


FORT SMITH POLICE DEPARTMENT

POLICIES AND PROCEDURES

SUBJECT	Dignitary Protection		
NUMBER	1102.26	EFFECTIVE DATE	March 1, 2002
SCHEDULED REVIEW DATE	Annually beginning January 1	ISSUE DATE	March 1, 2002
DATE REVIEWED	December 29, 2025	REVISION DATE	April 21, 2025
APPROVED BY		CALEA STANDARDS	

I. Purpose and Scope

- A. The purpose of this policy is to establish guidelines for the Fort Smith Police Department to follow when providing protection and safety to dignitaries, and to facilitate the movement of dignitaries during visits to the City of Fort Smith. This policy shall apply to all sworn personnel.

II. Policy

- A. It shall be the policy of the Fort Smith Police Department to make all reasonable efforts necessary to provide for the protection of person(s) designated as dignitaries that may visit the City of Fort Smith. The Police Department shall also, at the request of an outside agency, coordinate its efforts to provide assistance in the protection of any person(s) designated as a dignitary.
- B. Person(s) eligible for dignitary protection shall be as follows:
1. Those persons eligible for and currently receiving dignitary protection from the United States Secret Service;
 2. Those persons eligible for and currently receiving dignitary protection from the United States State Department, Division of Diplomatic Security; and
 3. Those persons so designated by the Chief of Police.

III. Procedure

- A. The Patrol Special Operations Division Commander shall have responsibility for the coordination of dignitary protection for the Fort Smith Police Department. These details will normally be assigned to the Patrol Special Operations Division for coordination and staffing. Fort Smith Police Department employees receiving requests for a protective detail shall direct the request to the Special Operations Division Captain for follow-up. He or she in turn forwards the request to the Chief of Police.

Page 1 of 2	Effective Date: March 1, 2002
Subject: Dignitary Protection	Number: 1102.26

- B. During protective operations, Fort Smith Police Department personnel are to carry their departmentally issued sidearm. The Patrol Field Operations Captain and the Patrol Special Operations Captain, or their designee, shall decide what other equipment is needed to complete the mission. Things to be considered should include, but not be limited to a consideration of vehicles to be utilized, body armor for the dignitary, officers assigned to the dignitary for security purposes, and additional weapons for the officers involved in the detail.
- C. If the Fort Smith Police Department is the primary agency providing protection for the dignitary, the Patrol Special Operations Captain, or their designee, shall have the responsibility for planning and reconnoitering travel routes and alternatives. If assistance is being provided to another agency in the protection of a dignitary, the Patrol Special Operations Captain, or their designee, will coordinate with and assist the primary agency in reconnoitering the primary and alternate routes to be used, as requested.
- D. If the Fort Smith Police Department is the primary agency providing protection for the dignitary, the Patrol Special Operations Captain, or their designee, will ensure that an advance inspection of the sites and routes is completed to gather intelligence and evaluate the site(s). If assistance is being provided to another agency in the protection of a dignitary, the Patrol Special Operations Captain, or their designee, shall coordinate with the primary agency to obtain and distribute intelligence information pertinent to the dignitary's visit.
- E. The Patrol Special Operations Captain, or their designee, will coordinate with and notify the designated ambulance and medical facilities prior to the dignitary's visit and coordinate and finalize the motorcade route to the medical facility of the dignitary's choice. In case of a medical emergency, the security detail will direct the motorcade to a prearranged emergency medical facility.
- F. To serve the needs of the officers and support agencies throughout the course of the detail, all communications pertaining to the detail will be carried out on a separate, designated radio frequency. The Patrol Special Operations Captain, or their designee, shall be responsible for coordinating this portion of the detail with the Communications Unit.
- G. All persons having access to the dignitary must have an item of identification such as a lapel pin or sticker. The Patrol Special Operations Captain, or their designee, shall coordinate with outside agencies to provide some method of identification of those involved in the security detail. Security team officers shall stop anyone not displaying the item of identification before allowing them any contact with the dignitary.

Page 2 of 2	Effective Date: March 1, 2002
Subject: Dignitary Protection	Number: 1102.26