

**GENERAL ORDER  
REVISION 353****SUBJECT: Protective Services Unit**  

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Effective immediately the chapter of policy entitled "*Protective Services Unit*" has been revised.

There were a number of changes to the format and content of this policy. The most notable changes and/or additions were made in sections:

2.0 *Structure of Protective Services Unit*; and

6.0 *Training and Qualifications*.

All personnel are required to visit the on-line manual and familiarize themselves with this policy.

Divisional Commanders will ensure that all officers under their command are thoroughly briefed on this policy revision.

Personnel are again reminded the contents of the manual are "confidential".

Original signed by

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Wm. Janes  
Chief of Police

**Distribution: All Divisions  
General Order: 353  
Date: May 25, 2016**



## Protective Services Unit (PSU)

### 1.0 General

- 1.1 The purpose of this chapter is to identify the mandate of the Protective Services Unit and to outline the responsibilities of the officers assigned to the Unit.

### 2.0 Structure of Protective Services Unit

- 2.1 The Protective Services Unit is under the direction of the OIC of the Intelligence and Organized Crime Section of the Criminal Investigation Division.
- 2.2 The number of personnel and unit structure will be at the discretion of the Chief of Police or designate, and will be regularly evaluated based on threat assessment and operational requirements.

### 3.0 Mandate of Protective Services Unit

- 3.1 To provide close protection services for the Premier of Newfoundland and Labrador and other designated dignitaries. Specific close protection roles include bodyguard, secure transport and advance security/liaison officer.
- 3.2 To gather intelligence on persons and groups of interest, demonstrations and any other matter that could potentially cause direct or indirect harm to the Premier or the Office of the Premier or to any other elected Government Official.

### 4.0 Function and Responsibilities

- 4.1 The Unit's function and responsibilities include:
- a. security for the Premier of Newfoundland and Labrador while in the Province of NL;
  - b. security for the Premier when travelling outside of NL based on threat assessments and operational requirements;
  - c. performing daily operational functions as Bodyguard, Driver, and Advance as required;
  - d. conduct investigations, in conjunction with the applicable unit of the RNC Criminal Investigation Division, into people or groups who pose a potential



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threat to the Premier, Office of the Premier or other elected Government Official;

- e. gather intelligence on persons and groups of interest, demonstrations and any other matter that could potentially cause direct or indirect harm to the Premier or the Office of the Premier, or other elected Government Official;
- f. act as a liaison between various Provincial Government departments and RNC investigative units as deemed appropriate by the Chief of Police or designate;
- g. prepare and execute operational plans that will include itineraries, contact lists, floor plans, health plans, routes, safe houses, anticipated financial expenditures; and thorough threat assessments that will be completed in accordance with the intelligence led policing model;
- h. where a full and comprehensive operation plan is not required for travel outside of Newfoundland and Labrador, PSU officers will prepare a Protective Services Travel Briefing and forward to the respective law enforcement agencies;
- i. work closely with government officials who are responsible for event and scenario planning;
- j. liaise with law enforcement, other Dignitary Protection Units and government officials for events and travel in respective jurisdictions;
- k. utilize assistance from other protective details when available and appropriate, all travel outside of jurisdiction will be approved through the Office of the Chief of Police by way of Journey Authorization;
- l. provide protective services to visiting Premiers or dignitaries or assist visiting Protective Units as necessary;
- m. liaise with RCMP B Division VIP Section as requested by the RCMP and/or Chief of Police;
- n. act as a point of contact for intelligence gathering and dissemination for the Criminal Intelligence Unit in relation to threats towards the office of the Premier; and any other Government Official that could be associated to the Office of the Premier;



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- o. complete administrative duties as assigned; and
- p. attend training sessions as needed.

#### 4.2 Additional duties of the NCO in charge of Protective Services include:

- a. act as a point of communication between the Office of the Premier, the RNC Protective Services Unit and the Office of the Chief of Police in relation to matters directly applicable to the PSU mandate;
- b. identify and coordinate resource and personnel needs for all PSU escorts;
- c. recommend security level for escorts;
- d. liaise and converse with other government officials and police agencies in relation to Protective Services operational requirements;
- e. advise supervisor on the status of ongoing operational details and security assignments;
- f. prepare and submit member attendance;
- g. monitor and prepare scheduling;
- h. prepare and submit quarterly reports for Protective Services; and
- i. provide orientation to newly assigned members.

### 5.0 Operational Guidelines

#### 5.1 The following general operational guidelines apply to all positions including bodyguard, driver, advance and investigator:

- a. maintain a continuous conscious effort in assessing and evaluating the situation and environments, while maintaining security and observations, mentally plan defensive actions at all times;
- b. be prepared for planned events, become familiar with itineraries, expected guests, intelligence;
- c. wear appropriate footwear and supportive belts to accommodate issued use-of-force options;



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- d. carry assigned communication devices (cell phone/blackberry) on vibrate mode;
- e. be attentive, anticipate threats, do not become complacent, expect the unexpected, be vigilant;
- f. keep in constant communication with other members of the team;
- g. communicate your observations to other members of the team;
- h. consider carrying a flashlight in case of dimly lit situations or power outages;
- i. make use of issued portable radio/wires to ensure proper/private communication between members of the team or other details;
- j. carry vehicle keys/spare keys/office keys/entry passes as required;
- k. when on assignment, both on duty and off, be able to mentally and physically respond to any incident which may arise by:
  - (1) abstaining from the use of alcohol;
  - (2) abstaining from the use of prescribed drugs which could impair judgement (cold tablets, sleeping pills);
  - (3) abstaining from physical activity which would preclude the ability for immediate response;
  - (4) ensuring a general proximity to the Premier and other members of the protective detail.

## 6.0 Training and Qualifications

- 6.1 Officers being assigned to the Protective Services Unit must be able to complete all modules of Use of Force.

## 7.0 Dress and Deportment

- 7.1 These guidelines represent a clear expectation for all officers performing operations with Protective Services Unit. The expectations parallel what is outlined in RNC Policy and Procedure. There is however a higher expectation on

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the officers assigned to Protective Services due to the nature of their duties.  
Officers shall:

- a. view themselves at all times as police professionals representing all officers of the RNC and the Office of the Premier;
- b. maintain a high level of confidentiality and not disclose any information obtained in the course of their duties, non-disclosure is inclusive of other RNC and Protective Services members as it relates to information that has no relevance to Protective Services duties;
- c. remain focused that their primary duty is the protection of the Premier or other designated dignitaries from harm;
- d. maintain a high level of professionalism at all times (be aware of personal habits, no gum chewing, smoking, biting nails, personal phone calls etc.) and project a firm, confident image;
- e. refrain from language or conduct which could be viewed in a disparaging light given the high profile of the type of duties performed;
- f. refrain from offering or soliciting opinions related to current internal/external controversial topics, if specifically asked for an opinion, officers should remember they are non-partisan and remain tactful in their response;
- g. not speak negatively about the RNC, Provincial Government or partner agencies while in the presence of the Premier or staff, any internal grievances will be directed through appropriate RNC chain of command;
- h. dress in business attire unless a specific operation dictates otherwise; suits should be conservative in nature and not stand out; and all items of clothing should be professional and not show obvious signs of age or wear;
- i. ensure their level of physical conditioning is maintained to allow them to perform their duties and work extended hours without having a detrimental effect on their health; and
- j. maintain Protective Services vehicles in top condition ensuring: all emergency equipment is functional; the interior of the vehicle is kept



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immaculate and the exterior of the vehicle is kept clean and free of debris when weather conditions permit.

## 8.0 Firearm Storage and Transport

8.1 Firearms storage and transport shall be in accordance with the policy outlined in the Firearms chapter in this Manual.

8.2 Out of Province/Country Travel:

- a. Officers shall not carry service firearms out of the Province without the following:
  - (1) prior authorization of the Chief of Police or his/her designate; and
  - (2) lawful authority to carry a firearm in the jurisdiction being visited.

8.3 Firearms/Use of Force options:

- a. Officers assigned to the Protective Services Unit travelling outside the Province of NL will seek authorization to carry all use of force options with them while outside the Province and exhaust all avenues to ensure this authority is secured.
 

**Note: OC Spray shall not be carried on board an aircraft.**
- b. Officers will only be armed if they are endorsed within the jurisdiction that they are visiting.
- c. Officers shall take all necessary steps to obtain special authorization and/or special constable status when travelling to other Provinces and carry that authorization with them during the visit.
- d. Officers travelling outside of Canada and the United States will contact the RCMP and coordinate with them or the Local Embassy.
  - (1) RCMP's International Operations Branch has offices in 26 countries. Contact the RCMP's International Operations Branch in Ottawa at 613-993-3870 or 613-993-5598 for a list of current Liaison Officers, contact numbers and countries with offices throughout the world.



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- (2) Carrying of firearms, related rules and regulations vary from jurisdiction to jurisdiction. The RCMP liaison officer will be able to provide further required information.
  - (3) The safe storage of weapons is essential when off duty and officers will make every effort to do so, in compliance with storage requirements set out in the Firearms chapter in this Manual.