

# POLICY: ESTABLISHMENT OF A VIP-PROTECTION UNIT

ITEM A-PS (12-2003) MC 02.10.2003	ESTABLISHMENT OF A VIP-PROTECTION UNIT : POLICY
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## RESOLVED:

1. **That** a VIP-Protection Unit **BE ESTABLISHED** within the Ekurhuleni Metropolitan Police Department.
2. **That** the Chief of Police **BE AUTHORISED** to recruit personnel for the VIP-Protection Unit, provided that this exercise be within the approved Human Resource processes and budget provisioning.
3. **That** all the Council drivers for the designated VIP - Protection Unit (i.e. Speaker and the Mayor) **BE TRANSFERRED** to the proposed VIP-Protection Unit.
4. **That** the structure of the Department: Public Safety — EMPD **BE AMENDED** to reflect the changes to the VIP-Unit, i.e. the ten (10) Metropolitan Police Officers allocated to this unit.
5. **That** all VIP Protection members **SHALL BE** EMPD Officers.
6. **That** the VIP Protection Policy attached as Annexure “A” to the report **BE APPROVED**, subject to the following amendments:
  - (i) That sections 5, 6 and 7 be deleted and that sections 8 to 14 be renumbered accordingly.
  - (ii) That the following item be added to section 14:  

“The provision of an annual clothing allowance must be referred to the budget process.”
7. **That** a further report **BE SUBMITTED** on budgetary provisioning and a programme for implementation of the above.

Item B-PS (48-2004) MC 20-01-2005	DETERMINATION OF THE CATEGORIES AND LEVELS OF PROTECTION TO DESIGNATED PERSONS WITHIN THE EKURHULENI METROPOLITAN MUNICIPALITY (EMM): VIP PROTECTION UNIT: EMPD
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## RESOLVED:

1. **That** the contents of the report regarding the determination of the categories and levels of protection to designated persons within the Ekurhuleni Metropolitan Municipality **BE NOTED**.
2. **That** the categories and levels of protection listed in the report **BE APPROVED**.

3. **That** subject to funding being made available, the Chief of Police **BE AUTHORIZED** to implement the VIP Services as contemplated in (2) above.

4. **That** the following levels of protection **BE APPROVED**:

Mayor – Level 1

Speaker – Level 2

Members of Mayoral Committee and Chief Whip – Level 3

*Councillors – Level 4*

*Other Council Employees – Level 5*

*Visiting Dignitaries – Level 6*

***Amended by Item B-PS (18-2005) Mayoral Committee Meeting 21-04-2005***

5. **That** subject to allocation of funds, the purchase of suitable vehicles and equipment for the extended VIP Protection Unit **BE APPROVED**.
6. **That** subject to allocation of funds, the increase in the number of members of the VIP Protection Unit **BE APPROVED**.
7. **That** the validation of the number of vehicles and staff for the VIP Protection Unit **BE DONE** by the Vehicle Task Team and Organisation and Development Division respectively and a report **BE SUBMITTED** thereon by the end of February 2005.

Item B-PS (18-2005)  
MC 21/04/2005

**AMENDMENT: DETERMINATION OF THE CATEGORIES AND LEVELS OF PROTECTION TO DESIGNATED PERSONS WITHIN THE EKURHULENI METROPOLITAN MUNICIPALITY (EMM): VIP PROTECTION UNIT: EMPD**

**RESOLVED:**

1. **That** the contents of the report regarding the amendment to the categories and levels of protection to designated persons within the Ekurhuleni Metropolitan Municipality **BE NOTED**.
2. **That** resolution 4 of the Mayoral Committee taken on 20<sup>th</sup> January 2005 under Item B-PS (48-2004) **BE AMENDED** to read as follows:

- “4. *That* the following levels of protection **BE APPROVED**:**

*Mayor – Level 1*

*Speaker – Level 2*

*Members of Mayoral Committee and Chief Whip – Level 3*

*Councillors – Level 4*

*Other Council employees – Level 5*

*Visiting dignitaries – Level 6”*

3. **That** the validation of the number of vehicles and staff for the VIP Protection Unit **BE DONE** by the Vehicle Task Team and Organisation and Development Division respectively and a report **BE SUBMITTED** thereon at the next Mayoral Committee meeting.



**Ekurhuleni**  
METROPOLITAN MUNICIPALITY

# **ESTABLISHMENT OF A VIP- PROTECTION UNIT : POLICY**

## 1. INTRODUCTION

The risk associated with our high profile political figures necessitates a consistent need for a dedicated protection around them in execution of their duties. It is in the interest of an orderly society that very important persons (VIP) are allowed to proceed with their activities freely within and outside our municipal boundaries, without fear of retribution by political or any other opponents. To this end the Ekurhuleni Metro Police Department seeks to fulfil this mandate accordingly.

## 2 MISSION

To render professional, effective and accountable VIP protection services.

## 3 THE DEFINITION OF VIP AND WHO MUST BE PROTECTED

### (a) The protection of the VIP

For the purposes of this policy the definition of Very Important Person (VIP) shall mean the following: "An individual or group of individuals who act in the interest of the Ekurhuleni Metropolitan Council in their capacity as Councillors and whose safety and security is manifestly threatened or the likelihood of their safety and security being threatened is high."

Who must be protected?

- The Mayor
- MMC's
- Councillors
- Dignitaries from local and abroad
- Any other person who may be designated as such (other protectors)

Levels of protection<sup>1</sup>

- Mayor – Level 1
- Speaker – Level 2
- Members of Mayoral Committee and Chief Whip – Level 3
- Councillors – Level 4
- Other Council Employees – Level 5
- Visiting Dignitaries – Level 6

### (b) The protection of property belonging to the VIP

For the purpose of this policy, property shall mean any building, vehicle or ship.

Any identified VIP according to the degree of threat exposure, such as the Mayor, Councillors, Dignitaries (local and abroad) shall receive the services of close protection to their property during the duration of the threat until it has subsided.

<sup>1</sup> Amended in terms of resolution 4 under item B-PS(48-2004) of the Mayoral Committee held on 20/01/2005

The Mayor shall receive such protection twenty four hours a day seven days a week (on permanent basis).

## **4 FUNCTIONS OF CLOSE PROTECTION SERVICES**

- The rendering of a static and close protection service to the Mayor, Councillors, Employees, visitors and other protectees.
- The liaison with other VIP protection, intelligence and law enforcement agencies regarding the protection of domestic and VIP's.
- The effective management of analysed information pertaining to the protection of VIP's.
- The responsibility of physical protection of VIP's and renders the following service:
  - Close protection of persons
  - Close protection of a motor vehicle or any other transport facility.
  - Close protection during public appearances, e.g. political rallies.
  - Close protection during private affairs (if approved).
  - Contingency planning and operational command for protection operations.

## **5. DUTIES**

### **5.1 Unit Commander**

- (a) The Commander liaises constantly with the Intelligence community regarding threats against the safety and security of the VIP and foreign VIP as well Dignitaries. The source and origin of the intelligence information can originate from one of the following:
  - o Mayor's and MMC's
  - o VIP Protection team
  - o Information Management Centre
  - o VIP personally
  - o Department of Foreign Affairs
  - o Various units within VIP Protection Service
- (b) The Unit Commander is responsible for all administration of the Unit and performs basic managerial tasks such as effective utilization of personnel and logistics.
- (c) Revision and planning of operational activities during daily management meetings.
- (d) Verification of operational planning.
- (e) Responsible for physical inspection to ensure that protection service is rendered according to the operational plan.
- (f) Is in command of high profile protection activities.

## 5.2 DUTIES OF THE COMMAND OFFICE

- (a) Establishment of a confidential filing system for every VIP whom protection is rendered.
- (b) All programs received fax or telephone must be recorded in an enquiry register.
- (c): After the protection service, it is verified by the Operational Officer and forwarded to the VIP-Commander, which close the enquiry and files it.
- (d) The Commander keeps monthly statistics in respect of the total number of requests for protection services received from the Chief of Police, the number of protection services rendered, amount of normal overtime hours, amount of Sunday overtime hours, amount of public holiday hours worked, kilometres done during protection services and amount of overtime paid for the month,
- (e) Programs of VIP's may only be sent via a scrambling device and must be marked "confidential".
- (f) Communication must occur with other organisation's liaison Officers when VIP's visit other provinces.

## 5.3 DUTIES OF THE VIP PROTECTOR

- (a) A protector is regarded a person who is primarily responsible for the protection of a person, whether personal, in close or static.
- (b) A Protector can be utilised as a bodyguard, VIP driver/protector or static protector during venue protection.
- (c) A Protector must possess the necessary expertise to be able to perform searches, access control and identified of explosives.
- (d) A protector must be able to compile a comprehensive advance planning according to which operational protection must be rendered.
- (e) During contingencies, it is expected of a Protector to act according to the Immediate Action Drill in the Operational Planning.

## 5.4 DUTIES OF THE VIP DRIVER/PROTECTOR

- (a) The primary duty of a VIP driver/protector is to transport his/her VIP safely from point A and point B and personal (close) protection of such VIP.
- (b) He/she must ensure that the car of office is at all times clean, roadworthy and in a good condition.
- (c) He/she must always be ready to receive the VIP half an hour before the time of departure or arrival.
- (d) Reconnaissance of routes and locations to be used must be verified on a daily basis.

- (e) Details of movements must be resorted to the Control Room by radio.
- (f) Proper records must be resorted to the Control Room by radio.
- (g) All reasonable requests from the VIP must be granted. When uncertain the Unit Commander must be contacted immediately.
- (h) The VIP driver/protector must at all time act politely disciplined and well mannered.'
- (i) The VIP driver/protector must evaluate the VIP's programs and identify possible high-risk situations and request protection support (back-up) where applicable.
- (j) Attire must befit the VIP and circumstances.
- (k) Liaison must at all times be maintained with the Operational Officer who is responsible for the Operational Planning so that the VIP driver/protector can be informed of the immediate action drill during an emergency.

## **6. WORKING HOURS**

Working hours: 40 hours per week.

Times: 07:00 to 15:00 daily, or at any time as determined by the Mayor's activities or request therefore.

### **6.1 Reporting for duty**

- (a) The member books on duty in his/her pocket book when departing from his/her home to the control point at the VIP protection unit.
- (b) At the control point he/she physical books on duty for protection services.
- (c) 'From the control point the member must report for duty at the time and place as stipulated by the VIP.
- (d) On arrival, the member writes the kilometre reading of the vehicle in his/her pocket book/logbook.
- (e) The member must keep a complete record of service in his/her pocket book with the arrival and departure as well as the venues.

## 6.2 Reporting from duty

- (a) The member drops the VIP at the airport, the departure time and flight must be stipulated in his/her pocket book.
- (b) When the member drops the VIP at his/her residence, the times as well as kilometre reading must be written in his/her pocket book.
- (c) The member physically reports off duty at the control room and sign off in his/her pocket book.
- (d) Complete the logbook of the official vehicles daily.

# 7. TRAVELLING

## 7.1 Driving

- The official vehicle must be driven safely and absolutely smoothly. Traffic laws, including parking signs, must be strictly obeyed and road conduct must be courteous at all times so that the VIP is not embarrassed. The official vehicle may not be used for private purposes. It is always at the disposal of the VIP.
- Safe-keeping of the official vehicle.
- The official vehicle may never be left alone outside a specific area. The official vehicle must regularly be checked for harmful objects. It must be thoroughly searched without exception, except after it has been serviced or repaired. Record must be kept in the pocket book/logbook.
- No unauthorised person may be transported in the official vehicle or be permitted to drive it. The official vehicle may not be kept at a member's private residence without prior authority from the VIP.

## 7.2 Collision and damages

- Where an official vehicle is involved in a collision, the member concerned must:
- Where possible, immediately summon the Accident Bureau of the Metro of the collision. In the event of injury, the ambulance service must be summonsed.
- If the vehicle has to be moved from the position in which it came to a stop after the collision, its position must be marked on the ground before moving it.
- Furnish his/her name and address and the number of the official vehicle to anyone who has reasonable grounds to request such information. -
- Under no circumstance admit liability for the accident to a third party or make inconsiderate statements, offer statements to make a payment to a third party: If the driver of the other vehicle that was involved in the collision or the third party admits liability for the collision, attempts must be made to obtain a written statement in this regard.
- If he/she suspects that the driver of the vehicle or other concerned third party is under the influence of alcohol or drug bring his/her suspicion to the attention of the metro police officer and not permit the suspect to leave the scene or to consume anything.
- Attempt to obtain statements and names and addresses of eyewitnesses.



- As soon as possible after the collision, furnish a complete report in accordance with the particulars required in the prescribed form via the liaison officer or the relevant VIP, which is to be handed to the Chief of Police.
- Immediately refer any third party claim that is directed to him/her to the officer of the Unit Commander
- In addition to the written report which must be submitted report any collision with a government garage vehicle to the government garage, so that, amongst others, the necessary arrangements can be made for the repair for the vehicle,
- and
- Report any injuries in the prescribed manner, and make the necessary entries in the member's pocket book.

### 7.3 Air Travel

Normal Council bookings. -

- First option is to make protocol arrangements with the municipality of the host city to provide VIP Protection Services
- Alternatively one member to accompany the Mayor if such service cannot be provided by the said municipality.
- Alternatively a private contractor could be appointed to provide such services.
- These arrangements to be finalised by the VIP Protection Unit Head with the approval of the City Manager in the best interest of the Council.

## 8. MAINTENANCE AND USE OF OFFICIAL VEHICLES

Maintenance

The driver must ensure that the official vehicle is clean and mechanically in order and must further ensure that:

- There is always sufficient petrol in the tank and that it is full when it is garaged. When a member refuels the official o. government garage vehicle, the registration number, kilometres reading and amount of litres must be stipulated in his/her pocket book/ logbook.
- The oil level is correct.
- The water level of the radiator and battery is correct.
- The tyre pressures of all the tyres, including the spare wheels, are correct.
- The essential tools, fire extinguisher and first aid equipment are in the vehicle.
- The tyres are in a good condition.
- Services are carried out regularly, and
- Arrangements are made for the safe keeping of the official vehicles keys at the official residence, when the vehicle is parked in the evening.

## 9. DISCIPLINE AND CONDUCT

A member who is a protector for a VIP is subject to the provisions of the Ekurhuleni Metro Police Standing Orders as any other member, and must also carry out all duties, instructions that he/she may receive from time to time from his/her superior. -

- residence, when the vehicle is parked in the evening.

## 10. TRAINING

Personnel will receive training in the following aspects:

- advanced vehicle driving skills
- firearm training
- defensive tactics
- threat assessment
- security operations
- attending special events
- basic first aid
- threatening mail interpretation, etc.
- residence, when the vehicle is parked in the evening.

## 11. DRESS CODE

A professional business appearance is expected to all employees throughout the year. Today's variety of fashion together with the South African weather conditions which is hot and humid make it impractical to list all the attire that is appropriate.

General standards

Employees wearing civilian dress must dress tastefully and neatly. Employees that regularly liaise with the public and senior officials must specifically wear clothing of a high standard of and respectability.

A member must wear his or her firearm in a holster prescribed by SO(S)48.

Employees may not wear casual items of clothing such as denim jeans, bleach pants, T-shirts with slogans that are suitable for sport events, sport shorts, canvas shoes, running shoes, tekkies, slippers or informal hiking shoes.

Tattoos must be covered at all times as far as possible.

Male members are forbidden to wear earrings. Members who need to wear earrings during undercover operations must obtain prior written permission from their commanders.

The provision of an annual clothing allowance must be referred to the budget process.