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|  | <b>STANDARD OPERATING PROCEDURE</b><br><small>State Form 39870 (R/S-06)</small> | Reference Number<br><b>ENF-028</b>     |
|   | Subject<br><b>Classified Materials – Assistance (Security DCS)</b>              |  |
|   | Special Instructions<br>Replaces ENF-058 dated January 1, 2012                  | Effective Date<br><b>March 1, 2015</b> |

## **I. PURPOSE**

Establish guidelines for Department assistance at incidents involving the Defense Courier Service (DCS).

## **II. POLICY**

The Department shall assist the Defense Courier Service in the preservation and protection of shipments of classified materials transported upon the highways when such shipments have been interrupted by an unplanned event or attack.

## **III. PROCEDURE**

A. Defense Courier Service (DCS) shipments are classified materials, thus requiring special handling. The materials do not bear classified markings and do not contain radioactive materials.

B. DCS vehicles will be Government sedans with a Government “GSA” plate.

C. A DCS courier will always have in their possession a DCS identification (ID) card. The ID card will be of United States Government issue, bearing a photograph and a physical description of the courier. The couriers will not be armed during transport of classified shipments.

D. When the Department receives a request for assistance from a courier service involving a shipment of classified materials the applicable district shall immediately dispatch the nearest available officer to the scene. If the courier is incapacitated, there will be a placard somewhere in the cab of the vehicle with proper instructions. The responding officer shall:

1. Secure the scene, preventing access by unauthorized persons; and
2. Contact the appropriate district outlining the reason for the delay and other pertinent information needed for notification of the necessary federal agency;

E. The district shall notify the nearest military installation or FBI office and Operations and forward all pertinent information relative to the delay of the classified materials shipment.

Emergency Defense Courier Service numbers:

1. First call (Monday through Friday only) to DCS Operations: 502-413-4694

2. Second call (24 hours a day seven days a week):

a. Normal duty hours: 612-229-1739

b. After hours: 618-219-6002

F. In situations where unauthorized individuals are exposed to classified materials Department enforcement personnel may request the individual allow the defense courier time to debrief them and request they sign-off on an Inadvertent Discloser Agreement.

G. DCS couriers are subject to the same enforcement procedures as defined in ENF-022.

H. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.