

**CHAPTER 16**  
**PROTECTIVE SERVICE DETAILS**  
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## CHAPTER 16

### PROTECTIVE SERVICE DETAILS

#### 1. GENERAL.

- a. The Department shall provide assistance, within its area of responsibility and consistent with available resources, to federal law enforcement agencies for national and foreign government officials and dignitaries, as provided in this manual. Such assistance shall be at a level adequate to ensure secure transportation and officer safety with minimal traffic disruption.
- b. Protective Service Details (PSD) have been identified as requiring heavy commitment of fiscal resources. Therefore, the policy in this manual has been developed to limit the expenditure of resources while providing adequate security and transportation assistance to visiting dignitaries.
- c. The role of the Department when conducting PSD's will be limited to providing supplemental security for the federal agency with primary responsibility for the visiting dignitary. This includes providing outer perimeter security for the motorcade while traveling on California roadways, and outer perimeter security during walking movements at event sites, when requested.
- d. The federal agency initiating the Request for Assistance (RFA) is responsible for advance operations, motorcades, routes, threat assessment, personnel assignments, personal equipment, protective intelligence operations, physical security of the dignitary, coordination with allied agencies, communications, and identification.
- e. The Department will report to, and cooperate with, the Federal Bureau of Investigation (FBI) concerning the investigation of any actual or suspected crimes committed against national and foreign officials.

#### 2. ACCEPTANCE OF PROTECTION DETAILS.

- a. Upon receiving an RFA, the Division PSD Coordinator shall receive approval from their respective Division commander or designee prior to forwarding the RFA to the Office of Assistant Commissioner, Field (ACF), for approval.
- b. Upon approval, ACF will assign an RFA control number and notify the Division PSD coordinator of the approval.

- c. All PSDs shall be preceded by planning and coordination with the advance agent from the agency requesting the RFA.
- d. Personnel assignments are comprised of personnel on regular shift-time whenever possible. Use of scheduled overtime shall be kept to a minimum.
- e. Requests for assistance involving transportation in departmental aircraft shall require approval from ACF.
- f. Division commanders may utilize their existing aircraft resources for formal motorcade PSDs. The need for another Division's aerial resources shall be coordinated through the Office of Air Operations.

### 3. ORGANIZATION.

a. Field Division commanders are responsible for the implementation of protective services programs in their respective Divisions. Use of scheduled overtime shall be kept to a minimum. Division Commanders' responsibilities also include the coordination of protective details when more than one Division or agency is involved. Whenever feasible, control of a PSD should remain with the originating Division.

(1) Control of the PSD should normally remain with the Division in which the majority of the operations will occur.

(2) Control of the PSD should normally remain with the originating Division when only one motorcade movement is involved.

(3) Controlling Divisions shall notify adjoining Division PSD coordinators when a PSD travels into the adjoining Division.

b. Each Field Division commander shall appoint a PSD coordinator to administer the protective services and dignitary assistance program within their respective Division. The coordinator shall be responsible for the selection, training, and assignment of protective services personnel. The coordinator should normally be a lieutenant, and the coordinator's role should be considered a part-time assignment to be performed in conjunction with other duties.

### 4. PERSONNEL SELECTION GUIDELINES.

a. Personnel wishing to be considered for a PSD position shall submit a memorandum through channels to the Division PSD coordinator. Area

commanders shall submit specific comments and recommendations regarding personnel applying for a PSD position.

b. The selection of personnel to be assigned to PSD operations is at the discretion of the Division commander.

5. TRAINING.

a. Training conducted by each Division should be coordinated with ACF. Training for situations unique to a particular Division may be added to the training format, as required.

b. Division PSD coordinators should utilize the United States (U.S.) Secret Service, U.S. Department of State, U.S. Marshal's Service, and the FBI, as resources for training.

c. Initial training for personnel assigned to PSDs shall have a minimum of 16 hours training, which includes the following (refer to Annex A):

(1) Motorcades.

(2) Assassinations and Assassins.

(3) Protective Intelligence.

(4) Explosive Devices and Countermeasures.

(5) Working a Protectee.

(6) Applicable Law.

(7) Patrol Car/Motorcycle Skills Evaluation.

d. Personnel assigned to PSD should attend in-service training semiannually for eight hours. This training may be waived by Division if the individual was utilized on three or more details during the last 12 months.

e. When practical, all aircrews involved in motorcade operations should receive initial and annual PSD training.

## 6. REPORTING.

a. A Quarterly Protective Services Report shall be submitted by the Division commander to ACF. This quarterly report shall be submitted by the last day of the month following the end of the quarter. Negative quarterly reporting is required.

b. In accordance with Highway Patrol Manual 40.71, CHP 415 User's Manual, officers and sergeants assigned to a PSD mission shall use a CHP 415, Daily Field Record, to document their timekeeping data and for recording their vehicle and mileage information. If an aircraft is utilized, aircraft number and flight hours are to be documented.

## 7. MOTORCADE OPERATIONS.

a. All PSDs should be preceded by planning and coordination which may include:

- (1) Reporting.
- (2) Allied agency and interagency coordination.
- (3) Personnel selection and assignment.
- (4) Equipment selection and inspection.
- (5) Routes and emergency response operations.
- (6) Communications.

b. Vehicles used for protective services details, whether marked or unmarked, should be configured with the following:

- (1) CHP radio.
- (2) Red light and siren (overhead light bar preferred for marked units).
- (3) Shotgun (except motorcycles).
- (4) Emergency supplies.
- (5) Scanner.
- (6) Patrol vehicles without cages are preferred.

- c. Protective services motorcade personnel shall be attired in uniform or appropriate civilian attire during PSDs. All personnel, notwithstanding type of attire, shall carry a CHP-approved weapon and extra ammunition, holster, handcuffs, Emergency Medical Technician equipment (when certified), and shall wear a protective vest while on duty and in the performance of a protective services assignment.
- d. The detail commander shall conduct a uniform and equipment inspection prior to all details.
- e. Personnel shall, wherever possible, use map check points, appropriate code names, or official identifiers so as to reveal only the minimum amount of information via departmental radio as may be necessary to conduct the operations.
- f. Notification to the appropriate communications center(s) shall be made prior to the detail movement.

## 8. EMERGENCY RESPONSE.

- a. In the event an emergency occurs during a PSD motorcade operation which threatens the welfare of the Protectee, the duties of CHP personnel involved in the motorcade change drastically.
- b. In a formal motorcade, sufficient personnel may be available to address all concerns simultaneously, while there may be only enough personnel in an informal motorcade to address the first priority.
- c. The first priority of an Escort Unit is to ensure they are clear of the secure package. Finding a secure location which provides cover from the threat is the best alternative. During a motorcade emergency, the drivers of the vehicles in the secure package should be expected to react in a manner which will maximize the protection afforded the Protectee. Limousine drivers are trained to use their vehicles (which can weigh over 10,000 pounds) as weapons and as battering rams to clear paths to safety. Additionally, the Follow Car or Counter Assault Team (CAT) vehicle may be used to maximize protection of the Protectee.
  - (1) In all probability, the secure package will have made their escape before any Escort Units have an opportunity to influence the route. However, if the secure package becomes trapped, the Escort Units should attempt to clear an escape route. It is imperative that all officers remember not to put themselves between the secure package and a potential escape route. Additionally, Escort Units should not attempt to lead or run interference for the secure

package. The secure package has its best chance for escape without additional units attempting to precede it.

(2) If a CAT is involved, the team members will be engaged in activities to thwart an assault. The team members and their vehicles can be expected to move in an aggressive manner, often in unpredictable directions. Additionally, during an assault, team members may be a focus of the assault. Because of this, officers should give team members and the vehicles a wide berth.

d. The second priority of an Escort Unit is to identify the threat. Gather all information available concerning the assailant's location, number, weapons, and identity.

e. The third priority of an Escort Unit is to establish a secure perimeter around the location of the attack.

f. The fourth priority of an Escort Unit is to provide care for the injured. Only after the scene is stabilized, as outlined in the three steps above, can officers begin to safely administer first aid. Whenever possible, requested aid, such as paramedics, should be made on a frequency other than the motorcade frequency.

g. The fifth priority of an Escort Unit is to proceed to the hospital, or safe house, and provide site-security. The detail commander will coordinate the efforts of responding units who will assist the primary protective agency and local police in providing temporary site security until relieved.

h. Successful communications during an incident involving the motorcade is predicated on each officer involved avoiding using their radio. Only those messages vital to the goals of the motorcade should be transmitted on the radio, and all such messages should be as brief as possible.

## ANNEX A

### PROTECTIVE SERVICES DETAIL INITIAL TRAINING GUIDE

Subject Area		Primary Training Source	No. of Hours
1	Motorcades: Planning, Tactics, and Aircraft Use	California Highway Patrol	6
2	Assassinations and Assassins	United States Secret Service Department of Justice California Highway Patrol	2
3	Protective Intelligence	United States Secret Service Department of Justice California Highway Patrol	1
4	Explosive Devices and Countermeasures	Department of Justice Local Law Enforcement	1
5	Working a Protectee	United States Secret Service Department of Justice	1
6	Applicable Law	Department of Justice	1
7	Patrol Car/Motorcycle Skills Evaluation	California Highway Patrol	4
		TOTAL HOURS	16

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