



---

# UW-Madison Police Department

## Policy: 46.2

**SUBJECT: DIGNITARY PROTECTION**

**EFFECTIVE DATE: 06/01/10**

**REVISED DATE: 04/21/17; 09/27/18; 12/04/20; 08/04/21**

**REVIEWED DATE: 05/01/14; 10/03/19**

**STANDARD: CALEA 46.2.6**

---

### INDEX:

46.2.1 DIGNITARY PROTECTION PLAN

### POLICY:

Due to the nature of their facilities and population, university campuses are frequently utilized as sites for dignitary visits. Conferences, rallies, and special events attracting large crowds demand that public safety contingency plans be formulated to address a variety of actual or projected needs.

The Department shall provide adequate protection for local and visiting dignitaries. Departmental personnel shall work cooperatively with municipal, county, state and federal law enforcement authorities when jointly providing dignitary protection services.

### DEFINITIONS:

“Dignitary” refers to a person who may be a public figure, celebrity, or government official of a high rank or office.

### PROCEDURE:

#### 46.2.1 DIGNITARY PROTECTION PLAN

- A. The Special Events Lieutenant or designee shall be responsible for developing an Incident Action Plan (IAP) prior to each dignitary visit requiring protection. Each plan shall be made available to affected persons in a timely manner. Personnel shall be provided briefing information consistent with their assignment.
- B. A dignitary protection plan shall include but not be limited to the following: designation of a single person or position as a supervisor or coordinator of any given security detail; equipment requirements, to include consideration of vehicles, and body armor for dignitaries and security officers; instructions for planning and exploring travel routes and alternatives; advance inspection for gathering intelligence information; coordination of operations within the agency and with outside agencies; identification of emergency first aid, ambulance and medical facilities; communications; location used for arrest processing and/or detention; and identification by designation.
- C. Equipment requirements for dignitary protection may include the utilization of special purpose vehicles, body armor for dignitaries and officers, prescribed uniforms, crowd control gear, additional weaponry, radios, and specialized surveillance apparatus. All required equipment shall be maintained in a state of operational readiness and be available for immediate access.
- D. Planned and alternate travel routes utilized by dignitaries shall be determined in advance of the visit, with special attention paid to potential hazards, construction, weather conditions, and maintenance locations. Information related to identified routes shall be confidential unless their release is otherwise approved. Closure of selected routes shall be conducted as deemed appropriate. Traffic direction and control personnel shall be scheduled and stationed in accordance with projected needs.
- E. Intelligence information shall be gathered and reviewed in accordance with actual and perceived needs. Officers assigned to intelligence details shall ensure that pertinent information is disseminated to affected personnel as necessary. Thorough inspections of proposed and alternate sites utilized by dignitaries shall be conducted immediately preceding the visit or as otherwise dictated. Areas shall be searched and secured if necessary.
- F. Coordination of operations with the Department and outside agencies shall be accomplished by assigned supervisors communicating in advance with their designated counterparts. The confidentiality of all sensitive communications shall be ensured by appropriate measures.
- G. Identification of emergency first aid, ambulance, and medical facilities shall be made prior to the scheduled visit. Placement of ambulance and first aid personnel shall consider rapid egress from the site to an approved medical facility.

- H. Communications requirements shall be identified prior to the visit. Special radio frequencies may be designated for the event with consideration given to multiple agency usage. Ear pieces should be utilized by officers working interior or sensitive assignments. Special location designations and terminology will be preplanned to avoid public dissemination of dignitary movements and locations which could compromise the safety of the dignitary and the public.
- I. Identification of key personnel shall be designated in advance of the visit. Credentials, lapel pins, and other devices may be used to identify agency affiliation and area access. Identification methods shall be displayed and communicated to officers in an organized briefing session, immediately prior to starting assignments.
- J. The Department shall ensure dignitary visits are approved by the Chief Executive Officer or Designee and conducted in accordance with the University of Wisconsin—Madison Facilities Use Policy
- K. Following each dignitary visit, a tactical debrief may be conducted and an after action report completed, if necessary. This information will be utilized for future planning and implementation of plans related to dignitary visits.