

MAYOR'S PROTECTIVE DETAIL UNIT GUIDELINES



Mission

The Mayor's Protective Detail will serve as Security for the Mayor including any local, statewide and national non-personal travel. The detail will also serve as a liaison [REDACTED] for members of the City Council, and when practical will serve as the Protocol Officer to all visiting Law Enforcement agencies regarding dignitary visits.

Organization

The Mayor's Protective Detail is assigned to the Office of the Chief. Its administrative chain of command is the Special Investigations Unit. [REDACTED]

Officers Day to Day Duties

It is the responsibility of the officer(s) to obtain a copy of the Mayor's daily calendar and to conduct a proper advance of the Mayor's scheduled off-site visits.

This is done:

- To ensure that [REDACTED]
- To ensure that [REDACTED]
- [REDACTED]
- [REDACTED]

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- To ensure that the officer has a general knowledge of [REDACTED] the event [REDACTED]

Security During City Council Meetings

The Mayor's Security detail shall also be responsible for security during City Council meetings, [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Authorized Dress

Officers assigned to the Mayor's Protective Detail shall be dressed appropriately for the events of the day.

Transportation

The transportation vehicles will be maintained by the Police department and be kept in clean condition.

Miscellaneous Responsibilities

Officers will be responsible for updating current emergency contact information for all the Council members.

Officers of the Mayor's Protective Detail shall maintain a good working relationship with the Mayor's staff and City Council offices.

The nature of the job is one of great importance. The officer(s) will at times be present during confidential conversations and when sensitive information is discussed. It is important for the officers to remain professional at all time and never discuss any confidential matters they have heard.

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Travel:

On the occasions where the Mayor travels within the State or out of the State for non-personal travel, [REDACTED]

- The officer will make contact with the Mayor's Scheduling Director to verify the purpose of the travel and the actual dates for the trip
- [REDACTED]
- The officer shall notify the appropriate Law Enforcement Agency in that jurisdiction as a courtesy and for possible logistical assistance with the trip
- [REDACTED]
- [REDACTED] will determine the amount of time required to arrive at the destination [REDACTED] keeping in mind that that there will need to be room for flexibility as schedules may change
- [REDACTED]

[REDACTED]

All travel request forms will be completed prior to traveling and given to the Deputy Chief of the Bureau of Administration for his/her signed approval.

Emergency Protocol:

[REDACTED]

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Political Campaigning:

Officers assigned to the Mayor's Protective Detail, while on duty, will refrain from engaging in activities related to political campaigning. Improper activities include, but are not limited to, engaging in campaign speeches, distribution of pamphlets, posting of campaign ads, and/or willfully being photographed in uniform (on or off duty) with political candidates. Nothing in these guidelines precludes officers from working off duty, out of uniform, in a non-law enforcement capacity as a private citizen in support of or in opposition to any political campaign.