



# SPECIAL OPERATIONS/ V.I.P. SECURITY

**General Order Number: 42.0**

**Effective Date: February 8, 2017**

**POLICY:** On occasion, private citizens as well as businesses within the Town of Brookline host events that are attended by dignitaries and VIPs which can present added security and public safety challenges. In order to ensure the safety of these high-profile individuals, as well as officer safety and the safety of all of those involved, it is critical that these events be managed with early planning, clear leadership, and a comprehensive operational plan. It is the policy of this Department to actively participate in multi-agency operational planning for the entirety of the event (before, during, and after), that incorporates the needs and response efforts of all participating agencies, in order to help facilitate a successful event.

## **I. VIP SECURITY**

- A. The Deputy Superintendent – Detective Division shall be responsible for coordinating the security of a V.I.P. visiting the Town of Brookline. The Detective Lieutenant – Intelligence shall complete a written operational plan to include, but not limited to: information about the V.I.P., individual post assignments, uniform(s) to be worn, radio frequency, and extra equipment to have available, motorcade routes, the itinerary and other expectations. Copies should be given out on a need-to-know basis. The operational plan should be considered confidential.
- B. Equipment considerations are, but not limited to, vehicles for transportation and surveillance, body armor for the assigned officers, radios compatible with assisting agencies, special weapons and other police equipment.
- C. Personnel considerations include the deployment of the Department's Special Response Team, Patrol Bicycle Unit, Motorcycle Unit, Identification Unit or any other specially trained personnel.
- D. All travel routes used by the motorcade shall be selected after being inspected, evaluated, and approved for safe and unobstructed travel. A minimum of one alternate route will be selected in case of an emergency or for other reasons. All involved personnel should be aware of the primary and alternate routes.
- E. The coordinator will conduct a thorough assessment of the security level necessary for the visit. Considerations should be given as to the popularity of the V.I.P., controversial issues surrounding the V.I.P., the number of officers and other outside resources requested. Efforts should be made to identify persons or groups that pose a threat to the protectorate. Individual profiles should be compiled which include the physical

descriptions, photographs, group characteristics, and a general appraisal of the threat that the person or group poses. One detective shall be assigned as the Intelligence Officer. All sites and facilities to be visited shall be inspected and evaluated looking for intelligence that might cause a security breach. As a result of the site inspection, an emergency extraction plan should be formulated. As the situation dictates, special explosive-device-trained personnel from an outside agency may be requested to inspect the site for explosives.

- F. Should the visit require the assistance of outside agencies, the Deputy Superintendent-Detective Division or his/her designee should have prior meetings with those agencies to discuss logistics, available personnel, and that agency's role in the operation. Supervisors within the Department should have assigned to them the amount of officers necessary to perform specified tasks. All officers involved should be fully briefed on the operational plan prior to the event.
- G. The Brookline Fire Department and EMS should be notified, if necessary, to stand by for medical emergencies.
- H. The supervising officer should ensure that all officers involved have radio communications on the same frequency. The working condition of the radios should be tested well in advance of the event.
- I. The operational plan is to be supplied to members of the command staff and to be maintained by the Chief of Police or his/her designee for future reference.

## **II. SPECIAL EVENTS:**

- A. The Deputy Superintendent-Traffic Division will be responsible for the planning and coordinating of all planned special events occurring within the Town of Brookline, unless otherwise directed by the Chief of Police.
- B. The Commanding Officer-Traffic Division is responsible for a special event and shall prepare a written operation plan to include:
  - 1. An estimate of any traffic, crowd, or crime problems expected;
  - 2. A contingency plan for traffic direction and control, if needed, to include:
    - a. Ingress and egress of vehicles and pedestrians;
    - b. Parking;
    - c. Spectator control;
    - d. Public transportation;
    - e. Relief of assigned officers;
    - f. News media;
    - g. Alternate or temporary traffic routes and controls and;
    - h. Emergency vehicle access.

- C. Use of any specialized division personnel if needed to include, but not limited to, the use of the Community Service Division, Detective Division, and emergency medical personnel.
- D. Logistical requirements of the event such as:
  - 1. Street closings,
  - 2. Detours,
  - 3. Staging areas if necessary.
- E. Coordination inside and outside the agency; such as coordinating with the DPW, Fire, Emergency Medical Services and other law enforcement agencies if needed.
- F. Preparation of an after-action report to be supplied to members of the organization that will benefit from the critique and to be maintained by the Chief of Police or his/her designee for future reference. The Report should include, but not limited to:
  - 1. Estimate of the crowd,
  - 2. Any traffic congestion,
  - 3. Personnel and resources required,
  - 4. Any disorderly conduct problems, any protesters, etc.,
  - 5. Recommendations for future events of a similar nature.