



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: MAY 22, 2023	CHAPTER: 5 – Field Investigations	PAGE: 1 of 3	NUMBER: 5.12.06
SUBJECT: EXECUTIVE PROTECTION DETAIL			
CHIEF: <i>Dornat A. Drummond, Chief</i>			

PURPOSE: To establish guidelines and procedures for the Executive Protection Detail of the Cleveland Division of Police.

POLICY: **It is the policy of the Cleveland Division of Police** that its members assigned to the Executive Protection Detail (EPD) will primarily be responsible for providing security for the Mayor of the City of Cleveland and the Cleveland City Council President (Executive) for intrastate, interstate and international travel and events.

PROCEDURES:

I. General Guidelines

- A. Members assigned to the Executive Protection Detail (EPD) shall be responsible for general security for the Mayor of the City of Cleveland and the Cleveland City Council President, for local events, out of town travel and at the Mayor’s residence.
- B. Members assigned to the EPD shall be designated by the Chief Director of Public Safety and the Chief of Police in consultation with the relevant Executive.

II. Member Responsibilities

A. Members assigned to the EPD shall

- 1. Report to the Officer in Charge (OIC) of the Intelligence Unit.
- 2. Be responsible for the maintenance and cleanliness of all city vehicles assigned to and used for EPD purposes, ensuring such vehicles remain in a state of readiness at all times.
- 3. Perform their tour of duty in plain clothes unless otherwise directed.
- 4. Be exempt from wearing a WCS while working in plain clothes and performing their EPD duties.
- 5. Maintain a neat professional appearance and conduct themselves in a professional manner.
- 6. Remain focused and vigilant at all times while engaged in EPD capacity.
- 7. Provide protection for the Executive by minimizing the risks of actual and potential threats.

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8. Provide protection for the Executive's immediate family only when there is an immediate threat or confirmed intelligence indicating a threat.

B. EPD Member Duties

1. Regularly become and continue to be competently familiar with the Executive calendar of events to ensure effective planning and proper preparedness to meet the Executive's day-to-day security needs.
2. Coordinate with the Executive's Staff and/or the Intelligence Unit OIC, as necessary for the following:
 - a. To ensure the scheduling of sufficient EPD members to provide for the safety and security of the Executive based on an assessment of event characteristics, including, but not limited to the location, number of attendees, event type and complexity (i.e., controversial), available and developing intelligence.
 - b. To request additional Intelligence Unit members when necessary, based on the totality of the circumstances, for the safety and security of the Executive.
 - c. Scheduling of events and appearances to effectively contemplate and execute the safest possible movements to and from all local and foreign events as the Executive acts in an official capacity.
 - d. To ensure training for EPD personnel is scheduled and up to date.
3. Keep the Intelligence Unit OIC informed on all matters pertinent to the effective operation of the detail.
4. Ensure effectiveness and professionalism during all dignitary visits.
5. Conduct threat and risk assessments, analyze and plan to reduce incidents, and respond appropriately.
6. Keep the Intelligence Unit OIC apprised of any known or perceived threat or potential threat relating to interstate travel.
7. Perform any other duties as assigned by the Chief Director of Public Safety, Chief of Police or Intelligence Unit OIC.
8. Close Proximity Officers assigned to the Executive, while in the office, shall remain in close proximity to the Executive to ensure response readiness.
9. When working in Advance capacity officers shall:
 - a. Conduct advance duties for every location that is on the daily schedule, when time permits, prior to the Executive's arrival.

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- b. Conduct advance duties for every out-of-town location that is on the daily schedule while traveling.

III. Travel

- A. EPD members shall provide protection for the Executive during intrastate, interstate, and international travels.
- B. Travel staffing will be determined following an assessment (location, number of attendees, type of event, length of stay) by members of the EPD and the Intelligence Unit OIC.

IV. Mayor's Residence Detail (MRD)

- A. When assigned to the MRD, members shall:
 1. Provide continuous uniformed presence at the Mayor's residence; provided by the District in which the Mayor's residence is located.
 2. Park the assigned marked patrol vehicle on the city street closest to the Mayor's residence and position it in such a manner as to afford the greatest visibility while minimizing interference with traffic.
 3. Remain vigilant at all times. They shall be courteous and professional if approached by the Mayor, family members, friends, visitors, neighbors, or other citizens.
 4. Remain knowledgeable of whether the Mayor is in the residence or not.
 5. Tactfully investigate persons or situations that arouse suspicion, and report any such circumstances to the supervisor as soon as practical.
 6. When relief is required, the MRD member shall contact their relief and their immediate supervisor, and wait for their arrival. The supervisor or officer designated to relieve the posted MRD member shall relieve said member of their responsibilities while on post.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.