

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.