary Protection Division.
- 241
- 242 ❖ Secretary of Homeland Security
- 243 ➤ United States Secret Service.
- 244
- 245 ❖ All other United States Cabinet Secretaries
- 246 ➤ Protective Service Details from their respective departmental law
- 247 enforcement agencies.
- 248
- 249
- 250 ▪ Service Chiefs of the Armed Forces
- 251 ❖ Protective Service Details from their respective armed service.
- 252
- 253 ● State Government Protective Service Details
- 254 ○ Protective service details are provided to the following State Government principals:
- 255 ▪ Governor and Lieutenant Governor of Virginia
- 256 ❖ Virginia State Police
- 257
- 258 ● Foreign Government Protective Service Details
- 259 ○ Protective Service Details are provided to the following foreign government
- 260 principals:
- 261 ▪ Foreign Heads of State
- 262 ❖ United States Secret Service, and

- 263 ❖ The foreign Head of State’s protective service detail.
- 264
- 265 ▪ Other Foreign Government Dignitaries
- 266 ❖ U. S. State Department Diplomatic Security Service.
- 267 ➤ Depending on the Foreign Government Dignitary’s position, protective
- 268 service may, in coordination with the Diplomatic Security Service, be
- 269 provided by:
- 270 ✓ Security personnel from the dignitary countries Embassy, or
- 271 ✓ Embassy security personnel and State or Local law enforcement.
- 272

273 **AFTER ACTION REPORTS**

- 274
- 275 • After the protective service operation has been terminated, the PSD Leader shall complete
- 276 and submit an after action report to the Sheriff.
- 277 ○ The report shall describe:
- 278 ▪ The activities that occurred,
- 279 ❖ Routine,
- 280 ❖ Positive, and
- 281 ❖ Negative.
- 282
- 283 ▪ The resources utilized,
- 284 ▪ Problems noted, and
- 285 ▪ Shall list any recommendations for future operations.