

I. PURPOSE

To establish a procedure relating to the provision of VIP security services when requested from the Sheriff's Office.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office to establish a policy that provides appropriately trained staff to assist the Fairfax County Police Department as needed in the provision of VIP security. Through properly trained and equipped deputies, the Sheriff's Office will assist the Police Department in the protection of life and property during VIP escorts.

III. PROCEDURE

A. General:

1. Any request for additional security services for VIP visitors will be directed to the Sheriff who will decide the level of participation needed from the Sheriff's Office staff.
2. The Sheriff will designate an individual as supervisor and coordinator of the given security detail. This duty will normally be assigned to the Chief of Court Security who provides security for Judges and Magistrates during local area transports. He / She will work in partnership with the Chief of Confinement in establishing an appropriately trained team of deputies for assignment.
3. The Sheriff and his coordinator will meet with the Police Department and the advance party/VIP security representatives to prepare necessary plans for the provision of services and a delineation of specific responsibilities.
4. VIP designations for levels of security required will be determined by the Police Department and confirmed with the Sheriff's coordinator.

B. Security Considerations

Advanced planning, normally involving the Police Department Coordinator, a representative from the VIP security team and the Sheriff's Office Coordinator will meet to consider the following:

1. VIP itinerary and schedule of activity - look for conflicts with other heavily attended activities during the same period.
2. Travel routes - plan and reconnoiter the quickest and safest routes, as well as alternate routing. Identify possible hazardous locations. Determine if there are any planned construction or maintenance activities along the routes.
3. Discuss safe locations - identify public buildings and other places where VIP's can be taken in case of an emergency.
4. Ensure that medical needs are identified which might require treatment/ hospitalization/ availability/ medication or emergency service personnel and equipment.

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 524
SUBJECT: VIP SECURITY**

5. Hotels/ Restaurants - determine any plans, needs and coordinate recommendations based on security considerations.
6. Communications - if VIP has security personnel, communications arrangements must be coordinated precisely among the participating agencies to ensure uninterrupted communication.
7. Inspection of buildings - areas to be frequented by the VIP must be physically inspected to ensure familiarity with layouts, exits, stairwells, hallways, etc.
8. Media - media coverage should be determined well ahead and any arrangements made in agreement by all parties with security coverage a primary concern.
9. Intelligence - Any information concerning possible trouble spots should be obtained. Information concerning any threats received or persons who could be potential problems should be obtained and provided to all security team members.
10. VIP Party Make-up - Complete information as to who will be included in the VIP party, vehicles to be used, security arrangements normally used, security equipment and identification devices normally available/used must be obtained or planned. Any names of contact personnel, security staff and license numbers are essential.
11. Explicit coordination of the operation within the participating groups and agencies is required.
12. Equipment - requirements will be determined and coordinated between agencies regarding equipment needed such as vehicles, body armor, weapons, etc. for both security personnel and the VIP party members.

C. Basic Protection Principles

1. All personnel on duty during a VIP visit should be made aware of the visit, general visit itinerary and security plans. Specific details and exact timing may be restricted on a need to know basis.
2. Security will generally be tightest when the VIP is moving either on foot or when stationary during a public appearance. This may require protecting the VIP's residence location and any party vehicles.
3. When coordinating with the VIP's security personnel and the Fairfax County Police, impact on the personal lifestyle of the VIP should be minimized as much as possible preserving the personal bodyguard security procedures. Security may be planned on a double ring concept. The outer ring limits access to the VIP and the inner ring prevents/limits any personal contact.
4. In the event of an emergency, the duty of the personal bodyguard is to protect and remove the VIP from danger not to assist with quelling the disturbance or apprehending the perpetrator(s).
5. Officers selected for this assignment must have a class 'A' physical rating. All should be assigned and proficient in the use of the same type weapon, ammunition, handcuffs, communications equipment and security identifier.

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 524
SUBJECT: VIP SECURITY**

Everyone should be equipped with body armor.

6. Close in security personnel should remain near enough to the VIP so that in one large step they can reach out and touch the VIP. The VIP should never however be touched except as an emergency signal of impending danger. Radio traffic should not include any specific references to time or place unless it is part of the essential emergency radio traffic. When the VIP is stationary, security personnel should focus all attention outward in order to spot potential trouble.
7. Dress and attire for the security staff will be consistent with the event and uniform among the agencies involved. When in civilian attire, all Sheriff's Office equipment shall be kept out of sight.
8. Staff assigned to stationary posts shall not leave those posts unless properly relieved by an authorized replacement. The designated supervisor will ensure there is adequate and appropriately trained relief staff. There will be no unauthorized intrusions or personal messages/deliveries on post. Officers shall be polite to the public but, will not allow any distracting conversations. There will be no acknowledgment or recognition given when the VIP passes the post area.
9. During VIP ground/foot movement, the security/body guards form a protective formation around the VIP. Tight security is achieved with no less than four staff persons. If an emergency arises, the team will collapse around the VIP and follow the procedures agreed upon to reduce the VIP target size and immediately remove from the area. Any weapons or assailants will be attacked and smothered by other security personnel.

D. After Action Reporting

After the mission has been completed, the security supervisor will submit a detailed written report to the Sheriff describing the activities, resources utilized, any problems noted, and providing any recommendations for future assignments.

E. Escort Services

Unless directed by the security supervisor, only marked vehicles will be used for escort services. Escorts for civilian vehicles will be conducted in compliance with all applicable traffic laws. In the case of escorts during medical emergencies, PSCC should be notified immediately in order to make a medical assessment of the situation, and to notify the hospital of you're pending arrival.



**STACEY A. KINCAID
SHERIFF**

**01/01/00
DATE APPROVED**

**10/04/99
EFFECTIVE DATE**