

SAN DIEGO POLICE DEPARTMENT

Office of the Chief of Police

EXECUTIVE PROTECTION DETAIL

OPERATIONS MANUAL



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I. UNIT MISSION

The mission of the San Diego Police Department's Executive Protection Detail is to provide personal security for the Chief of Police (COP), Mayor of the City of San Diego, and security for City Council meetings and City Council members as deemed necessary.

II. INTRODUCTION & ORGANIZATION

A. Overview

Personnel assigned to the Executive Protection Detail (EPD) have a wide range of duties and responsibilities, which are unique to the position. The officers and Officers assigned are required to provide security to the Chief of Police, City of San Diego Mayor, and to members of the City Council as necessary. Officers assigned to the unit may be rotated as deemed necessary by the Chief of Police.

Officers or Officers selected for their position must be sensitive and aware of the special needs and issues involved with the detail. While performing the required duties, EPD Unit members will overhear or have confidential matters brought to their attention on occasion. The confidentiality of this information must be maintained at all times. Upon selection to EPD, officers and Officers will sign a confidentiality agreement.

This manual is designed to specifically address the operations and duties of the Executive Protection Detail. This manual is not all-inclusive, and does not in any way relieve the EPD Officer(s) from the policies and procedures outlined in the San Diego Police Department Policies and Procedures Manual.

B. Organization

Officers assigned to the Executive Protection Detail report directly to the Administrative Sergeant of the Office of the Chief of Police. The Administrative Sergeant reports directly to the Neighborhood Policing Chief.

III. JOB DESCRIPTION

A. Duties of EPD Detective(s) assigned to the Chief of Police (COP) and Mayor

1. Provide personal security for the COP or Mayor while attending public and private gatherings. It is incumbent on the Officers and Administrative Sergeant to work together for scheduling.

2. Conduct advanced site surveys and prepare security contingency plans when appropriate.
3. Provide liaison between the Mayor and COP with other governmental and law enforcement agencies.
4. Operate, maintain and secure the COP's and Mayor's assigned City vehicle.
5. Provide other duties as requested when assigned by the COP or Mayor.
6. Travel with the Mayor and COP as necessary to provide personal security.
7. Alert the COP on matters involving the Mayor, which require police attention or intervention.
8. Coordinate and/or provide personal security for visiting dignitaries when requested to do so.

B. Duties of EPD Officers assigned to City Council

1. Provide security at all City Council meetings. Maintain order as necessary and respond to the security needs of the City Council.
2. Identify potential hazards during City Council meetings and provide direction when appropriate.
3. Maintain liaison between City Council staff and the Chief of Police.
4. Ensure closed session meetings remain confidential and secure.
5. Maintain liaison with the Office of the City Clerk to prepare for future City Council and/or special meetings.
6. Alert the Chief of Police on matters involving Council members, which may require police response on intervention.
7. Assist with implementing overall security measures at the City Administration Building.

C. Duties of EPD Officer assigned to the City Administration Building Security

1. Provide security for the City Administration Building (CAB), City Attorney's Office, and Civic Center Plaza.
2. Identify potential hazards and provide direction when appropriate.
3. Maintain liaison between City Administrative Staff and the Chief of Police via the Chief's Administrative Sergeant.
4. Alert the Chief's Administrative Sergeant on matters which may require police response or intervention.
5. Provide coverage for the Chief's Office Aide position on their scheduled day off or as needed.

D. EPD Hours

1. Chief of Police Detail

(Deleted – records of security). Officers must remain flexible as this work schedule may be adjusted depending on the Chief's schedule and special events.

(Deleted – records of security)
2. Mayor's Detail

(Deleted – records of security). Officers must remain flexible as this work schedule may be adjusted depending on the Mayor's schedule and special events.
3. City Council Position

(Deleted – records of security) The EPD Council Officers may be requested to attend other events at the discretion of the Chief of Police. The EPD Council Officers also backfill for the Mayor's Detail as needed.
4. City Administration Building (CAB) Security

The officers assigned to the CAB security position will work a **(Deleted – records of security)** schedule. **(Deleted – records of security),**

E. Assignment Rotation and Temporary Assignments within the Unit

EPD Officers will rotate positions every four months within the unit at each shift change as follows:

1. The EPD Officers assigned to City Council, will be assigned to the position for a period of four months. At shift change, the Officers will be assigned to the Mayor's detail. Once the Officers complete the Mayor's detail at the end of the shift, they will rotate back to City Council.
2. **(Deleted – records of security)**
3. **(Deleted – records of security)**
 - a) All re-assignments must be approved by the Administrative Sergeant in the Chief's Office prior to implementation. The temporary assignments will be granted for the duration of the vacation or recess only.

F. Compensation

1. Officers assigned to the Chief of Police, Mayor, and City Council will receive detective pay while assigned to the unit. However, assignments to EPD does not constitute a detective assignment for the purposes of a department transfer unless one of the following is met:
 - a) The officer assigned to the EPD is on the officers eligibility list and the receiving command has selected the EPD Officer as a detective.
 - b) The officer assigned to the EPD was an existing detective prior to the EPD appointment.
2. Officers assigned to the EPD will be required to work eighty hours each pay period. **(Deleted – records of security)**
3. **(Deleted – records of security)**
4. While traveling with the COP or Mayor, EPD Officers may accrue standby time as outlined in Department Procedure 1.20.

G. Suggested Training

1. Once selected for the assignment, all EPD officers should attend and complete the P.O.S.T. training course for protection of public officials as soon as scheduling allows.
2. Due to the physical requirements of the EPD officers' position they should maintain a high level of physical fitness. EPD Officers are encouraged to work out on duty as time and the Mayor or Chief's schedule permits. If the officers decide to work out on duty they must have their cell phone with them and must immediately respond if called upon.

IV. SECURITY FOR THE CHIEF OF POLICE (COP) AND MAYOR

During the time officers are with the COP or Mayor, the following guidelines will be followed:

A. Vehicle Security

1. EPD officers must ensure the vehicle is safe and all protective equipment is in the vehicle and in good working order.
2. EPD officers shall familiarize themselves with the most expedient and alternative routes of travel.
3. EPD officers shall utilize the most current tactics of dignitary protection with regards to protection in and around the vehicle.

B. Personal Security for the Chief of Police or Mayor

1. EPD officers shall utilize the most current tactics and training for dignitary protection. EPD will operate with the safety of the COP or Mayor as their priority.
2. When more than one EPD Detective is present, they shall utilize the most current tactics and training for two or more person security details.
3. When police action is necessary, the EPD officers should immediately notify Police Communications for additional assistance. The first priority of the EPD officers is the security of the COP or Mayor. The EPD officers shall report any police action to the Administrative Sergeant in the office of the Chief of Police as soon as practical.

4. If responding after hours to a scene or command post, EPD officers will adhere to the previously agreed upon arrangements to meet the COP or Mayor.
5. **(Deleted – records of security)**
6. Any incident involving the Mayor, City Council or other public official will be immediately reported to the Chief of Police via the chain of command.

V. SECURITY FOR THE CITY COUNCIL

- A. The EPD officers assigned to the Council position will attend all City Council meetings to provide security as needed. The detective will usually be notified which meetings he/she will be required to attend by the City Clerk's Office or at the request of City Council members.

The EPD Officers assigned to the City Council must:

1. Attend all scheduled City Council meetings as needed to provide security for participants.
2. Maintain liaison with Council members, staff, Chief's Office, and the Criminal Intelligence Unit.
3. Ensure immediate notifications are made in the event an incident occurs involving the Mayor or other city official.
4. Act as a liaison with other law enforcement agencies to coordinate dignitary visits with city officials.
5. Arrange for the appropriate level of security based on threat potential at various events involving the City Council. Additional personnel should be coordinated through the Chief's Office, area command and/or Criminal Intelligence Unit.
6. Conduct preliminary investigations into threats against Council members. The EPD officers will work closely with other units inside the Police Department to investigate these threats.
 - a. When a threat has been reported or discovered, the following protocol will be followed:
 - 1) The EPD officers will evaluate the threat while gathering and documenting all pertinent information and/or evidence.

- 2) The EPD officers will promptly notify the Administrative Sergeant in the Chief's Office.
- 3) The Administrative Sergeant will evaluate the threat and notify the Criminal Intelligence Unit

VI. SECURITY FOR THE CITY ADMINISTRATION BUILDING

- A. The EPD officers assigned to City Administration Building (CAB) Security provide security for city personnel and staff within the City Administration Building. The EPD Officers assigned to the City Council must:
1. Provide security and respond to the security needs for the City Administration Building, City Attorney's Office, and Civic Center Plaza (CCP) as necessary.
 2. Maintain high visibility for city personnel and visitors entering the City Administration Building.
 3. Conduct regular foot patrols for the CAB, City Attorney's Office, CCP and surrounding area to include Golden Hall, Development Services Center, and Evan V. Jones Parkade.
 4. Provide additional security for City Council and during Council meeting as needed. During Council meetings, uniformed officers will stage behind the audience or in the lobby when appropriate.
 5. Oversee the civilian security guards assigned to provide building security and operate the metal detector.
 6. Identify potential hazards and provide direction when appropriate.
 7. Maintain liaison between City Administrative Staff and the Chief of Police via the Chief's Administrative Sergeant.
 8. Alert the Chief's Administrative Sergeant on matters which may require police response or intervention.
 9. Alert the Building Supervisor of any emergencies to building (ie, water leak, fire, gas leak, etc).

VII. DRESS, DEMEANOR & CONDUCT

- A. Officers assigned to the COP shall dress accordingly to the occasion or at the direction of the COP. Regardless of the occasion, the dress will be professional, at the COP's discretion, and consistent with Department Procedure 5.10; requiring appropriate attire.
- B. Officers assigned to the EPD shall always dress inconspicuously and conservatively according to the occasion. In most cases, a business suit is the appropriate dress. Regardless of the occasion, the dress will be professional and consistent with Department Procedure 5.10; requiring appropriate attire.
- C. EPD officers will always carry their department approved weapon, ammunition, and handcuffs. These items will be carried in an inconspicuous manner.
- D. EPD personnel appearance and conduct shall always be businesslike and professional, even in informal situations. EPD personnel are encouraged to refrain from socializing personally with the Chief, Mayor, Council or staff in an off-duty capacity. This is suggested in an effort to prosper and maintain professional relationships.
- E. EPD personnel shall not accept gifts or gratuities for performing their function as outlined in Department Procedure 9.8.
- F. EPD personnel may not use or give the appearance of their official status at any time or place for the purpose of engaging in political activity as outlined in Department Procedure 9.14.
- G. EPD officers or Officers shall not make any statements regarding the COP, Mayor or City Council to the media. All media requests should be directed to Media Services.
- H. Consumption of alcohol while on duty with the COP or Mayor is **strictly prohibited**.

VIII. VEHICLES & EQUIPMENT

- A. Assigned Vehicles
 - 1. The COP's and Mayor's vehicles will be utilized by the on duty EPD detective.

2. All vehicles assigned to the Executive Protection Detail are property of the San Diego Police Department as outlined in Department Procedure 1.12. Only police personnel are authorized to operate police vehicles assigned to the EPD.
3. In the event of a traffic collision while transporting the COP or Mayor, the following protocol should be followed:
 - a. Check the welfare of the COP or Mayor, render first aid and request medical assistance if necessary.
 - b. Notify Communications of the collision, requesting a supervisor and a traffic unit.
 - c. Locate another EPD Officer to respond to the scene to provide alternate transportation for the COP or Mayor.
 - d. Notify the Administrative Sergeant of the Chief's Office as soon as practical.
4. The guidelines established in Department Procedure 1.12 (Operation of Police Department vehicles) apply to members of the EPD.
 - e. All EPD vehicles will be operated in a lawful and prudent manner. EPD vehicles are considered Authorized Emergency Vehicles as defined in the California Vehicle Code.

Although they are considered Authorized Emergency Vehicles, some may not be equipped with emergency equipment. EPD Officers must obey all traffic laws at all times unless there is imminent danger to the Mayor, or the specific driving tactics are necessary to avoid a threat.

- f. All EPD vehicles will be parked in a lawful manner. EPD vehicles are not exempt from receiving parking citations
 - 1) For security reasons, there may be situations where the COP's or Mayor's vehicles must be parked in violation of parking regulations. In those instances, the vehicle must be moved to a legal parking space as soon as practical, if possible.
 - 2) If the Mayor's vehicle receives a parking citation, the EPD Officer must report the citation to the

Administrative Sergeant in the Chief's Office. The EPD officer must be prepared to detail the reason for parking in violation of regulations.

B. Vehicle Service and Maintenance

1. It will be the responsibility of the EPD Officer to ensure their assigned City vehicle receives proper maintenance and service.
2. If the Mayor's vehicle is leased with an agreement that the dealer, or authorized service center, will maintain and service the vehicle, service will be conducted by the auto dealer or service center.
3. In the event the Mayor's vehicle is not available for use, the EPD Officer assigned will use his/her assigned City vehicle to transport the Mayor.
4. The EPD detective assigned to the COP's vehicle for the day will temporarily obtain a command vehicle from central garage while the primary vehicle is being serviced. It is the responsibility of the driver to move all necessary equipment and weapons to the temporary vehicle.

C. Assigned Equipment

All EPD Officers are required to maintain all assigned police equipment as outlined in Department Procedure 5.10.

IX. TRAVEL AND FINANCES WHILE WITH THE COP OR MAYOR

- A. EPD personnel shall follow all department procedures with regards to reimbursement for approved expenditures related to travel with the COP or Mayor.
- B. All travel must be reviewed and approved by the Administrative Sergeant in the Chief's Office prior to any travel.
 1. Once it has been determined that an EPD detective will be traveling with the Chief or Mayor, the detective must immediately notify the Administrative Sergeant in the Chief's Office. Once approved, the EPD detective must immediately notify Fiscal Management to arrange for travel funds. It is the responsibility of the detective to obtain the destination, number of days, mode of transportation and hotel rate from the COP's Confidential

Secretary or Mayor's Chief of Staff to determine the funding necessary.

2. In order to ensure prompt receipt of funds, the EPD detective will provide the Administrative Sergeant to the Chief with the travel itinerary as soon as they become aware of impending travel. The Administrative Sergeant will prepare the travel letter and submit it to Fiscal. Once approved, Fiscal Management will arrange funds for all travel expenses.
 3. The Executive Assistant Chief's secretary shall be notified of approved travel to prepare a gun letter for airline travel, as outlined in Department Procedure 1.09. Multiple letters may be required depending on the number of flights.
- C. EPD officers shall follow all current airline protocols for a law enforcement officer flying while armed.
 - D. EPD officers shall utilize all current tactics and training for travelling with a dignitary. EPD shall utilize the most efficient practices in order to ensure the COP or Mayor arrives to their flight on time and safely.
 - E. When traveling to Washington, DC, if the Chief or Mayor has a meeting at any Federal building, the EPD officers should make arrangements with the proper Law Enforcement representative to facilitate the COP's or Mayor's entrance to the facility.
 - F. It is important that the COP or Mayor has the ability to contact the EPD Officers at all times. Therefore, the EPD officers must remain in the vicinity of the hotel to respond to the needs of the COP or Mayor. **While traveling with the COP or Mayor, consumption of alcohol is prohibited at all times.**