

City of Virginia Beach Police Department

Dignitary/Executive Protection Field Guide



A Guide for Department Supervisors

- Virginia Beach Police Department plan for providing Dignitary/Executive Protection
- Virginia Beach Police Department procedures for planning, conducting and reviewing these operations

*This Field Guide is Prepared and Updated by the Virginia Beach
Police Department Special Operations,
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Purpose

Establish guidelines for Executive and Dignitary Protection. This may include government, military or political leaders whose presence may cause a need for increased police attention. This will likely involve co-operative efforts between the Virginia Beach Police Department and other government agencies.

Policy (CALEA 46.2.6)

Any executive protection detail that requires added protection of personnel while in this City shall be directed through and approved by the Commanding Officer, Special Operations. The SWAT Team will be responsible for coordinating and managing the event.

The SWAT Commander and the SWAT Team Leaders will brief with the requesting agency to determine the extent of the executive protection detail and the resources needed. These events may be handled exclusively by this Department or in conjunction with other agencies.

Command and Control

The SWAT Commander or his designee will be the Incident Commander for VBPD personnel. The Incident Commander will be responsible for logistics and communications between all agencies and approving the necessary resources during the event. The SWAT/Incident Commander may also be the agency representative if a joint command center is established.

The SWAT Team/Shift Leader (Sergeant) will be responsible for on-site supervision of VBPD personnel. This will include Principal (executive or dignitary to be protected) security, motorcade movements, route surveys, site surveys and other measures to insure a safe visit. If the event is small in nature, the Team Leader can assume the duties of the Incident Commander while on site.

If the executive protection detail is a joint operation with another agency, the supervisor of the requesting agency will be the Incident Commander unless they relinquish the responsibility to the Virginia Beach Police Department. The SWAT Commander and SWAT Team Leaders will work as liaisons with those agencies to support the mission.

Operations Planning

The SWAT Team/Shift Leaders will be responsible for the advance planning and intelligence gathering before the Principal arrives. This will involve meeting with the Principal's staff or a representative of the coordinating agency to obtain pertinent information and itineraries. Team Leaders will contact other law enforcement or government agencies as necessary to identify any possible threats or anticipated actions against the Principal or his group.

Route surveys will be conducted if the Principal is to be transported via police motorcade. Primary and alternate routes will be established. Check points will be identified for navigation purposes. Special consideration will be given to avoid passing hazardous areas. Safe houses and medical facilities will be identified in case of an emergency while transporting the Principal. These can be fire stations, police precincts, hospitals and other locations that the Team Leader deems sufficient enough to provide the security and medical care that may be needed. The Team Leader may divert to these locations if a situation exists during the transport. Alternate traffic routes may be used if there are unforeseen events occurring

along the primary route. The SWAT Team/Shift Leader will make the decision during the operation to divert based on the information received.

Site surveys will be done at each location that the Principal will be visiting. SWAT Team/Shift Leaders will assess the security measures in place and make recommendations to increase security during the visit. At least one safe room should be identified and secured while the Principal is on site. This room should provide protection against any threats that may emerge. An evacuation route out of the building to the motorcade will also be identified. The motorcade will be parked in a pre-determined location and ready to depart if an emergency arises. The drivers will stay with their vehicles with the engines running while the Principal is on site.

Communications are a vital part to the success of any mission. The Team Leader will secure a radio channel that will be used exclusively by the officers on this assignment. If outside agencies are also involved in this operation, arrangements will be made to communicate with them. This can be done through a joint command center or supplying the agent with a radio.

The resources needed will be identified and requested by the SWAT Team/Incident Commander. This may include transportation vehicles, officers on fixed posts, [REDACTED] helicopter support, EOD teams, K9 [REDACTED], special weapons, body armor for officer and the dignitary, traffic control, motorcycle escorts, and the like.

All personnel involved in an operation will brief with the SWAT supervisors and receive their individual assignments. Supervisors will insure everyone understands their responsibilities and are properly equipped to complete the mission.

All plans, specifics and itineraries of the principal and this detail shall be considered classified information. No member of this Department will release any information about this event unless authorized by a SWAT Team supervisor.

Operations Phase

If the protection detail is to be handled exclusively by our Department, the SWAT Team supervisors will obtain the necessary information to coordinate the event. This will include pre-planning the event and identifying resources as mentioned above.

[REDACTED]

Officers working fixed posts, traffic or outside security positions will be in Class 'A' uniform unless otherwise directed.

[REDACTED]

Joint Operations Phase

Requests for assistance by outside agencies may be for the protection of a federal, state or military dignitary. Virginia Beach Police Department assistance may be limited in nature or may include all aspects of the operation. The requesting agency will make the determination during the initial briefing with the SWAT/Incident Commander. The Commanding Officer, Special Operations will approve the finalized requests.

The agency representative should be involved with route and site surveys and will likely rely on local intelligence to formulate the operational plan. Transportation and communication issues should be resolved during the advance planning. This should be done [REDACTED] days prior to the Principal's arrival if possible.



After Action Review

All Virginia Beach Police Department officers involved in the event will debrief after the Principal has departed. The SWAT/Incident Commander will conduct a documented after action review in accordance with general order 13.01 (ICS/NIMS) documenting all pertinent information, operational plans and outcomes. This will be forwarded to the Commanding Officer, Special Operations for review and retention.