



POLICY/PROCEDURE NUMBER: 08-S.O.-018

Page 1 of 4

SUBJECT: VIP SECURITY

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IACLEA STANDARD: N/A

CSU POLICE SYSTEMWIDE POLICY – NO

APPROVED: Gregory L. Murphy, Chief of Police

I. PURPOSE

The purpose of this policy is to provide a procedure to be followed on a consistent basis for the security and protection of a visiting dignitary to the University. In some cases the department will be the primary agency providing protection. In other situations this department will provide support to the lead agency protecting a dignitary (i.e. such as dignitaries protected by the Secret Service).

II. POLICY

It is the policy of the California State University, Northridge Police Department to provide an appropriate level of security and protection for all dignitaries visiting the California State University, Northridge. This includes support to those agencies such as the Secret Service, U.S. State Department, etc. that normally provide primary protection for a visiting dignitary.

III. DEFINITIONS

- A. Advance – All activity made prior to the visit of a protectee to a given area.
- B. Protectee – The person being protected; the principal.
- C. Site Survey – Security measures taken at a place to be visited.
- D. Special Event/Detail Coordinator: A sworn position assigned the coordination of all special event requests for the Department of Police Services and under the direct supervision of a command staff member or Chief of Police. Responsible for the creation of special event operation plans/deployment orders and the posting of police officer details for overtime or on-duty assignments.

IV. PROCEDURES

A. Coordination and Supervision

Class 1 Type VIP Events

The Chief of Police is primarily responsible for the coordination and supervision of all Class 1 VIP events. Normally, these are infrequent types of visits for California State University, Northridge and require the highest order of attention and awareness. This would include events in which the U.S. Secret Service was protecting a VIP, State Department Diplomatic Security protection, etc. Typical VIPs in this group would include, but are not limited to: the President of the United States, the Vice President of the United States, US Supreme Court Justices, foreign heads of state and prime ministers, members of ruling royal families, Presidential candidates and other similar dignitaries.

Class 2 Type VIP Events

The Deputy Chief (or in his/her absence another member of the command staff), is primarily responsible for the overall coordination and supervision of Class 2 VIP events. These are somewhat more common types of VIP events than Class 1 events on the campus of California State University, Northridge. These would include senior US government officials such as the Secretary of Education, high profile celebrities and politicians, such as the Mayor of Los Angeles, etc.

Class 3 Type VIP Events

The Special Event/Detail Coordinator is primarily responsible for the overall coordination of Class 3 VIP events. These are the most common types of VIP events on the campus. This would include congressional representatives, City Council Members, County Supervisors, controversial speakers, VIPs on campus film productions, etc. Class 3 type events will utilize the condensed version of the Dignitary Protection Checklist (located on the P:data/forms server). Supervision of these events is at the discretion of a command staff member.

B. Notice to Department of VIP Visits

In most cases the department will receive adequate advance notice of a visit to the university from a VIP or dignitary protection agency. Normally this information will be transmitted directly to the Chief of Police, a member of the command staff or Special Event/Detail Coordinator (utilizing the first page of the Dignitary Protection Checklist – see Section G. 4). Information received by any other member of the department is to be immediately channeled to one of the above individuals so that a determination of classification of the event may be established and confirmed and planning set in motion.

C. Responsibilities

The designated supervisor/coordinator/manager (or his/her designee) of each VIP event is responsible for the following:

- a. Coordinating activities with the appropriate security agencies or government dignitary protection units, including sharing operations plans with local law enforcement (LAPD, CHP, etc.). This includes planning and review of travel routes and alternates when applicable.
- b. Holding advance site meetings with all involved agencies.
- c. Coordinating, planning, and staffing requirements with other California State University, Northridge (CSUN) departments.

- d. Determining equipment needs for the event (i.e. crowd control barricade, K-9 support, type of vehicles, weapons, body armor for protectee, etc.). K-9 operations shall be coordinated through the department's K-9 Coordinator.
- e. Coordinating site visit, site survey and intelligence information.
- f. Obtaining a profile of the protectee.
- g. Ensuring a threat assessment is conducted by this department (Investigations Unit) as well as obtaining a threat assessment from the involved protecting agency (i.e. Secret Service, etc.). This includes local, ordinary criminals as well as potential assassination attempts, etc.
- h. Ensuring Special Event/Detail Coordinator provides CSUN Police staffing as required.
- i. Briefing the Chief of Police and other command staff on the operation throughout the initial planning stages. Additionally ensure all staff with a need to know are briefed on the operational plans of the event.
- j. Ensuring completion of the Dignitary Protection Checklists.
- k. Ensuring completion of an Operational Plan or Deployment Order for the VIP event.
- l. Coordinate with Fire Department for fire/rescue services and medical response. Advise Klotz Student Health Center if event occurs during hours of their operation.
- m. Ensure all department personnel assigned to VIP event are equipped with radios. Those individuals assigned to plainclothes or assignments near the protectee should have ear listening and transmitting devices.
- n. Ensure identification and pin designation process are spelled out for all involved personnel (see Section D. below).

D. Identification

Uniformed officers assigned to all VIP events shall be required to wear their badges on their outermost clothing. Additionally, officers shall have their department issued ID cards readily available.

Plainclothes officers assigned to VIP events shall have some type of identifying pin attached to their lapels, as approved and issued by the Chief of Police or incident commander. In events that are controlled by the Secret Service or State Department, pins will normally be issued by those agencies. If the primary personal protection responsibility for the protectee rests with CSUN Police, then the pin issuance and designation will be controlled by this department.

E. Authorization to Carry Firearms

Under no circumstances are any security personnel other than CSUN PD officers or local, state or federal law enforcement officers allowed to carry firearms on the campus without the approval of the Chief of Police and completion of appropriate paperwork (See Use of Force policy, Section VII - Request for Permission to Bring or Possess a Firearm on Campus).

F. Report Requirements

All VIP events require Operation Plans or a deployment order and completion of the Dignitary Protection Checklist (located on the P:data/forms server). A RIMS report shall be written if there are any incidents which occur during the course of the event. The determination of whether or not a RIMS report shall be written will be the responsibility of the Incident Commander.

An after-action report will also be produced by a supervisory officer designated by a command staff member. A formal debriefing session will be conducted at the discretion of the Chief of Police. Copies of all plans, checklists and reports created for VIP events shall be compiled by the Special Event Coordinator and forwarded to the Chief of Police upon completion of the event (this does not exclude those documents that need to be forwarded to the Chief of Police or command staff in the early stages of the event). Copies of the Dignitary Protection checklist, Operational Plan/Deployment Order will be placed in the appropriate folder and kept in the Records office (room 214).

G. Dignitary Protection Checklists

The Dignitary Protection Checklist is designed to be utilized as a complete package or in single sheets, as needed and as appropriate. All events require completion of the first page of the checklist as a means of documenting incoming notification to the department of a VIP event. This sheet is to be forwarded to the Chief of Police as soon as the VIP visit information is received. It will serve as a basis for confirmation of classification of the event and kickoff of planning and preparation.

In general all Class 1 events shall require completion of the entire checklist package. Lower profile events may not require the entire checklist package but final determination of which documents are needed shall rest with the Special Event/Detail Coordinator unless determined otherwise by the Chief of Police or command staff.