

*“Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods.”*

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE**

**1304.2, DIGNITARY PROTECTION**

EFFECTIVE:	2/15/2023
RESCINDS:	1304.1
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	INTELLIGENCE UNIT COMMANDER
ACCREDITATION CHAPTERS:	17
CHIEF OF POLICE:	ERIC D. SMITH

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**POLICY:** The Orlando Police Department may provide available resources for the protection of visiting dignitaries in the following instances:

- a. When requested by any state or federal agency (e.g., FDLE, U.S. Secret Service, U.S. State Department) charged with the responsibility for the protection of a visiting dignitary.
- b. When requested by the Greater Orlando Aviation Authority's (GOAA) Director of Operations for visiting dignitaries at Orlando International Airport.
- c. On any other occasion when the Chief of Police or designee determines that OPD involvement in the protection of a specific individual is in the best interest of the City of Orlando.

This directive assigns responsibility for coordinating the Department's response to dignitary protection and outlines procedures to be followed regarding dignitary protection.

**PROCEDURES:**

**1. RESPONSIBILITY**

Overall responsibility for OPD involvement in dignitary protection is shared between the Airport Division Commander and the Intelligence Unit Sergeant. The Intelligence Unit Sergeant shall also be responsible for the provision of intelligence support.

**1.1 AIRPORT DIVISION COMMANDER'S RESPONSIBILITY**

The Airport Division Commander shall be responsible for OPD involvement in the protection of visiting dignitaries while they are on the property of Orlando International Airport (OIA). The Airport Division Commander will assist the GOAA Executive Director or designee, who has overall responsibility to GOAA for the protection and well-being of visiting dignitaries at OIA.

**1.2 INTELLIGENCE UNIT SERGEANT'S RESPONSIBILITY**

The Intelligence Unit Sergeant shall be responsible for OPD involvement in the protection of visiting dignitaries while they are anywhere within the City limits, except on the property of OIA. The Intelligence Unit Sergeant will be assisted by the Traffic Enforcement Section, Special Patrol Section, and other designated patrol watch commanders. The Intelligence Unit Sergeant shall also be responsible for any covert site surveillance for the duration of the dignitary protection detail. The Intelligence Unit Sergeant shall ensure intelligence detectives are assigned to locate any intelligence concerning specific threats against the dignitary. Intelligence officers will coordinate with all participating agencies.

**1.2.1 TRAFFIC ENFORCEMENT SECTION COMMANDER'S RESPONSIBILITY**

The Traffic Enforcement Section Commander shall be responsible for OPD involvement in planning and security of primary and alternate travel routes. He/she will coordinate with other agencies the motorcade and/or vehicle escorts to be used when the dignitary or principal is transported from one site to another. He/she shall also provide any assistance requested by the Airport Division Commander for motor escorts on the property of OIA. The identification of emergency first aid, ambulance and medical facilities, and routes to those locations shall be coordinated by the Traffic Enforcement Section Commander.

#### 1.2.2 SPECIAL PATROL SECTION COMMANDER'S RESPONSIBILITY

The Special Patrol Section Commander shall be responsible for OPD involvement during advance inspections and security of all sites and facilities. This shall include K-9 bomb sweeps.

#### 1.2.3 PATROL WATCH COMMANDER'S RESPONSIBILITY

The patrol watch commander for the affected area will be responsible for assigning patrol personnel to various security posts and other assignments identified by the SOD Commander.

## 2. OPERATION

### 2.1 NOTIFICATION

Requirements for police assistance in protecting visitors at Orlando International Airport would normally be relayed to the Airport Division by GOAA. Any other requests for dignitary protection at OIA only should be referred to the Airport Division Commander who will effect liaison with the GOAA Director of Operations.

All other requests for dignitary protection, or information about dignitaries/VIPs who will be visiting Orlando, should be referred to the Intelligence Unit Sergeant.

### 2.2 PLANNING

Planning a dignitary protection operation is normally a joint venture among several agencies. The agency charged with primary protection responsibility for the principal (usually Secret Service, State Department, or FDLE) will make contact with the local agencies involved and coordinate the division of responsibilities. In developing the operational plans, the assigned OPD commanders will communicate and work with those other agency representatives to ensure an orderly transition as the principal moves from one jurisdiction to the next. Planning will include reconnoitering (i.e., inspecting) travel routes and alternatives as well as advance inspection of sites and facilities.

### 2.3 ASSIGNMENT OF PERSONNEL

The Intelligence Unit Sergeant or the Airport Division Commander, will decide upon the number of OPD personnel to be assigned to the protection detail. The decision will be based on:

- a. The needs expressed by the agency requesting assistance;
- b. The availability of personnel; and
- c. The impact on normal operations.

Whenever possible, the people assigned to the protection detail will come from the Airport Division for protection at OIA and from the Intelligence Unit for protection elsewhere. When necessary, personnel may be drawn from other divisions in order to complete the detail.

When assigning people from outside the Intelligence Unit or Airport Division to a protection detail, preference will be given to officers who have had formal training in dignitary protection. To facilitate that, the Airport Division staff assistant and Intelligence Unit Sergeant will each maintain a current list of all personnel who have had formal training in dignitary protection.

#### 2.3.1 EQUIPMENT

The responsible division commander shall determine all equipment requirements to include consideration of various vehicles, body armor for dignitaries and OPD personnel, weapons, and identification badges or lapel pins. He/she shall ensure the proper equipment is utilized as follows:

- a. Escort vehicles shall include OPD motorcycles and marked patrol cars for sweep, route, and lead and tail vehicles.
- b. All OPD uniformed officers shall comply with current Department policy concerning uniform standards and required equipment.
- c. The wearing of body armor is highly recommended, but shall be determined by the responsible division commander.
- d. Plainclothes officers shall have identification by designation (e.g., lapel pins). These could include Bomb Technician, Communications Technician, and Intelligence officer.

#### 2.3.2 COMMUNICATIONS

The Communications Division Commander shall ensure a secured radio channel is provided. A communications operator will dispatch and monitor all radio communications and cross patch channels with other local agencies. (21.06h)

#### 2.4 DISSEMINATION OF INFORMATION

While information pertaining to the movements of a dignitary or principal is confidential and should only be passed to others on a need-to-know basis, the Intelligence Unit Sergeant shall ensure that such information is disseminated in advance of the operation to:

- a. The Chief of Police.
- b. The Investigative Services Bureau Commander.
- c. The Patrol Division Commanders.
- d. The Communications Division Commander.
- e. The Special Operations Division Commander.

(Consideration should be given to using predetermined confidential checkpoints to report movement of the motorcade.)