

I. PROTOCOL

1. Governor should be addressed as Governor.
2. Governor's wife: Mrs. Atiyeh
3. Talk only when you are talked to.
4. Be familiar with local restaurants and the type and quality of the food.
5. Do not smoke or chew tobacco or toothpicks while with the Governor. This includes riding in the vehicle even though the Governor smokes quite heavily.
6. Be sure you know the pronunciation of the Governor's name. Basic family info: daughter Susann in Salem and son Tom in Portland.
7. Reminder about not consuming alcoholic beverage. You very often will be offered drinks and you will need some tact in refusing them. A good approach is, "I'm sorry, but I'm working."
8. Be ready and willing to do whatever the Governor asks. You should have a dollar in change and \$10 in cash in your pocket for emergencies.
9. Introduce yourself as Senior Trooper Tom Jones thus permitting the Governor to address you in the manner he chooses.
10. Be aware of current events and local issues in your area. The Governor will often ask officers, in areas away from Salem, about local issues.

II. DRIVING

1. Be on time, at least 15 minutes prior to the Governor's departure time.
2. Have the vehicle clean, including the ash tray.
3. When using a department vehicle, empty the trunk. Oftentimes an investigator's car has a full trunk with no room for luggage.
4. Whenever possible, keep the gas tank full for unforeseeable emergencies.
5. The Governor rides in the front passenger seat and prefers to open and close his own door. He also prefers a passenger that he needs to talk with to ride in the left rear seat.

6. Strive to get the Governor to his destination on time.
7. Know the fastest way to events on schedule. Also be aware of alternate routes.
8. When driving on a multi-lane highway, use the lane with the fewest cars. A common mistake is to be stopped at a light in a long line of cars while the lane alongside is almost empty.
9. Do not allow other cars to follow the Governor's car. Within reason, speed up or slow down to avoid them. Occasionally someone may spot the Governor and follow out of curiosity.
10. When parking the vehicle, strive to keep the passenger side (Governor's) on the curb.

III. ADVANCE SECURITY

1. The Station Commander should make courtesy contacts with law enforcement agencies in the area to be visited and check with them for possible problems.
2. Check with catering manager for potential problems.
3. Know where the Governor will be seated. Check the area and around the podium for anything suspicious.
4. Be familiar with all exits from the banquet room and the building.
5. Make contact with the hotel security when possible.

leh:mcb
August 9, 1984