

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870(R/S-06)</small>	Reference Number <b>ENF-033</b>
	Subject <b>Executive Protection Section</b>	
	Special Instructions Replaces ENF-020 dated January 1, 2012	Effective Date <b>March 1, 2015</b>

**I. PURPOSE**

Establish guidelines for providing protection and transportation for the Governor and other persons, as required or requested by the Governor and approved by the Superintendent.

**II. POLICY**

The Department shall provide security for the Governor, the Governor’s spouse, the first family, and other person(s) designated by the Governor. Department personnel shall attempt to provide any assistance requested by the Executive Protection Section (E.P.S.) Commander and/or other Executive Protection Section personnel as approved by the Superintendent.

**III. PROCEDURES**

A. Investigations of any threat or incident of violence against a person(s) being protected by the Executive Protection Section shall follow procedures outlined in INV-009.

B. The E.P.S. is responsible for, but not limited to, providing the following services for the Governor, the Governor’s spouse, the first family, their property, or any person, as requested by the Governor:

1. Providing personal protection and security;
2. Scheduling, arranging, and/or providing transportation;
3. Providing security for:
  - a. Travel to/from and at all sites the Governor and/or the Governor’s spouse are visiting, and
  - b. Any security related detail, as requested by the Governor or reasonable request by the Governor’s spouse.
4. Coordinating with other police agencies for in-state and out-of-state visits; and
5. Initiating service and/or repair on the Governor’s/spouse’s official vehicle, as needed.

C. The Superintendent shall assign an Executive Protection Section Commander.

D. The E.P.S. Commander shall be responsible for, but not limited to:

1. Obtaining and providing transportation and security;

2. Planning and reconnaissance of primary and alternative travel routes;
3. Utilizing a schedule that provides maximum protection for protected persons.
4. Obtaining required personnel to provide adequate security during the transportation to and from each site and facility as required or requested;
5. Coordinating advance security inspections of sites and facilities to be visited;
6. Having knowledge of EMS availability and location of medical facilities applicable to a site, facility, or route of travel;
7. Gathering intelligence information from all affected districts;
8. Contacting and providing required information to affected local, state, and federal agency officials;
9. Obtaining and providing designated identification for the personnel assigned to any governor or VIP protection detail.

E. All personnel assigned to a protection detail shall:

1. Be at their assigned locations as requested by the E.P.S. detail commander;
2. Maintain radio and/or telephone contact with the applicable regional dispatch center, command center, and other assigned personnel; and

**3. Shall refrain from disseminating confidential information or information not disclosable to the public, relating to official duties and responsibilities, without authorization.**

F. A cellular telephone shall be readily available to all personnel providing transportation for the Governor and Governor's spouse, both collectively and individually.

G. Special training requests for personnel assigned to the Executive Protection Section shall be submitted, through channels, to the Training Section for appropriate processing;

H. During an extended absence of any member of the Executive Protection Section (e.g., vacation, training schools, illness) another ISP officer shall be assigned by TDY to the Executive Protection Section by the Superintendent.

#### **IV. CAPITOL POLICE SECTION**

A. Capitol Police Section (CPS) while performing normally assigned duties shall assist the EPS by:

1. Providing security to the State Capitol Building (including the Governor's office) and the Government Complex Campus to include responding to various alarms at these locations;
2. Screening all available US Mail and other packages (with the cooperation of the State contracted mail service) for anything suspicious; and
3. Providing security for the Governor, the Governor's spouse, or other persons (as directed) while on the grounds of the Governor's residence, after hours, or when coordinated between EPS and CPS.

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