



This Rules/Policy document is provided to you and your organization as a starting point or maturity checkpoint for existing rules/policies. It is brought to you on behalf of Jim McConnell, Principal Owner, and Ask McConnell, LLC – A Converged Security Services Provider. The content is not meant to cover every circumstance, industry, law, regulation, contractual requirement, threat, environment, or risk, but it provides an easy, defensible, highly accountable starting point for any organization. Please consult with your legal counsel and insurance provider about added requirements. If you know of peers that you think would find value in these resources, please have them contact us. These will be updated on our website regularly. We are not legally protecting these documents; we just ask for credit, shout-outs, and referrals if you find them helpful. If you have recommended updates, we are all ears. And if you need Converged Security Consulting and Training, please reach out, we would be honored to serve you and your organization.

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Protecting VIPs (Physical)

Updated: 8 April 2025

Critical Point: All humans are important and have the right to be protected from harm, but the fact is that some individuals, for various reasons, have more THREATS against them and thus they need to be protected DIFFERENTLY than individuals with little to no threat targeting them. We are using "VIP" as a universal term for simplicity, but any level of threat can change (None to imminent back to None) quickly.

Rules

- I will report security incidents, concerns, vulnerabilities, and threats to my supervisor or organization's Ethics Hotline as soon as possible and safe, but if they are not available and I feel unsafe, I will contact law enforcement.
- I will engage the organization's safety and security leadership in all organization activities that might involve a VIP.
- I will not engage (face-to-face or online) with a known VIP at inappropriate times while under the responsibility of the organization's security and safety control.
- I will not initiate or cause (physical or online) threats, exposure, or vulnerabilities to a VIP while under the organization's security and safety responsibility.
- Sponsoring / Supporting VIP:
 - I will not subvert the role or authority of any approved security or safety mechanism, process or person that is charged with protecting the VIP during your sponsorship time
 - I will engage the security and safety team if I detect, see, sense any vulnerability or threat against the VIP before, during, and after the sponsorship/support time
 - I will provide a detailed schedule and logistic information, and all changes to the security and safety teams as soon as the information is being form and thereafter through time that VIP is no longer under the organization's / my responsibility.
 - I will not depend on the security and safety team to provide administrative support like furniture, food, meet & greet approvals, etc.
 - I will fund all security and safety needs that is unique to a particular event involving the VIP.
- Security / Safety Team:
 - I will start Advance work as soon as details of VIP movements are made available
 - I will support the VIP's security and safety team and define and document roles and responsibilities immediately upon notice of movement details.
 - I will maintain equipment, gear, and team training that supports standard VIP needs and adapt as legally allowed and capacity/capabilities allow.
 - I will notify the sponsoring / supporting point of contact and/or the VIP's security/safety team if a need can not be met (insourced or outsourced) or a vulnerability/threat can not be mitigated.
 - I will manage or support an after-action report (AAR) for each VIP visit and manage its identified gaps.
 - I will implement metrics to manage the security and safety aspects of protecting VIPs
- I will manage or support a State of VIP Protection Security Report and Presentation, under Executive Session, at least yearly, that covers incidents, vulnerabilities, improvements, and metrics across all domains of Security.

Signature Note: I am a huge fan of wet signatures on these types of documents for accountability and investigation reasons. So you can add the parts below to each rule/policy document or have a collective wet signature and references in the Security Agreement document, located on the same webpage you got this rule / policy from. Organizational preference.

Print Full Legal Name

(Blue Ink) full Legal Name Signature
Style of signature must closely match Driver's License

Date
