



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		 
Directive: 72	Subject: Dignitary Protection	Effective Date: 02/21/2000
Order of: Gary Williams, Chief of Police		Amended Date: 08/01/2023

I. Purpose

The purpose of this directive is to provide the University of Pennsylvania Police Department (UPPD) sworn police officers with guidelines for protection of visiting dignitaries and VIP's.

II. Policy

The UPPD is responsible for the planning and implementation of security operations for special visiting VIP's on University of Pennsylvania property. Prior to the arrival of a VIP (celebrity, political official, business leader, controversial figure) the UPPD Detective Unit will be contacted and a threat assessment investigation and analysis will be conducted. The UPPD will work with the appropriate outside agencies, if necessary, to coordinate operations.

III. Scope

This directive shall affect all UPPD sworn police officers.

IV. Definitions

- A. Threat Assessment: Investigation and analysis of situations and individuals that may pose threats to persons in public life.
- B. VIP: Celebrity, political official, business leader, controversial figure due protection for an implied or actual threat.

V. Procedures

A. Administration and Operation

1. Responsibility

- a. Any member of the department receiving a request for or intelligence about the need for VIP protection shall refer such request to the Deputy Chief of Investigations.

- b. It will be the responsibility of the Deputy Chief of Investigations to ascertain the level of protection required, if any, and to oversee the coordination of operations of dignitary protection by the department.

2. Threat Assessment

- a. A Detective Unit Supervisor will ensure that the process of gathering protective intelligence and assessing information about persons who may have the interest, motive, intention, and capability of mounting attacks against a visiting VIP.
- b. Contact of appropriate Federal, State, and local agencies will be made to ensure liaison, intelligence sharing and corroboration is achieved.
- c. The Deputy Chief of Investigations will meet with the Deputy Chief of Patrol Operations, the Captain of Patrol and the Captain of Staff and Administrative Services to ensure planning is coordinated.

3. Planning

- a. Detective Supervisors or his/her designee will meet as required with representatives of any advance party of the VIP to evaluate and initiate necessary plans for protection.
- b. The specific itinerary will be determined, and manpower requirements will be evaluated (plain clothes and uniform).
- c. Evaluate the need for a command post, if necessary, and determine the location and make arrangements for its establishment.
- d. If needed, conduct walk-through(s) to reconnoiter and evaluate travel routes and plan alternative routes. Sites and facilities to be visited will also be inspected. Building Administrators of affected locations will be contacted as well.
- e. Arrival/departure, ingress/egress sites, and potential traffic and crowd control problems will be considered. Instructions for primary and secondary motorcade/travel routes will be arranged. Posting for parking will be arranged as well.
- f. Determine the equipment and communications needs in conjunction with the ERT Team Leader.
- g. An Operations Order will be prepared by the Deputy Chief of Investigations (or designee) and disseminated.
- h. A briefing including all department members and representatives from other agencies and/or the VIP will be held to review the responsibilities of those assigned.
- i. Emergency/contingency plans will be reviewed – including medical facilities to be used.

j. Ensure that VPUL (Open Expression) is notified of visit time and location.

4. Protection Detail

a. Those assigned will ensure they are properly equipped, including identification pins (plainclothes), radios and ear pieces, ballistic vests, authorized weapons, and handcuffs.

5. After Action Report

a. At the conclusion of the protection detail, the designated Commander or his/her designee will prepare a written report to the Chief of Police outlining the actions taken during the detail, crowd estimates, arrival and departure time and any unusual incidents.

B. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

C. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

D. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in and evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.