



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 46.6

### TITLE: Executive Protection of City Officials

**EFFECTIVE: 12/17/2023**

**REVISED: New Chapter**

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#### PURPOSE

This Chapter governs the selection, training, operation, and supervision requirements for NOPD members assigned to provide protection for Officials of the City of New Orleans.

#### POLICY STATEMENT

1. The Executive Protection Unit (EPU) will primarily be responsible for providing security for the office of the Mayor, City Hall, and other City Officials when directed by the Superintendent of Police.
2. All NOPD members assigned to an EPU are reminded they must adhere to the guidelines provided in the NOPD Operations Manual including all departmental orders, directives, training, and standard operating procedures governing employee conduct.

#### DEFINITIONS

Definitions relevant to this Chapter include:

**Actionable Intelligence**—Information gleaned from a range of sources that enables decision makers—from agency leaders to field commanders—to take appropriate and timely action when faced with a security threat like an imminent terrorist attack or the shipment of weapons of mass destruction. The collection of critical information related to the targeted criminality that provides substantive insight into crime threats and identifies individuals for whom there is a reasonable suspicion of relationship to a crime. Actionable intelligence aims to find out what criminals are doing now and when and where they plan to do it.

**City Attorney Investigator** – New Orleans Police Officer assigned to the City Attorney’s Office, assisting and supporting by performing a variety of investigative tasks.

**City Official** - Any elected official, employee, Mayoral appointee, or civilian volunteer authorized to act on behalf of the City of New Orleans.

**Criminal Intelligence**—Information compiled, analyzed, and disseminated in an effort to anticipate, prevent, or monitor criminal activity. Criminal intelligence files consist of stored information on the activities and the associations of persons who are suspected of being involved in or having been involved in:

- a) The actual or attempted planning, organizing, financing, or commission of criminal acts; or
- (b) Criminal activities with known or suspected crime figures.

**Criminal Intelligence Files**—Files containing information on the activities and associations of organizations, businesses, and groups that:

- (a) Are suspected of being or have been involved in the actual or attempted planning, organizing, financing, or commission of criminal acts; or are suspected of being or have been illegally operated, controlled, financed, or infiltrated by known or suspected crime figures: or
- (b) Concern existing patterns or emerging trends of criminal activity designed to assist in criminal apprehension and crime control strategies, for both short-term and long-term investigative goals.

**Executive Protection** - Executive protection (EP), also referred to as “close protection,” is the security and risk mitigation measures taken for individuals who may be exposed to an increased risk associated with their status, their employment, VIP status, net worth, political or social affiliations, or geographic location (For purposes of this policy, EP is specific to City Officials).

**Good Standing** —A member is in good standing when he/she has maintained all required certifications (e.g., first aid, firearms qualification, driving, TASER, etc.); is not the subject of ongoing disciplinary action that would be considered serious or egregious and contain allegations that could be subject to ‘Level E’ discipline, including dismissal; and is substantially current with all required reports (e.g., EPR, CCMS, CRASH, etc.).

**Protected Person or Protectee**— An individual of high authority or rank usually within the political structure of the City, whether elected or appointed, or as designated by the Superintendent of Police, in need of security or special transportation or protection requirements while residing, working in, or visiting the City of New Orleans.

**Strategic Intelligence**—Information about the broader capabilities and intentions of criminals or criminal organizations. Strategic intelligence is utilized for overall planning and future direction of operations.

**Tactical Intelligence**—Information regarding a specific criminal event that can be used immediately by operational units to further a criminal investigation, plan tactical operations, and provide for officer and public safety.

## **EXECUTIVE PROTECTION UNIT ASSIGNMENTS AND RESPONSIBILITIES**

3. The Superintendent of Police will designate when a particular individual is to be provided with executive protection and will appoint a designee to approve executive protection plans. When an executive protection detail is assigned to a unit other than EPU, the Superintendent will approve the designation of the supervisor of that detail.
4. The EPU Supervisor will make recommendations for the selection of candidates for assignment to the EPU to the Captain of the Special Investigations Division (SID), who will seek approval from the Deputy Superintendent of ISB, and the Superintendent of Police.

5. The EPU supervisor will be responsible for: the coordination of executive protection assignments and City Hall security; conferring with the Mayor to determine how the EPU should address the security needs associated with the Office of the Mayor, the City Attorney, and any City Official designated to have executive protection; conferring with the City Council to determine how the EPU should address their security needs. The EPU supervisor will report directly to the Captain of the SID. The EPU supervisor will have the authority to adjust working hours when necessary to meet the needs of the unit.
6. A departmental memo (form 105) will be provided from the EPU Supervisor to the Deputy Superintendent of ISB documenting the qualifications and reasons for the selection of a candidate for assignment to the EPU. Factors such as the candidate's work history and/or assignments, disciplinary history, commendations and awards, attendance, performance evaluations, and special skills should be considered in selecting candidates for assignment to the EPU.
7. The members of EPU are Civil Service Classified Employees and as such, political factors cannot be considered when selecting a Police Officer for executive protection duties.
8. A commissioned NOPD member assigned to the EPU will:
  - (a) provide physical personal protection to the Mayor, other City officials, and dignitaries as directed by the EPU Supervisor.
  - (b) establish a protective cordon at special events and functions.
  - (c) observe and respond as necessary for the protection of the Mayor or other City officials at special functions or events attended or visited by such officials.
  - (d) enforce existing laws and ordinances for the protection of the Mayor or other City officials.
  - (e) perform other related protective services duties as assigned by the EPU Supervisor (Any services, requests, errands, and duties that are not protective related must be approved by the EPU Supervisor in advance).
9. The Captain of the Special Operations Division (SOD) will assist with executive protection details as outlined in this Chapter, including providing additional support personnel and/or equipment if needed. Those officers assisting with executive protection details and/or supporting executive protection details should receive appropriate executive protection training.
10. Specific equipment needs will be met by the inventory of the Special Operations Division to include, but is not limited to, body armor, vehicles, and special weapons.
11. Special equipment needs will be based on the particular security assignment's threat level, as provided in [Chapter 41.1.1 – Unusual Occurrences](#). The EPU supervisor in charge of the operational support of the assignment will identify the special equipment needs for the detail in consultation with the Captain of SOD. Any member using specialized equipment, firearms, or ammunition, must be certified on the specialized equipment or firearms prior to being issued the equipment.
12. A request for additional support to SOD shall be documented in a departmental memo via email to the Captain of SOD detailing the specific equipment and/or personnel being requested with the time periods the equipment and/or personnel are needed.
13. All requests involving specialized equipment, firearms or ammunition must be approved, in writing, by the Superintendent of Police.

14. The SID shall maintain a list of Department members authorized to accept executive protection assignments, selected in accordance with **Chapter 16.1 – Detailing, Transfers, Filling Vacancies, Selection Process for Specialized Units**. The member's eligibility for inclusion on the list and continued assignment to the EPU will be determined by his/her good standing, specialized training (executive protection), personal fitness, discipline history, performance evaluations, interpersonal skills, and other relevant criteria.
15. The wearing of body armor is highly recommended but shall be determined by the EPU Supervisor.
16. EPU members shall be attired in business formal attire while on-duty, unless the specific assignment as indicated on the schedule of the Official requires or allows for business casual or other attire. While attired in either business formal or business casual attire, EPU members shall ensure they are equipped with a department approved firearm, NOPD Badge, radio, handcuffs, and extra magazine. The equipment shall be concealed from public view while on duty.

#### **City Attorney Executive Protection/Investigations Unit (CAEPU)**

17. NOPD Officers assigned to provide executive protection for the City Attorney and their staff shall report to an assigned EPU supervisor and shall be subject to the training requirements established by this chapter.
18. The City Attorney or a designated authority within the City Attorney's Office will direct the Investigator(s) duties as they relate to the daily operations of the City Attorney's Office, but in no case shall those duties conflict with NOPD policies, directives, or procedures.
19. Members assigned as investigators to the City Attorney's office shall be designated as City Attorney Investigators and may not be assigned to primarily function as executive protection.
20. City Attorney Investigator positions conduct a wide variety of duties related to lawsuits and other legal proceedings in which the City is a party or in the prosecution of in civil, criminal, or administrative cases.
21. Investigators are responsible for and will work closely with the City Attorney's Staff to accomplish the following:
  - (a) Assist in securing the City Hall and adjoined city government buildings during emergency situations.
  - (b) Assisting with investigations and enforcement of violations for various City departments as directed by the City Attorney
  - (c) Assist with the service of legal documents, including subpoenas and summonses, at the direction of the City Attorney
  - (d) Locate and interview witnesses; gather documents, statements, and other factual material; photograph and/or record evidence; participate in the discovery process. All interviews of witnesses shall be governed by [NOPD Chapter 42.10 – Interviews](#).
  - (e) Prepare declarations, affidavits and other materials required for court motions, or search and arrest warrants.

- (f) Obtain search warrants in accordance with [NOPD Chapter 1.2.4.2 – Search Warrants](#).
- (g) Analyze data and prepare reports and recommendations.
- (h) Attend meetings, trials, and hearings to assist attorneys and testify when necessary.
- (i) Attend property inspections.
- (j) Respond to certain crime scenes and conduct investigations as designated by the City Attorney

#### **City Council Executive Protection Unit (CCEPU)**

- 22. NOPD Officers assigned to provide security for the City Council and/or City Council members will report to an assigned EPU supervisor.
- 23. Members of the CCEPU shall work the same hours and times as members of the City Council under their protection and will maintain flexible working hours to meet the needs of the Council.
- 24. The members of the City Council who are assigned a CCEPU member for protection will direct the duties as it relates to the daily schedule of the City Council Member under protection, but in no case shall such direction conflict with NOPD policies, directives, and procedures.
- 25. The schedule of the Council Member being provided protection shall be provided to the EPU supervisor to coordinate protection assignments in advance. Any significant deviations from the schedule shall be documented, in writing, by the EPU Supervisor.

#### **Mayor's Office Executive Protection Unit**

- 26. NOPD Officers assigned to executive protection for the Mayor and their staff shall report to the assigned EPU supervisor.
- 27. The Mayor of the City of New Orleans or a designated authority will direct EPU members and as it relates to the daily schedule of the Mayor's Office, but in no case shall such direction conflict with NOPD policies, directives, and procedures.
- 28. The schedule of the Mayor shall be provided to the EPU supervisor to coordinate protection assignments and EPU member schedules in advance. Any significant deviations from the schedule shall be documented, in writing, by the EPU Supervisor.

#### **REQUIREMENTS AND TRAINING FOR EXECUTIVE PROTECTION UNIT ASSIGNMENTS**

- 29. Only commissioned members who have successfully completed a minimum 40-hour protection service operations training program approved by the Superintendent may be assigned to an EPU.
- 30. Any approved protection service operation training program shall include, at a minimum, training in the following areas:
  - (a) Motorcade formations, arrivals & departures, and tactics
  - (b) Route surveys
  - (c) Advanced location surveys

- (d) Cover & evacuation
  - (e) Protective Intelligence
  - (f) Protective countermeasures & surveillance detection
  - (g) Vehicle ambush countermeasures
  - (h) Tactical medical training
  - (i) Protective controls (escorting techniques)
  - (j) Firearm techniques and tactics for protection services
31. Commissioned members of the department who have been certified in Special Weapons and Tactics (SWAT) training may be eligible to be detailed on a temporary basis to an EPU assignment with the approval of the Superintendent of Police.

### **THREAT INTELLIGENCE - ANALYSIS OF INFORMATION SUBMISSIONS**

32. The SID shall establish and maintain a process to ensure that information gathered is reviewed and analyzed to derive its meaning and value. Guidance provided regarding Threat Intelligence and analysis of information submissions is provided in [Chapter 51.1 – Criminal Intelligence](#). SID will immediately notify the EPU Supervisor of any threats or security risks to the Mayor, other City officials, or dignitaries under the protection of the EPU.
33. All information received regarding possible threat intelligence by a member of the EPU shall be communicated to the NOPD Criminal Intelligence Unit for review and analysis.

### **SUPERVISOR RESPONSIBILITIES**

34. EPU supervisors shall be responsible for providing close and effective supervision of all EPU members and other officers under their supervision, including: respond to the scene of certain arrests; review each arrest report; respond to the scene of uses of force and investigate each use of force as required by [Chapter 1.3.6 – Reporting Use of Force](#); review the accuracy and completeness of officers' Daily Activity Reports; respond to each complaint of misconduct; ensure that officers are working actively to engage the community and increase public trust and safety; provide counseling, redirection, and support to officers as needed, ensuring members act professionally at all times, reviewing and approving time cards, ensuring members complete all required training, completing meaningful performance evaluations of all members under their command, and ensuring members abide by all applicable policies, directives, and procedures.
35. The Captain of SID and the supervisor of the NOPD Criminal Intelligence Unit shall serve as the designated points of contact for all intelligence and threat analysis requests or needs.
36. The EPU supervisor will formulate security plans and operational/tactical plans per unit requirements, as needed for ongoing protection assignments.
37. Security plan formulation shall include the identification of a nearby medical facility for emergency care.
38. Communication among department members assigned to the security function will utilize the departmental surveillance radio kit, comprised of a push to talk button and ear microphone. An additional radio talk group may be authorized by the Special Events coordinator.