



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: *Executive Protection*

Number: 140

Effective Date: *March 1, 2024*

Revised Date:

Rescinds:

Dated:

Approved By: _____

A handwritten signature in black ink, consisting of stylized, overlapping loops and flourishes.

Approved By:

I. PURPOSE

To establish general guidelines for handling the security of VIP's.

II. POLICY

The Department recognizes the fact that on occasion VIP's may visit the City of Myrtle Beach, thus it shall be the policy of the Department to provide security accordingly.

III. DEFINITIONS

- A. A "Very Important Person" (VIP) is defined as a dignitary, famous personality, notorious person, or any other person in need of special security while visiting or staying overnight.

IV. PROCEDURE

- A. The Chief of Police shall designate a commanding officer or supervisor responsible for the coordination of VIP security on every such detail. The designated commanding officer or supervisor shall be responsible for:
- 1) Preparing a list of any special equipment needed for the VIP detail and ensure its availability prior to the event, including, but not limited to, vehicles, body armor for VIP's and officers, and weapons for officers.
 - 2) Conducting planning and reconnoitering of travel routes and alternatives.
 - 3) Inspecting of sites and facilities, in advance.
 - 4) Arranging for gathering intelligence information.

- 5) Coordinating the operation within and outside the Police Department.
 - 6) Identifying needed emergency first aid, Emergency Medical Service (EMS) and medical facilities.
 - 7) Determining the radio frequency to be used and verify that officers have the necessary radio equipment.
 - 8) Assigning a means of identification to each team member, such as lapel pins or other visible credential.
- B. In addition, the designated commanding officer or supervisor will serve as liaison with the U.S. Secret Service for the purposes of planning and coordinating any federally protected VIP.
- C. The designated commanding officer or supervisor shall prepare a written VIP Security Plan and submit such Plan to the Chief for approval prior to any VIP detail.
- D. At the conclusion of the detail, the commanding officer or supervisor shall conduct a debrief and submit a written report to the Chief.