ROYALTY AND VIP PLANNING AND PROTECTION

Standard Operating Procedure

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1. **Purpose**

1.1. This Standard Operating Procedure (SOP) supports the following Police Service of Scotland (hereafter referred to as Police Scotland) Policies:

- Events Planning Policy
- Armed Policing Policy

1.2. The purpose of this document is to ensure that measures commensurate with the threat and risk of period of residence or a visit to Scotland by a Member of the Royal Family or other ‘Protected Person’ are implemented consistently across the Police Scotland force area. It deals specifically with the Close Protection element of the policing response and recognises that dependent on scale and threat assessment, territorial officers and other specialists may also be involved. In such cases this Standard Operating Procedure (SOP) should be referred to in conjunction with the Event Notification and Classification SOP.

1.3. It provides or ensures:

- a clear understanding of roles and responsibilities;
- a clearly defined command structure;
- a consistent and common approach in the co-ordination, planning, management and policing of protected visits, in line with the College of Policing Authorised Professional Practice – Armed Policing current guidance and the ACPO Manual of Guidance on Protection Duties (owned by the National Close Protection Committee with access given to a nominated person from Armed Policing Training);
- that Personal Protection is proportionate and commensurate with the level of threat to the individual, the views of the Protected Person and the circumstances of each visit; and
- The Chief Constable is able to meet the legal requirements of Health and Safety legislation, the Human Rights Act 1998 and general responsibilities of duty of care in respect of protected persons, the public, police officers and police staff.

2. **Process and Procedure**

2.1 **Background**

2.1.1 The VIP Planning Units with responsibility for Royalty and VIP operations are located within the Events, Emergency and Resilience Planning Unit (EERPU) structure and situated within each Regional Office (East, West and North).

2.1.2 Police Scotland is not responsible for determining who receives Personal Protection by armed officers in Scotland. This decision is made by the Foreign and Commonwealth Office and applies throughout the United
Kingdom. The Chief Constable of Police Scotland should always be notified of any visit involving a Protected Person to Scotland, including details of all places to be visited and any residences involved (whether private/public).

2.1.3 An appropriately qualified and competent Close Protection Officer (CPO), Security Coordinator (SecCo) or VIP Planning Officer must undertake the detailed planning and associated reconnaissance.

2.1.4 For the purpose of this SOP the term ‘Member of the Royal Family’ and ‘Protected Person’ will refer to those who are afforded armed Personal Protection. They are usually referred to as the Principal.

2.1.5 It should be noted that any policing response may be subject to influence by, and in accordance with, the Principal's express wishes.

2.1.6 Personal Protection Officers (PPOs) are assigned to each principal and are members of the Metropolitan Police Service, SO14, Royalty Protection or SO1, Ministerial Protection.

2.2 Notification and Recording

2.2.1 All notifications of a period of residence or visit to Scotland by a Member of the Royal Family or other Protected Person must be forwarded to the relevant Single Point of Contact (SPOC) within the relevant VIP Planning Unit. This will ensure that a consistent and common approach in terms of the coordination, planning and command involved in the policing of a protected visit is achieved.

2.2.2 Upon receiving notification of a period of residence, planned event or visit, the SPOC will add basic details to the National Event Calendar and the Royalty and VIP report. The Royalty and VIP report is a restricted document with access limited to appropriate staff through secure shared folders. The Event Calendar however is available to all police staff and therefore any information disclosed in this way must be restricted to the very basic information and suitable for viewing by all.

2.2.3 The SPOC will also be responsible for sending notification of a visit to the relevant DCU Inspector (Events) and local planning department, where and when it is appropriate to do so and at the earliest opportunity. It is the responsibility of the divisional planners thereafter to ensure that the relevant local commanders are fully sighted in relation to such visits taking place within their division.

2.3 Command

2.3.1 All armed deployments of protection officers, planned or spontaneous, will have Strategic, Tactical and Operational Firearms commanders identified.

2.3.2 The Tactical Firearms Commander will be appointed and an appropriate Close Protection Firearms Tactical Advisor identified.
2.3.3 In circumstances where the firearms command structure in place forms part of an overall command structure including local territorial and on occasions other specialist support command roles, It is expected that the respective commanders will work closely to agree command protocols.

2.3.4 Where a VIP/Royal visit is taking place in conjunction with another event it may be appropriate that two separate command structures exist. One for the event itself and a second for the close protection operation. Such visits must be assessed in partnership, as it may be appropriate for the division to continue to plan the event itself with EERPU taking responsibility for the Royal/VIP visit alone. Where the VIP/Royal is attending the full event however, this may merit EERPU planning the event in its entirety. In these circumstances, EERPU Superintendents will consider this in consultation with divisional Superintendents with responsibility for events.

2.4 Planning

2.4.1 The Strategic Firearms Commander may appoint a Security Co-ordinator (SecCo). Where appointed, the SecCo will make a risk assessment to provide the Strategic Firearms Commander with recommendations regarding the threat, risk and policing requirements for the period of residence or visit.

2.4.2 Planning of all periods of residence and visits will be undertaken by the relevant VIP Planning Units or Close Protection Officer(s) identified by the planning units.

2.5 Search

2.5.1 A qualified Police Search Advisor (PoISA) must be appointed for each period of residence or visit. The PoISA will provide search options based on the threat assessment and PoISA Risque matrix to the Tactical Commander recommending the level of search, if any commensurate to the threat assessment.

2.6 Specialist Crime Division

2.6.1 Within the Specialist Crime Division, the Organised Crime Counter Terrorism Unit (OCCTU) Intelligence section will act as the conduit for threat assessments emanating from the Joint Terrorism Analysis Centre (JTAC), Security Service, Metropolitan Police (SO1 and SO14) and the National Domestic Extremism Unit (NDEU). Appropriate vetting checks of guests attending visits will be carried out as and when required.

2.7 Briefing and Debriefing

2.7.1 All officers deployed must be appropriately briefed prior to any period of residence or visit.
2.7.2 The policing operations for all periods of residence and any private or public visit will be subject to debrief.

3. Roles and Responsibilities

3.1 General

3.1.1 Police Scotland will comply with the requirements of the College of Policing Authorised Professional Practice – Armed Policing Guidance and apply the general principles and operational considerations of personal and static protection for Members of the Royal Family and Protected Persons visiting Scotland, as set out in the ACPO Manual of Guidance on Protection Duties (owned by the National Close Protection Committee with access given to a nominated person from Firearms Training).

3.1.2 During any period of residence or visit to Scotland there is a tripartite responsibility between The Home Office, Royal Household and The Police (the Metropolitan Police and Police Scotland), to ensure the personal protection of all those afforded such. This outlines the responsibilities of each partner agency in relation to the protection of those in receipt of protection.

3.1.3 The Personal Protection Officer (PPO) is responsible for liaison with Police Scotland to ensure the response to a period of residence or visit by a Protected Person is appropriate to the threat, risk and nature of the event. The PPO will liaise with Police Scotland with regard to other protection measures that are arranged to support the operation.

3.1.4 The relevant VIP Planning Unit will liaise with the PPO, Metropolitan Police, SO14 / SO1 Intelligence Unit, the National Domestic Extremism Unit, (NDEU), CT Intelligence and Local Intelligence Units who will be responsible for local issues, such as monitoring open source sites. Where the visit or period of residence forms part of an event or larger operation, they will also liaise with the respective event planning team.

3.2 Strategic Firearms Command

3.2.1 The Strategic Firearms Commanders responsibilities are set out on the College of Policing Authorised Professional Practice – Armed Policing website. In addition, they may also appoint a Security Co-ordinator (SecCo) to ensure the co-ordination of the planning and security arrangements on their behalf where it is believed this will support the delivery of a safe and secure event. The Strategic Firearms Commander will be guided by the information held within the initial risk assessment.

3.2.2 The Chief Constable is responsible for:

- the provision of static protection and other measures to support the
Personal Protection of Members of the Royal Family or Protected Persons identified as requiring protection; 

- the co-ordination of static protection and support arrangements by the Force with Personal Protection provided by Metropolitan Police SO1 or SO14 Officers; 

- preparation and implementation of adequate contingency plans to incidents for all designated residences in Scotland, including those protected by the Metropolitan Police Service; and 

- providing policing, in liaison and co-ordination with PPO’s, appropriate to the risk being managed for Protected Royals or Protected Persons visiting Scotland in line with the ACPO Manual of Guidance on Protection Duties (held by SPOC).

3.3 Tactical Firearms Command

3.3.1 The Tactical Firearms Commanders, responsibilities are set out on the College of Policing Authorised Professional Practice – Armed Policing website.

3.4 Operational and Specialised Resources

3.4.1 The Operational Firearms Commanders responsibilities are set out on the College of Policing Authorised Professional Practice – Armed Policing website.

3.4.2 Uniform Operational Commanders (if required) will be appointed from the local command area and are responsible for the unarmed policing response. They will liaise with venue security staff and the Operational Firearms Commander.

3.4.3 The Security Co-ordinator (SecCo) (if appointed) is responsible for developing a security plan with a view to minimising, managing and mitigating risk in respect of a policed event or operation in support of the Strategic Firearm Commander's Strategy and the planning and implementation of all security measures. They will work closely with the PPO, Tactical Firearms Commander and the relevant VIP Planning Unit. This will ensure all aspects of the security operation are compatible and complementary. The SecCo will normally only be appointed by the Strategic Firearms Commander when a proposed visit is high profile, will use several venues or involves various policing Departments and partners. The SecCo will report directly to the Strategic Commander.

3.4.4 The CBRN Operational Commander (if required) is responsible for ensuring that a contingency plan, commensurate with any respective level of threat to the protected person or venue, is in place prior to any period of residence or
visit and this officer will adhere to the guidance outlined in the ACPO(S) Multi-
Agency Response to a CBRN or HAZMAT incident involving a Protected
Person – A Guide for Emergency Services (hard copy held at Armed Policing
Training). They will liaise closely with the SecCo, and provide a documented
response plan commensurate with the threat assessment.

3.4.5 A PolISA when appointed, will liaise closely with the VIP Planning Unit, SecCo
if appointed, and provide search options, based on the threat assessment to
the Firearms Tactical Commander recommending level of search
commensurate with the threat assessment.

3.4.6 The SPOC will be responsible for updating the restricted Royal and VIP
Report and ensuring the National events diary is updated.

3.5 Resources

3.5.1 The policing periods of residence or visits by Royalty and Protected Persons
are corporate responsibilities and resources will be drawn from specialist
resources and local command areas.
Appendix ‘A’

List of Associated Legislation

The Police and Fire Reform (Scotland) Act 2012
Appendix ‘B’

List of Associated Reference Documents

Policies
- Events Planning PSoS Policy
- Armed Policing PSoS Policy

Standard Operating Procedures
- Event Notification and Classification SOP

Guidance
- College of Policing Authorised Professional Practice – Armed Policing website
- ACPO Manual of Guidance on Protection duties (confidential document held by Armed Policing Training)
- ACPO(S) Multi-Agency Response to a CBRN or HAZMAT incident involving a Protected Person – A Guide for Emergency Services (confidential document held by Armed Policing Training).
Appendix ‘C’

Glossary of Terms

**Lieutenancy** – The Sovereign appoints Lord Lieutenants in Scotland (Lord Provosts of city areas and regional Lord Lieutenants of counties), as permanent representatives of the Crown in those cities/counties.

One of several ceremonial functions they perform is to receive members of the Royal Family visiting their city or county. Lord Lieutenants are well informed on protocol issues and appropriate arrangements for Royal visits.

**Protected Person** – A Protected Person is any protected individual (excluding witnesses or jury members) who is not a member of the Royal Family. The term Protected Person may therefore be taken to mean Government Ministers and all other principals receiving Personal Protection from the Metropolitan Police SO1, including foreign dignitaries.

**Member of the Royal Family / Royalty** – A member of the Royal Family who is afforded armed personal protection.

**Principal** – A member of the Royal Family or Dignitary afforded armed personal protection.

**Royal Visit** – A visit, to any location within Scotland, by one or more Members of the Royal Family, currently afforded armed Personal Protection from Metropolitan Police SO14.

**Public Visit** – A public visit, to any location within Scotland, by a Principal, that is publicised and involves a visit to one or more public venues in an official capacity.

**Private Visit** – A private visit, to any location within Scotland, by a Principal, that is not publicised and which does not include any public engagements or visits to a public venue in an official capacity.

**Period of Residence** – A period of residence refers to anything from an overnight stay by a Principal to a three month Royal Court, involving numerous Principals and will include secure locations that may require further armed resources.

**PPO** – Personal Protection Officer, appropriately trained and accredited.

**CPO** – Close Protection Officer, appropriately qualified and competent.

**Strategic Firearms Commander** - Appropriately trained and accredited in the role of a Strategic Firearms Commander.

**Tactical Firearms Commander** - Appropriately trained and accredited in the role of a Tactical Firearms Commander.
Operational Firearms Commander - Appropriately trained and accredited in the role of an Operational Firearms Commander.

Close Protection Firearms Tactical Advisor – Appropriately trained and accredited in the roles of a Firearms Tactical Advisor and Close Protection Officer.
Appendix ‘D’

Event Notification Flowchart

Initial contact regarding visit to SPOC, relevant VIP Planning Unit - Cluster/phone call or E-mail received

Small/Private Visit – job concluded by Close Protection team/ Events Planning

VIP Planning Unit – Initial information gathered – SECCO consulted – Risqué completed Command Structure set up SFC/TFC/OFC

SECCO report, if required and Operational Order completed and circulated. Approved by Strategic Firearms Commander

Briefing completed by Tactical Firearms Commander or Operational Commander.

Visit undertaken and completed. Debrief by Tactical Firearms Commander.

Large Visit – Events Planning informed for area of visit – Joint working and local assets utilised

Notification submitted to relevant DCU Inspector (Events) and local Planning office (where appropriate).
Appendix ‘E’

Police Scotland VIP Planning single points of contact

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35 Law Enforcement