I. Purpose

The purpose of this policy is to outline the duties and responsibilities of a Trooper assigned to the Executive Protection Unit and to outline the qualifications and selection process involved in the selection of an officer to assume this position.

II. Policy

It is the policy of the Iowa State Patrol that the duties and responsibilities of each position within the division are clearly defined and that the personnel assigned to those positions are aware of the expectations and responsibilities of that position.

III. Background

The Executive Protection Unit was established in 1972 to provide security and protection to the Governor of Iowa. Since that time the Executive Protection Unit has undergone many changes including a change in the name from Governors Security Detail to Executive Protection Unit. The scope of the Unit’s responsibilities also has changed from just providing this service to the Governor to providing the same level of service to the Lt. Governor, First Lady and First Family.

IV. Duties and Responsibilities

A. In addition to the duties and responsibilities of a State Trooper, the Executive Protection Unit Troopers provide security for the Governor, First Lady, First Family, Lt Governor, and other sitting Governors. The Governor, First Lady, First Family, and Lieutenant Governor are provided protection by the Executive Protection Unit while in the State of Iowa, throughout the United States and while traveling internationally. Troopers also provide assistance to National and Foreign Dignitaries and their Executive Protection Units while visiting the State of Iowa. All State Troopers are called upon to assist the Executive Protection Unit in providing transportation, event security and dignitary protection for events in the State of Iowa.
B. Troopers assigned to the Executive Protection Unit must develop partnerships with Federal, State and local Law Enforcement Agencies across the United States and Foreign countries. Many events require detailed planning and site visits in order to determine manpower requirements as well as evacuation routes for emergencies. The Trooper coordinates with other law enforcement agencies and event coordinators to ensure a safe and secure event site.

C. Areas of expertise required of a member of the Executive Protection Unit include, but are not limited to:

1. Preplanning of event sites which include security arrangements, intelligence gathering and coordination with Local, State, and Federal agencies.
2. Coordination of National and Foreign Security Arrangements
3. Provide secure transportation and evasive driving skills necessary for dignitary protection.
4. Strategic placement of Troopers necessary to provide a secure environment for dignitaries.
5. Investigate any direct or indirect threats made towards the dignitaries.

V. Qualifications and Selection

A. When a vacancy is identified in the Executive Protection Unit, the Administrative Operations Officer shall solicit interest from all eligible officers through a special order.

B. Officers interested in the position shall return the special order to the Administrative Operations Officer through the chain of command. This order shall indicate their interest or disinterest in this assignment.

C. An officer must have a satisfactory performance evaluation in the period immediately preceding the date of the change of assignment.

D. An officer selected to serve in the Executive Protection Unit shall serve in a probationary capacity for a period of twelve (12) consecutive months following reassignment to that position.

E. Officers must serve a minimum of four (4) years in this assignment. The only exceptions would be if the officer is promoted, one of the principals requests their removal, or the reassignment would be in the best interest of the Iowa State Patrol.

F. Factors to be considered in selection of a trooper for the Executive Protection Unit include, but are not limited to:

1. Integrity
2. Appearance
3. Initiative
4. Compliance with Departmental and Divisional Policies
5. Flexibility
G. An interview will be conducted with a three (3) person interview board consisting of the following personnel acting on behalf of the Chief of the Iowa State Patrol:

1. Commander of the Executive Protection Unit
2. Assistant Field Operations Officer
3. Individual selected by Iowa State Patrol Headquarters Staff

H. The Chief of the Iowa State Patrol will be the final authority and will make the assignment based upon the recommendation of the Board.

VI. Training

Newly selected members of the Executive Protection Unit will attend 40 hours of Executive Protection Training based upon guidelines established by the United States Secret Service. Every attempt will be made to have the officers attend this training within a year of appointment. This is dependent on the availability of the training.

VII. Annual Review

At the conclusion of the year, the Commander of the Executive Protection Unit will prepare a report indicating the number of out of state trips, number of hours involved with each principal, overtime hours accrued for the year, costs of the services provided and other data collected by the Executive Protection Unit members. This shall be forwarded through the chain of command to the Chief as outlined in the policy on Specialized Assignments.

March 21, 2008

Colonel Patrick J. Hoye, Chief
Iowa State Patrol