

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: V.I.P. Protection		CHAPTER/SECTION NO.: 35.4.1	
EFFECTIVE DATE: 11/22/09		REVIEW DATE:	
AMENDS/SUPERSEDES: 33.23-24		APPROVED: _____ Sheriff	
STANDARD NUMBER: 46.2.6			

35.4.1 Purpose

To establish procedures to aid in the planning, execution and review of incidents involving the protection of Very Important Persons (V.I.P.'s)within Weber County.

35.4.2 Rational

The Weber County Sheriff's Office is aware of the existence of persons, who by the nature of their positions, be they highly placed elected or appointed officials, famous or noteworthy persons, or notorious people, present additional risk and require additional security to ensure their safety.

35.4.3 Policy

It shall be the policy of the Sheriff's Office to provide an extra level of security for these Very Important Persons (V.I.P.'s), within the Sheriff's Office capabilities, when such persons are within the Sheriff's Office jurisdiction, or when an outside request is made and approved by the undersheriff.

This added level of protection for V.I.P.'s may be accomplished with the Sheriff's Office assisting other law enforcement agencies who are charged with the responsibility of protecting the V.I.P., or by the Sheriff's Office acting in an exclusive capacity.

The Sheriff's Office V.I.P. Protection Plan will contain provisions for the below-listed components and may vary from time-to-time depending upon

certain circumstances.

A. Responsibility For Supervision of Detail

1. The overall responsibility for the supervision or coordination of any V.I.P. Security Detail in which Sheriff's Office personnel are involved shall rest with the Weber Metro S.W.A.T. Commander, unless relieved by the Sheriff or designee.
2. The S.W.A.T. Commander may exercise direct control over the detail, functioning as a supervisor or coordinator with other agencies, or he/she may designate another Deputy of supervisory rank for that purpose.
3. Before the actual commencement of the detail, the S.W.A.T. Commander will arrange for briefing(s) and training for Sheriff's Office personnel to ensure that they:
 - a. Know the logistics of the detail,
 - b. Know their respective roles and what is expected of them,
 - c. Know the potential risks involved, if any,
 - d. Know routes of travel and/or alternate routes of travel,
 - e. Know locations of identified " safe areas " during transit
 - f. Know who is in-charge of the detail, and
 - g. Know to refer all media inquiries about the detail to the person in-charge or Sheriff's Office PIO.
4. The S.W.A.T. Commander (or his/her designee) will also meet with the other law enforcement agencies that may be involved (as often as necessary) to implement planning activities and to ensure coordination.

- a. In the event the Sheriff's Office is assigned the role of providing back-up assistance to a state or federal law enforcement agency that normally provides security for a V.I.P. traveling in the County, the S.W.A.T. Commander (or designee) will retain command of, and responsibility for, Sheriff's Office personnel.

B. Equipment Requirements

1. During planning activities and briefings, the S.W.A.T. Commander or designee in charge of a V.I.P. detail will ensure that deputies assigned to the detail are properly equipped to carry-out their assigned task(s).
2. Prior to the deployment of Sheriff's Office equipment and personnel, an inspection will be conducted by the S.W.A.T. Commander or designee at the pre-detail briefing to ensure the following:
 - a. That a sufficient number of police vehicles (marked, unmarked, motorcycles) are present to handle the detail, an escort, and/or transportation needs of the V.I.P.,
 - b. That any specialized vehicles (such as a vehicle equipped for surveillance purposes and/or four-wheel drive vehicles) are in-place and their operators have been informed of their roles,
 - c. That each Deputy is equipped with, at a minimum, a Sheriff's Office firearm, body armor and a portable radio,
 - i. Deputies from the Sheriff's Office should be appropriately

armed with the Sheriff's Office-issued lethal and or less-lethal weapons appropriate for the assignment.

- d. That deputies are equipped with high-visibility clothing with which to wear while directing traffic.
3. During planning activities, the S.W.A.T. Commander or designee will discuss with any law enforcement agency that usually accompanies a particular V.I.P. the need for the Sheriff's Office to acquire any specialized equipment.

C. Planning and Reconnoitering Travel Routes

1. When advanced word of a V.I.P. visit is received, the S.W.A.T. Commander or designee will plan or assist with the planning and inspection of travel routes (primary and alternate) through the County.
2. In the event the V.I.P. detail will be handled exclusively by the Sheriff's Office, the travel route will be planned and inspected, taking the following into consideration:
 - a. The size of the motorcade or procession,
 - b. Starting and ending points,
 - c. Purpose and intent of the V.I.P.'s visit,
 - d. If (and the number of) deputies are needed to be positioned strategically along the route,
 - e. If (and the number of) deputies are needed to block intersections, driveways, exit ramps to allow uninterrupted passage of the

motorcade,

- f. The designation of at least two(2) alternate routes of travel in the event of a traffic accident or other situation beyond the Sheriff's Office control that makes use of the primary route impractical or poses a threat to the V.I.P.,
 - g. The location of " safe areas " (such as police departments) that may be used to shelter the V.I.P. in the event of an attack while in transit.
 - h. If the V.I.P. will be arriving by helicopter, and at what location; so that appropriate precautions can be established i.e. a well-defined and marked landing zone, fire apparatus on stand-by near the landing zone, sufficient number of deputies to secure the landing zone, crowd control at the landing zone, and,
 - i. The assignment of personnel to the V.I.P. to provide security if the V.I.P. will be temporarily staying at a hotel/facility in the County.
- 3. Deputies involved in the motorcade/ procession will be briefed as much in advance as possible regarding the primary and alternate routes so that they are knowledgeable of them.
 - 4. The S.W.A.T. Commander, as necessary and appropriate, may arrange for a rehearsal of the procession for purposes which may include, but are not limited to:
 - a. Ensuring that deputies are thoroughly familiar with the primary and alternate routes,

- b. Timing the procession from its beginning point to its destination,
 - c. Gauging the volume of traffic that normally uses the primary and alternates routes during the time frame the procession will be in the area.
5. If the objective of the procession/ motorcade through the County is expeditious travel, the S.W.A.T. Commander (or designee) will consider:
- a. Consulting and coordinating with the Weber County and/or Utah State Traffic Engineers for purposes of manipulating or changing traffic signals and/or signs to lengthen or shorten signal cycles, or re-direct traffic patterns.
 - b. Consulting and coordinating with the County Commissioner's Office and the County's Traffic Engineer for purposes of having temporary "No Parking" signs posted, and
 - c. Consulting and coordinating with the County's Public Works Department, County Roads, and/or State Department of Transportation for the purpose of having barricades erected on roadways under their respective jurisdiction.
6. The S.W.A.T. Commander or designee will ensure that WACDC is notified of any and all roadways that will be closed and for what length of time.
7. When roadways can be re-opened, the S.W.A.T. Commander (or designee) will ensure that the re-opening is done systematically.

D. Advance Inspection of Sites and Facilities

1. In most cases where the Sheriff's Office assists another agency with protection of a V.I.P., the primary agency will provide personnel and technical experts for the advance inspection of sites and facilities.
2. In cases where the Sheriff's Office will have the primary responsibility for the protection of the V.I.P., the S.W.A.T. Commander (or designee) will ensure that any facilities that the V.I.P. will enter/utilize is/are inspected as necessary, prior to the V.I.P.'s arrival.
3. If available, floor plans of the facility(s) that the V.I.P. will enter/utilize will be obtained and studied so that a systematic inspection can be arranged and to familiarize personnel involved with the detail of the facility(s).
4. If a floor plan is not available, the S.W.A.T. Commander (or designee) will designate a Deputy to prepare a diagram to show, at a minimum, entrances and exits, windows, storage areas, hidden areas, and the relative position of the V.I.P.
5. The facility(s) will be inspected for the first time as soon as it/they have been designated during formulation of the V.I.P.'s itinerary, and
6. The second/last occasion will be just prior to the V.I.P.'s arrival at the facility(s).
7. Personnel assigned to provide security at a facility in which a V.I.P. will be staying will be provided with a copy of the facility's floor plan or diagram that we have drawn.
8. Depending on the nature of the V.I.P.'s

visit, the identity of the V.I.P., and any other factors, the inspection of facility(s) may be a visual search of the area for unauthorized persons or devices or a more technically-oriented search for potential hazards from agencies that will include, and may not be limited to:

- a. Weber County PSD unit,
- b. Weber Fire District and/or State Fire Marshall's Office.
- c. Davis / Weber County EOD, HAFB EOD

E. Intelligence-Gathering Information

1. Sheriff's Office members (sworn and non-sworn) are aware that intelligence gathering is an on-going function of the Sheriff's Office and members at all levels are involved.
2. When a member of the Sheriff's Office learns of any information regarding a potential threat to a V.I.P., the Sheriff's Office member shall inform the S.W.A.T. Commander immediately and said information will be immediately forwarded to the agency primarily responsible for the safety of the V.I.P.
3. If the Sheriff's Office will be responsible for the safety and protection of the V.I.P. to which the information pertains, the S.W.A.T. Commander will:
 - a. Ensure that the V.I.P. is immediately made aware of the information,
 - b. If necessary, request appropriate assistance from any other law enforcement agency to ensure the V.I.P.'s safety and security,
 - c. Provide the assisting law enforcement agencies with the

information, and

- d. Provide the information to Sheriff's Office personnel assigned to the detail, and assign more Sheriff's Office personnel, as appropriate.
4. As an integral part of this plan, the SWAT Commander (or designee) may assign Sheriff's Office personnel for the specific purpose of gathering intelligence information in order to:
 - a. Ensure the safety and security of the V.I.P.,
 - b. Ensure the safety and security of Sheriff's Office personnel involved in the detail,
 - c. Ensure the security of the facility(s) that the V.I.P. will be utilizing/visiting.
 5. Copies of intelligence information gathered by this Sheriff's Office will be maintained in accordance with chapter 37.

F. Coordination of the Operation

1. Besides ensuring the safety and security of the V.I.P., the most important part of this plan is the coordination of all personnel involved to see that the detail runs smoothly and as planned.
2. The Sheriff's Office shall cooperate with other agencies that provide protection to V.I.P.'s and shall coordinate operations with these agencies to carry-out the provisions of this plan and/or the other agency's plan.
3. The S.W.A.T. Commander (or designee) will be responsible for coordinating the

Sheriff's Office efforts with other agencies and within this Sheriff's Office to ensure an effective and efficient operation.

4. When the protection of a V.I.P. falls under the jurisdiction of a bona-fide law enforcement agency or the military, that agency will have the primary responsibility for the V.I.P.'s safety, provided they have jurisdiction within the County. Such agencies include, and may not be limited to:
 - a. United States Secret Service,
 - b. United States Marshall's Service,
 - c. Naval Investigative Service,
 - d. Air Force Investigative Service,
 - e. Army Criminal Investigation Division,
 - f. Executive Protection Division of the Utah State Police.
5. In situations involving concurrent jurisdiction, the Sheriff's Office will coordinate efforts with other law enforcement agencies as appropriate.
6. Copies of floor plans, situational maps, operational checklists, street directories, and intelligence information will be made available, as warranted, to Sheriff's Office personnel and to other agencies that will be involved in order to facilitate a safe and efficient operation.
7. Command and control of the detail will be in accordance with this policy and all personnel involved will be made aware of the detail's chain-of-command.

G. Identifying Emergency Medical Service Providers

1. All personnel participating in the V.I.P. operation/detail will be made aware of the location of any emergency

medical service facilities that may be utilized during the operation.

2. If necessary, potential emergency medical care providers will be contacted as much in advance as possible to:
 - a. Inform them of a V.I.P.'s pending visit,
 - b. Involve them with coordination of the visit,
 - c. Ascertain their capabilities and limitations,
 - d. Have them establish an "emergency first aid station," as necessary, in close proximity to the V.I.P., and
 - e. Study the feasibility of having a fully-staffed Advanced Life Support ambulance assigned to the detail.
3. Situational maps, which will be provided to personnel involved in the detail, will indicate the locations of:
 - a. The nearest first-aid station,
 - b. The nearest ambulance, if it is not located at the first-aid station, and
 - c. The closest hospital/s (which in all probability will be McKay Dee or Ogden Regional Hospitals).
4. If deemed beneficial a representative(s) from area hospitals may be invited to participate in briefings prior to the V.I.P.'s arrival, especially if the V.I.P. has a particular health problem of which the Sheriff's Office is made aware.

H. Communications

1. When the Sheriff's Office is involved in

a V.I.P. operation, the S.W.A.T. Commander (or designee) will ensure that each Deputy involved in the detail is equipped with a portable radio.

2. During briefings held prior to the V.I.P.'s arrival, all personnel will be informed of the radio channel that will be utilized for the operation.
3. Each Deputy assigned to the operation will ensure that his/her radio is functioning properly and is equipped with the designated channel.
4. WACDC will be informed of the operation by land-line and an alternate channel will be requested in order to avoid disruption of communications.
5. If a law enforcement agency is providing primary responsibility for the V.I.P. and their representative requests access to Sheriff's Office communications, it will be provided in the form of equipment or a Deputy will be assigned to act as a communications liaison.
6. In order to alleviate confusion between operation participants, communications will be discussed at briefings to inform them that the posture of this Sheriff's Office is to use clear speech/plain English, unless circumstances dictate the use of 10-code for safety reasons.

I. Identification by Designation

1. If the Sheriff's Office has the primary responsibility for the protection of the V.I.P., the S.W.A.T. Commander (or designee) will decide on the appropriate forms of identification or indicator signals to be utilized by Sheriff's Office members if said members are not in uniform.
2. If the Sheriff's Office assists in an

operation where visual indicators (like lapel pins, or visual signals) are used by the primary agency, the S.W.A.T. Commander will coordinate the Sheriff's Office role with the primary agency to determine what indicators will be used and what they denote.

3. No Deputy who is unable to comprehend or recall the visual indicators will be utilized in the operation.
4. If deputies from this Sheriff's Office will be utilized in a non-uniformed role, the S.W.A.T. Commander will coordinate with the primary agency to ensure that those deputies are provided with the correct visual indicators that correspond with their function.

J. Evaluation/Critique at Conclusion of Operation

1. Within a reasonable period of time after the operation, the Operations Bureau Commander will convene a briefing for the purpose of an evaluation/critique of the overall operation.
2. Members of any other agency which participated will also be invited to the de-briefing to provide input, discuss problems, and to discuss the aspects of the operation.