 <p style="text-align: center;">YALE UNIVERSITY POLICE DEPARTMENT GENERAL ORDERS <i>Serving with Integrity, Trust, Commitment and Courage Since 1894</i></p>	ORDER TYPE: NEED TO REFER	
	423 DIGNITARY PROTECTION	
	EFFECTIVE DATE: <p style="text-align: center;">01 OCT 2013</p>	REVIEW DATE: <p style="text-align: center;">ANNUAL</p>

PURPOSE

The purpose of this General Order is to ensure consistency and coordination in the use of Department personnel and resources when providing for the security and protection of dignitaries.

POLICY

It is the policy of the Department to provide police personnel to protect visiting dignitaries in cooperation with local, state, federal or private agencies.

DEFINITIONS

DIGNITARY	Any major governmental or political official of the United States, Heads of State from foreign countries, or other persons requiring significant police protection as deemed
DIGNITARY PROTECTION DETAIL	A special detail conducted by department personnel in coordination with the Secret Service, State Department, Connecticut State Police, New Haven Police and other authorized agencies for the purpose of protecting a dignitary.
OPERATIONS PLAN	A summary of details to be completed prior to the operation by the OIC which outlines the personnel and equipment requirements, travel routes, site inspections, and other elements of Dignitary Protection Operation.
AFTER ACTION REPORT	A written report to be completed by the OIC following the completion of a Dignitary Protection Operation. The report shall include the dignitary and agencies involved, personnel allocated, routes taken, times of departure and arrival, and any other significant information and problems encountered.

PROCEDURES CTLEA 3.3.23

Initial requests for Dignitary Protection operations shall be made through the Assistant Chief of Support Services. The Assistant Chief of Support Services will designate an Officer in Charge (OIC) of dignitary protection operations.

The primary units assigned to Dignitary Protection Operations shall include Patrol, Investigative Services, Hazardous Devices Unit, SWAT, and other agency resources as necessary.

The Investigative Services Unit Commander shall designate a liaison officer who will gather and disseminate pertinent information and coordinate intelligence functions within the department and with other agencies.

The specific procedures for a Dignitary Operation shall be decided through the coordinated efforts of the Assistant Chief of Support Services, the OIC and the agent in charge from the involved federal, state or private agency. If the visit involves a member of Congress, the OIC will contact the law enforcement liaison from the member’s office to determine security needs.

An Operational and Route Plan shall be written by the OIC. The Operational and Route Plan shall cover all aspects of the operation based upon the specific requests of the originating federal, state or private agency, to include the following:

- A list of specialized units required to carry out the operation, the number of personnel required from each unit and the assignments of each person.
- Command post location.
- Travel routes including several alternate routes and placement of personnel at specific intersections and

high risk locations along the route.

- Scheduling arrival and departure times of the dignitary
- Conducting site inspections prior to the arrival of the dignitary of the locations where the dignitary will be visiting or lodging. This duty is normally performed by the Secret Service or other federal or state agency involved. However, department resources such as Investigative Services Personnel, Explosive Detection Canine Teams and Hazardous Device Team members shall be made available to assist if needed.
- Establishing special equipment that may be required such as unmarked vehicles, lapel pins for plain clothes personnel, night vision glasses, special weapons, body armor, etc. This equipment shall be listed and shall be available for assigned department members. Special equipment required for the dignitary shall be listed in the plan along with sourcing if the equipment cannot be supplied by the federal or state agency involved.
- Contacting and staging fire and rescue personnel and identification of appropriate medical facilities.
- The Communications Coordinator or designee shall secure frequencies to be utilized by all assigned department members and personnel from other agencies. Sufficient radios shall be available to ensure communication is possible for everyone involved on one specific frequency. Agency radios may be assigned to federal or state agencies to facilitate the security and safety of the operation.
- After the Operations Order is completed, the **OIC** shall ensure all involved personnel are properly briefed. A general briefing with the supervisor of the specialized units and persons in charge of the other agency units involved shall be conducted. Specific specialized unit briefings may also be necessary to clearly outline assignments and duties.

The OIC shall be located in the command post during the operation for the purpose of coordination. Questions or problems that arise during the operation shall be referred to the command post or motorcade command vehicle.

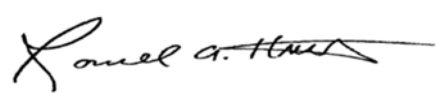
Supervisors in charge of specific units involved in the operation shall remain with their units and coordinate any variation from the Operations Plan with the command post or motorcade command vehicle.

If the visit involves federal employees or federal protectees, the OIC will notify the Office of the General Counsel providing such information as that office may require concerning the visit.

Within five (5) days of a Dignitary Protection Operation the OIC shall ensure the completion of an After Action Report to include the following:

- Name of Dignitary or protectee.
- Personnel utilized.
- Participating agencies.
- Other significant information or problems.

PER ORDER OF



RONNELL A. HIGGINS
DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE