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**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 8-7 [CALEA 46.2.6]**

VIP SECURITY

SUBJECT: VIP Security

PURPOSE: To provide a procedure to be followed in providing security and protection for VIPs or dignitaries visiting the University.

POLICY: The California State University, Fullerton Police Department will assist outside agencies & coordinate security and protection for any VIPs or dignitaries that visit the campus. It shall be the policy of this Department to train officers in dignitary protection that ensures the safety of anyone so designated.

PROCEDURE:

I. General

- A. The Department will coordinate security measures with the primary protection detail that has primary responsibility for the protection and security of the individual(s) visiting.

II. Responsibilities

- A. Command Staff or designee is responsible for pre-planning of VIP/dignitary visits to the University including:
1. Coordinating activities with the appropriate security agencies.
 2. Holding advance site meetings with all involved agencies.
 3. Coordinating planning and staffing requirements with other departments.
- B. The Command Staff or designee is responsible for of the VIP/Dignitary security detail.
1. Designating a supervisor or coordinator for every security detail.
 2. Determining equipment needs for assigned personnel.
- C. Command Staff or designee will be responsible for the following:
1. Consulting local, state and federal intelligence agencies for known or suspected personalities residing in the area who might pose a threat to the VIP/dignitary.
 2. Coordinating VIP/dignitary itinerary with other adjacent law enforcement that might be affected.
 3. Coordinating with the Department that is the host of the VIP/dignitary.
 4. Planning with C.H.P., if applicable, or other external agency, primary and alternate travel routes.
 5. Inspecting buildings and concealment sites along the motorcade route and at the destination prior to the VIP/dignitary arrival.
 6. Coordinating with the fire department for fire/rescue services & medical response.

7. Designating a hospital as primary emergency medical receiving point.
 8. Briefing the Chief of Police and appropriate Command Staff on the operation throughout the initial planning stages.
- D. The appropriate Command Staff or designee will be responsible for the following:
1. Making staff assignments and briefing all involved individuals.
 2. Assuring that all Officers assigned to VIP/dignitary duty are properly equipped with radios, and other equipment that may be needed.
 3. Assuring that Officers placed at strategic points (buildings, etc.) will be equipped properly.
 4. Coordinating special vehicle requirements with the VIP/dignitary escort agency in sufficient time prior to arrival, if the need exists.
 5. Assuring that body armor is made available to all VIP's as suggested.
- III. Additional Considerations
- A. Communications
1. All Department personnel assigned to plainclothes duty should be equipped with portable radios and ear listening and transmitting devices.
 2. Outside agencies involved, e.g. U.S. Secret Service, and Department of State, may utilize the EOC as a joint communications center.
 3. Coordination between and the outside agencies and the University Police Department Communications Center should also be established.
- B. Identification of Security Detail
1. Plainclothes officers should use some form of identification attached to their outermost garment, such as a lapel pin, and will have their identification card readily available, if applicable to each individual event.
 - 2.
 3. Uniformed officers will wear a badge on their outer-most garment and will have their identification card readily available as well.
 4. The University Police detail coordinator will ensure that members of the Department, outside agencies and VIPs are informed of the type of identification that will be used by security personnel during the visit.
- C. Requests for Special Assistance – The need for K-9, bomb search or other required services will be coordinated through the Command Staff or designee.

REVIEWED BY:
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APPROVED:



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