

PLACE CHURCH NAME HERE

Armed Security Unit

Operating Procedures

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GUIDING VERSES AND VISION

Guiding Verses (NIV)

Matthew 10: 16 “I am sending you out like sheep among wolves. Therefore be as shrewd as snakes and as innocent as doves.”

We will use experience, training, and common sense to enact wise decisions while maintaining a peaceful atmosphere free of fear and full of trust in the Almighty.

Matthew 10:22 “All men will hate you because of me, but he who stands firm to the end will be saved.”

We will recognize that love for God is enmity with the world. We will recognize that identifying ourselves as joint heirs with Jesus puts us in the sights of those who hate the Gospel and would do radical things to prevent fellowship of believers.

Hebrews 13:5b “because God has said, ‘Never will I leave you; never will I forsake you. ’”

God promises to always be with us; He alone can supersede the effects of free will and prevent logical results from disastrous free will actions. We will seek God’s help always, but even more fervently when a detrimental action puts us in danger.

Nehemiah 4:9 “But we prayed to our God and posted a guard day and night to meet this threat.”

While God promises to protect us, he expects us to use the Holy Spirit’s intuition given to all Christians to make smart decisions within the realm of our capabilities. Just as the Jews, while trusting in Elohiym, made sensible provisions to prevent attack by their enemies, we will provide reasonable, sensible provisions to prevent harm to the assembled followers of Christ.

Vision:

To recognize that the days are evil and to show the love of God by sacrificing time and using talents to provide a safe, peaceful worship atmosphere for members of the bride of Christ.

TEAM MEMBER REQUIREMENTS

Policy:

Security team members will understand and follow the procedures in this policy manual, with due latitude for common sense at the appropriate time.

Security team members must distinguish their mission from a police role (i.e., operate as a Volunteer Security Team, not as a police officer).

General Requirements:

All security team members must be Christians (Matt 7:21-23), members of **INSERT CHURCH NAME** for at least one year, and dedicated wholeheartedly to serving God (Mark 12:30).

Application:

The following requirements must be met by all prospective members:

1. Membership in the security team will be by recommendation of current members. The recommendation will be based on the current member's personal knowledge of the prospective member's ability to meet the established criteria for membership. This will ensure the candidate will meet the requirements of the security team.
2. All candidates must fill out a Security Team Application Form (See Appendix A).
3. The Candidate will agree to submit to a background check.
4. The Candidate must be a member of **INSERT CHURCH NAME** for a minimum of one year before applying unless approved by the Security Team Chief.
5. The Candidate will submit references as per the application, which will be verified.
6. The candidate will be interviewed by a panel consisting of the Security Team Leader and at least four (4) current team members. The candidate must meet unanimous approval of the panel.

Authority:

1. All security team members must be capable of accepting commands from the Team Leader as issued in the course of their duties.
2. Unless blatantly illegal, it is expected that these commands will be obeyed. If necessary, the command(s) can be discussed at a later time if an issue has surfaced.
3. All security team members will use their level of authority in an approved manner and will not abuse the trust placed in them.

Physical Requirements:

All security team members must be physically capable of accomplishing the mission. Physical requirements include, but are not limited to, the following:

1. Communication via phone, radio, and personal communication;
2. Ability to walk and/or stand for extended periods of time and run for a limited amount of time;
3. Ability to remain calm should any emergency or crisis arise; and

Scheduling:

The Security team Leader is responsible for scheduling team activities. This will include, but not be limited to, Sunday morning and evening services, manning the Operations Center (OPS) and hallway patrolling. All security team members will be expected to meet this schedule unless extenuating circumstances prevent them from doing so. In the event a security team member cannot fulfill his/her duties, he/she is responsible for finding a replacement. The replacement will report to OPS and notify the OPS Controller which member he/she is replacing.

In the event presence is required at special events, the Team Leader will insure that coverage is provided.

Security team Member Training

All security team members are required to complete the following training:

1. NRA Personal Protection course/firearms qualification;
2. Qualify with their duty firearm annually;
3. Legal/Biblical Aspects of Using Deadly Force.

Radios:

Security team members will be instructed in the use of radios. Communication is essential to mission accomplishment and thus will be a high priority. Radio procedures must be followed as per the training established. All communications made on the radios must be slow and clear to permit accurate reception by other security team members. Appendix B details the radio procedures.

Communication:

Security team members will be trained to quickly and efficiently communicate any potential danger to the necessary personnel. The radio procedures in Appendix B and C will be followed by all personnel.

Patrolling:

Security team members will be trained in the proper procedures for patrolling the church during their appointed time.

Location Assignments - **FILL IN THIS SECTION WITH APPROPRIATE PROCEDURE**

EXAMPLE

One team member will be assigned to the Operations Center during each Sunday service (both morning services and the evening service).

During the Sunday morning services, five Security team members will be assigned to the sanctuary. The team members will be assigned to the following positions:

1. One team member will accompany the pastor from his office to the sanctuary and will remain on the pastor's pew throughout the service (Position 1).
2. One team member will be seated on the North (right) end of one of the first three pews in section six (Position 2). (See the Usher's Manual for this location.)
3. One team member will be positioned in the rear 1/3 portion of the sanctuary in order to provide overall security observation. This team member will be designated Quarterback and be responsible for coordination of all Security members in the sanctuary.
4. The fourth team members will be located in the sanctuary and will provide security for the offering.
5. The fifth team members will be assigned to OPS and is responsible for providing communications control.

During the Sunday evening services, four Security team members will be located in the sanctuary. The assignments will be similar to the morning assignments (Positions 1, 2 and OPS) with the exception of only one team member assigned to the rear (Quarterback) position. The Quarterback will provide security for the offering.

Members who are not assigned sanctuary duty may be assigned by the Ops Center Controller to a specific location such as the North or South lobby area, balcony, offering security or patrolling the children's area. These assignments will be made at the beginning of each service.

PROCEDURES

Identification of Personnel

Security team members will wear appropriate clothing to match the function they are attending. All security team members will wear clothing that will be inconspicuous while providing concealment for their weapon and/or equipment.

Security team members will also have the following identification on themselves:

1. A gold lapel pin will be worn on the jacket lapel or shirt collar.
2. A SECURITY ID Card with a clip on holder will be worn inside the shirt or coat to identify the security team member to the public, if necessary; and
3. A red armband with Security team Name gold lettering that will be displayed in the event of an incident in which weapons are exposed and that requires police presence. The armband will be put on at the first opportunity following an incident.

Communication

Each security team member will carry a radio when serving. Radios will be capable of monitoring other ministries including ushers, children's areas, and shuttle bus drivers. When a security team member arrives at church, he/she will contact the OPS Center Controller and request a radio check. (See Appendix B for detailed radio procedures.) The security team member will notify the OPS Controller of his/her position during the current and subsequent services and when he/she leaves the premises.

Should a situation arise that requires usher's assistance, the security team members will immediately inform the Chairman/Vice Chairman of Ushers of the situation and the desired response.

Use of Force Policy

Purpose: To establish uniform regulations and provide guidelines regarding use of force by security team members.

Policy: Security team members will use only the degree of force that is reasonable and necessary to accomplish its lawful objective and bring an incident/person under control. Nothing in this written policy will constitute justification for reckless or criminally negligent behavior amounting to an offense against persons.

Scope: This policy is applicable to all security team members. Only security team members who have been issued a copy of this policy and instructed in the dictates and regulations set forth herein will be authorized to carry any lethal or less than lethal weapons.

Responsibility: All security team members will be responsible for compliance with this written policy.

Definitions

Non-Deadly Force: any physical effort either used to control or restrain another or to overcome the resistance of another. It is neither likely nor intended to cause death or serious physical injury.

Deadly Force: Force which is likely to cause death or serious physical injury, or which creates a substantial risk of causing death or serious physical injury.

Less Lethal Force: Any use of force that by its very nature is not intended to, nor is it likely to cause death; however, death may result depending on its use.

Objectively Reasonable: In determining the necessity for force and the appropriate level of force, members shall evaluate each situation in light of the facts and circumstances he/she perceives at the time of the incident, which would likely cause a reasonable member to act or think in a similar way under similar circumstances. The calculus of reasonableness must embody an allowance for the fact that members are often forced to make split-second judgments in circumstances that are tense, uncertain, and rapidly evolving. The appropriateness of a member's decision to use force will be based upon the totality of the circumstances as perceived by the member in the moment the force was used. Totality of circumstances includes, but is not limited to the severity of the crime at issue, whether the suspect poses an immediate threat to the safety of the members or others, and whether he/she is actively resisting or attempting to evade arrest by flight.

Serious Physical Injury: A bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or results in long-term loss of impairment of the functioning of any bodily member or organ.

Injury: Any manifestation or COMPLAINT of physical damage to a person which requires medical attention, even though the injured party may have refused such attention.

Simple First Aid: Any treatment performed by a first responder that is equivalent to that which would be performed by a first responder.

Lawful Objectives: Those objectives which are accomplished within the constraints of law, with respect to civil rights, unit policies and a member's primary responsibility to value the protection of human life above all other things.

Strike: Deliverance of a blow or thrust (as with the hand, knee, fist elbow or weapon).

Resistance: Any behavior, actually occurring or reasonably perceived will occur based on the member's training and experience, that attempts to overcome, thwart, and/or evade a member's

ability to perform his/her defined duties. Types of resistance may vary from psychological intimidation to aggravated physical aggression.

Authorized Less Lethal Weapons

OLEORESIN CAPSICUM: Red pepper spray.

Use Of Force: General Procedures

A. General

It must be stressed that the use of force is not left to the unfettered discretion of the involved member. This is not a subjective determination. The use of force must be **objectively reasonable** based on the totality of the circumstances. Specific factors that may lead to such a decision will include, but are not limited to:

1. Members and suspect's age, sex, size, skill level and strength;
2. Behavior and mental capacity of the suspect;
3. Influence of alcohol or drugs and/or pain tolerance of suspect ;
4. Number of members and availability of additional members;
5. Number of suspects;
6. Location and environmental considerations;
7. Member's and suspect's proximity to weapons;
8. Physical condition including any injuries or degree of exhaustion;
9. Member's distance from the subject, reaction time; and
10. Member's special knowledge of the suspect.

B. Justification

Members **MUST ALWAYS** be prepared to justify their actions, and establish that those actions were reasonable under the circumstances.

C. Use of Discretion

Allowances must be made for the fact that members are often forced to make split-second decisions about the amount of force that is necessary in a particular situation or circumstances that are tense, uncertain and rapidly evolving. Given that no policy can realistically predict every possible situation a member might encounter, it is recognized that each member must be entrusted with well-reasoned discretion in determining the appropriate use of force in each incident. While it is the ultimate objective of every member encounter to minimize injury to everyone involved, nothing in this policy requires a member to actually sustain physical injury before applying reasonable force.

D. Consideration of Unknown Facts

Facts not known to members at the time deadly force was used, no matter how compelling, cannot be considered in determining whether the involved member acted in conformity with this policy.

E. Non-Deadly Force

1. Where deadly force is not authorized, members may use only that level of force that is objectively reasonable to bring an incident under control; more will be considered excessive force.
2. Members are authorized to use Unit-approved, non-deadly force techniques and approved equipment when necessary to lawfully:
 - a. Defend his/her self or others;
 - b. Bring an unlawful situation safely and effectively under control; and
 - c. Overcome resistance or enforce compliance as quickly as possible in anticipation of and/or to prevent the escalation of resistance.
3. The preferred response to resistance and aggression is a trained technique. However, when a confrontation escalates suddenly or during a situation involving the infliction or threatened infliction of serious physical harm, a member may use any means or device at hand to defend him/herself, as long as the force is reasonable, given the existing circumstances. The use of an untrained response, while not normally authorized, may be reasonable to end the threat and survive the encounter.

F. Deadly Force

1. Members are authorized to use deadly force to protect themselves and/or others from what is reasonably believed to be a threat of death or serious bodily harm; and/or to prevent the escape of a suspect who the member reasonably believes will pose a significant threat of death or serious physical injury to the member or others.
2. "USE OF FORCE CONTINUUM," will be a guideline to assist members in assessing which level of control may be appropriate when confronted with resistance. It is **not** necessary to progress from one level of control to the next until control is gained. The Use of Force Continuum does not replace the requirement that force must be objectively reasonable and necessary.

Use Of Force Continuum

A. Member's Presence (Stage 1)

1. The minimum level of force a member can apply is mere presence.
2. For presence to be an effective force, a member's bearing should command respect.

B. Use Of Force: Verbal Commands (Stage 2)

Communications skills, when properly utilized, may defuse potentially violent encounters.

1. It is preferable that all encounters between members and the public are resolved without the need to apply physical force.

C. Use Of Force: Empty Hand Techniques (Stage 3)

Empty hand techniques may be used when force is necessary and escalation to deadly force is not justified. These techniques include but are not limited to Soft and Hard Hand techniques.

1. Soft Hand: Open hand control; grip control; upper body control with no loss of consciousness.
2. Hard Hand: Hand strikes; punching movements.

D. Use Of Force: Intermediate Weapons (Stage 4)

1. Chemical agents
2. Less lethal extended range impact devices
3. Upper body control hold

E. Use Of Deadly Force (Stage 5)

1. A member may use deadly force only when he/she reasonably believes that the action is in defense of human life, including the member's own life, or in defense of any person in imminent danger of serious physical injury. This may be done by means of:
 - a. Firearms
 - b. Intermediate weapons applied as deadly force; and/or
 - c. Any other mean available to the member to stop the threat with due regard for the safety of innocent by-standers.
2. The use of deadly force against a fleeing suspect must meet the conditions required in the aforementioned statements of policy, and a member may use deadly force only when necessary to effect the capture or prevent the escape of a suspect if the member reasonably believes the suspect poses a significant threat of death or serious physical injury to the member or others.
3. If feasible, a verbal warning will be given before a member utilizes deadly force against a fleeing suspect.
4. No person, regardless of the offense, will be presumed to pose an immediate threat to life in the absence of actions that would lead an ordinary and prudent person to believe such is the case, such as a previously demonstrated threat to, or wanton disregard for human life. Deadly force against a fleeing suspect who is both non-dangerous and unarmed is strictly forbidden.
5. The age or sex of the suspect will **NOT** be considered when determining whether deadly force is necessary.

6. Members should not discharge their firearm when the member reasonably believes an innocent person will suffer serious injury by such discharge, unless, failure to use deadly force would likely present more danger to innocent persons than the use of deadly force.
7. Warning shots will not be fired. However, it is understood that in a worst-case scenario the use of tactical shots, to cover or suppress fire may be necessary to protect the life of members or others. These tactics should be used when other options are not reasonable and only to stop serious physical harm assaults or prevent the offenders from initiating a serious physical harm assault.
8. For maximum incapacitation and minimum danger to innocent bystanders, members should shoot at “center body mass”. However, it is understood that there can be extenuating circumstances where this is not practical. (i.e. hostage situation or body armor worn by suspect)
9. Members will not discharge a firearm at an occupant of or from a moving vehicle except when extreme circumstances require the immediate use of deadly force.
10. Except for general maintenance, at the direction of a supervisor or for authorized training, members will not draw or exhibit their firearm unless the member reasonably believes it may be necessary to use deadly force.

NOTE: Nothing in this policy will be construed as preventing a security team member from using his/her firearm to lawfully direct a person’s movements in potential defense of human life.

Notification of Dangerous person in Building

Usher’s Role

The ushers are the first line of identifying a potential threat. During member and guest arrival at a service or special event all ushers should be observant for persons acting, looking or dressing suspiciously. Suspiciously shall be defined in this instance as someone acting, looking/dressing out of the ordinary. Specifically: acting extremely nervous, looking around to locate exits and/or to identify possible security persons, carrying a suspicious package or backpack, etc. The following characteristics are not an absolute but could be significant when in combination with the above: having the appearance of being of foreign decent, hair long or cut extremely short or head shaved. If someone is wearing clothing that does not match the weather conditions such as a rain coat or over coat when it is not cold or raining. Keeping one or both hands inside the coat pockets at all times even while moving around or wearing a jacket that is unusually bulky or has an unusual protrusion in the shoulder or waist area. Subjects acting suspiciously should be kept under observation at all times and immediately notify the Usher Chairman/Vice Chairman of the person’s presence. (See the Usher’s Manuel for further information.)

Presence of an Active Shooter

Active Shooter: Subjects who have displayed or used a dangerous weapon in a hostile manner and present an immediate life threatening situation to a specific person, to those around that intended victim or around the perpetrator.

If a situation of this nature occurs, the person identifying the situation should notify the Ops Center. If necessary the Armed Security Unit will initiate established actions and procedures to

neutralize and control the situation. If the incident occurs in the sanctuary the Quarterback will direct the security team members to where they are needed. If a situation occurs in another area of the church the OPS Controller will direct the security team members to where they are needed.

Ushers should immediately move to their designated positions to aid in the safe and effective evacuation of the sanctuary. Ushers will be alerted to prepare for evacuation of the facility. In any case, ushers should await instructions from the Head Usher.

A paging code number (Appendix C) is available to notify security team members of a need for their presence.

Notification of an unruly or dangerous person of a violent nature will be made with the following radio code:

“Jericho, Jericho, Jericho - Code 3- (State Location and any additional information) Jericho, Jericho, Jericho”.

An actual example would be: **“Jericho, Jericho, Jericho - Code 3 - South Lobby - man with a gun - Jericho, Jericho, Jericho”.**

Dealing with Unruly People

If a person within the sanctuary or other parts of the church building begins to disturb the service, reaction by the security team will be dependent on the ensuing actions of the unruly person.

1. If the unruly person leaves the building after they disturb, the Ops Center will direct a security team member to follow the person until they leave the property, without irritating the person. If possible, a license plate number should be recorded and the incident may be reported to the police.
2. If the unruly person leaves the building but remains in the parking lot, the security team members should contact the Ops Center Controller. The OPS Controller may notify the police. The unruly person should be watched until they depart or the police arrive. If possible, a license plate number should be recorded.

Disturbance Within the Sanctuary

1. If the unruly person leaves the sanctuary but remains inside the church building, the security team members should kindly ask the person to depart the premises. If they do, a license plate number should be recorded, if possible, and the incident may be reported to the police.

2. If the unruly person refuses to leave the sanctuary, the security team members should follow the instructions of the pastor on stage.
3. If the person approaches the stage in a menacing manner or displays a weapon, the two security team members assigned to positions 1 and 2 will move to control the situation and prevent harm to church members.

Disturbance Within the Building

If a person outside the sanctuary causes a disturbance and/or refuses to leave the premises, the security team members should contact the OPS Controller. The OPS Controller may notify the police. The unruly person should be observed until they depart the premises or the police arrive. If the unruly person departs, a license plate number should be recorded.

If at any time, in the judgment of the security team members, the unruly person appears to threaten the safety of other people in the church, the SECURITY team member should immediately initiate a “JERICHO” alert. The OPS Controller will make the decision on calling the Police Department. If the event is severe, a direct call to the Police is authorized. The use of proper judgment is expected.

Depending on the type of threat and/or at the judgment of the Pastor, evacuation of the church may be necessary.

The security team members should never initiate physical contact with an unruly person. If the unruly person initiates contact with another person in the church, the security team members should take appropriate action to prevent further harm to the church members.

The security team members should not take physical action against an unruly person for damaging church property unless property damage becomes extensive and/or the unruly person becomes a danger to himself or others.

Following Suspicious People

If a security team member believes that a person is in the church with intentions other than worship (e.g., physically harm or harass someone or to cause a disruption), the security team member should immediately contact the OPS Controller on standby and advise of this “person of interest” (POI).

The security team member should follow the POI as discretely as possible in order to ascertain the intentions of the person.

If it becomes obvious that the person of interest has criminal intentions, the OPS Controller will make the decision as to what level of action to take. These actions include, but are not limited to, asking the person to leave the church premises, following the person overtly, and calling the local police.

Offering

At the beginning of each service, the Ops Controller will assign security team members to provide security for the offering (see Appendix C).

During the offering for each service, one security team member will be located in the hallway near the usher's room with a field of vision of the north and south hallways. Another team member will accompany the balcony usher (with the offering) down to the usher's room. The security team members should survey the general area for any threats until the offering is securely locked in the safe. The security team will be notified when the offering is secured.

Should a robbery/theft situation arise, the security team's role is protection of church members. The security team should not use physical means to detain an armed thief unless it is necessary to protect church members. Do not place any church member or visitors at risk in an effort to stop a robbery. The security team member will note a complete description of the perpetrator and immediately contact the Ops Center Controller who will notify the local police.

During some special events, the offering may be picked up multiple times. In this event, the OPS Controller will be notified at the start of the shift.

Children's Security

Security team members will assist the children's minister by ensuring the children's ministry security procedures are being properly executed and by being available for assistance should the children's minister or designated representative determine that assistance is necessary.

The children's ministry team will provide a member to review parent ID cards that permit admission into the children's area. Any parent that does not have their ID card must fill out, via computer, a temporary/guest registration to permit entry to the area.

All workers in the children's area will wear a computer generated ID card on their person. Any person in the area without an ID card will be escorted to the children's deck to verify permission to work in the area and an ID card will be issued.

Security team members assigned to the Children's area will periodically walk through all internal hallways.

Should any security situation arise that involves or potentially involves children, the security team members will immediately notify the Ops Center Controller and the children's minister at the earliest possible time.

In the event of any medical emergency, the security team members will contact OPS Controller of the emergency. The OPS Controller will contact the head usher and notify him of the location and type of the medical emergency. The head usher will coordinate the medical responders.

Children's Security During a Jericho Event

During a "JERICHO" alert, the following procedure will be followed:

1. The Ops Controller will assign one security team member to the upstairs children's area and one to the downstairs children's area (if team members are available).
2. The Ops Controller will alert all three children's areas to begin lockdown procedures.
3. The directors in each children's area will direct all teachers to:
 - a. Close and lock the door, if possible.
 - b. Move the children away from the door and out of sight from the door, if possible.
 - c. Slide a piece of paper out under the door (to indicate that they are alright).
 - d. The teacher will not open the door until they are directed to by the police, the Children's Minister, or a security team member. The door must never be opened due to threats to people outside the area.

Working with Church Members

Security team members must keep the guiding verses and vision in mind at all times. Security team members who also act in the capacity as ushers must understand where one responsibility ends and the other begins. They must remember that, if they sacrifice their security mission to act as a greeter, parking lot attendant, etc., at the cost of their mission, the entire mission of the church will suffer.

Security team members must remember to operate with a spirit of grace and love at all times. It is not forbidden to accomplish duties outside of the guiding verses and vision, provided those duties do not come at the expense of the guiding verses and vision.

In all actions as a security team member, they must remember that they are doing their job for God, and not for men; all duties should be accomplished with a sacrificial, Godly attitude. Improper actions toward a church member will be addressed and will not be tolerated. Discretion is the key.

Contacts

Security Team Chief:
Assistant Team Chief:
Firearms Training:
Scenario Training:
Church Staff Oversight:
Facility Staff Oversight:

Previous Experience Relevant to XXXX (LAW ENFORCEMENT, MILITARY, SECURITY, OTHER)

Organization:	Dates
Responsibilities:	
Organization	Dates
Responsibilities	
Organization:	Dates
Responsibilities:	

Additional Questions

Please answer the questions below on a separate sheet of paper and attach to this application.

1. Why do you wish to be on the security team and what role do you see yourself playing in the Unit?
2. Being a part of the security team might put you in a position where you need to use force, possibly even deadly force, to protect your life or the life of a member or guest of **INSERT CHURCH NAME**. Do you think you are capable of using such force if necessary? Please describe your moral and ethical considerations.
3. **INSERT CHURCH NAME** (____) has authorized the formation of the XXXX and authorized the security team to:
 - a. Take those steps reasonably and legally necessary to comply with and enforce the laws of the State of Alabama including, but not limited to;
 - 1) Providing notification and lawful order to any person that any privilege, invitation or license to enter or remain upon the premises of ____ is revoked and that such person or persons may not enter or remain upon the premises.
 - 2) Direction may be given to immediately depart from the premises of ____.
 - 3) The security team may take lawful action to enforce the provisions of applicable law including, without limitation;
 - a) Issuing trespass warnings
 - b) Swearing out complaints for violations of trespass laws and other laws related to the protection of persons and property relating to the church; and
 - b. Carry firearms on church property and use them as necessary to protect lives in accordance with the laws of Alabama.

However, even though the church has approved the formation of the Unit, security team members are individually responsible for their own actions could be individually liable, under the laws of the state of Alabama, for actions taken as a security team member. By signing below I indicate that I understand that I may be personally and financially liable for actions taken during my service with the security team.

Signature:

Date:

Disclaimer and Signature

I certify that my answers are true and complete.

If I am accepted for service in XXXX, I agree to abide by the limitations placed on me by **INSERT CHURCH NAME** and by the leadership of the XXXX. I furthermore agree to voluntarily remove myself from the security team if I cannot submit to the authority, leadership, and direction of the Office of the Pastor of **INSERT CHURCH NAME** or the leadership of the security team.

Signature

Date

Appendix B: Radio Procedure

Objective

In order to create an atmosphere on the radio net which will contribute to maximum productivity, the following procedures/protocol shall be followed:

Responsibilities

The OPS Controller has the responsibility for control of the security team, Ushers, Children's areas and Shuttle radio networks. Both the OPS Controller and all radio operators shall operate their radios in accordance with these policies and procedures.

Definitions

OVER – Message terminator meaning “I have completed my transmission and am awaiting a response”.

OUT – Message terminator meaning “I have completed my transmission and do not expect a response”.

ROGER – Message terminator meaning “I understand”.

INITIATOR – The person who initiates the transmission.

RESPONDER – The persons to whom the transmission is sent.

NAME – This can be first or last name, initials or a combination of these as long as the initiator and responder both understand who is involved in the transmission.

OPS CENTER – The Operations Center which controls the radio, monitors security cameras and as well as assignment and control of the security team members during each worship service.

OPS CONTROLLER – The security team member assigned to the Ops Center.

Response Codes

CODE 1 – Not an emergency. Response will be at a normal pace.

CODE 2 – Minor emergency. Respond quickly but try not to draw too much attention to yourself.

CODE 3 – Emergency. Respond as quickly as possible.

“JERICHO” – Notification of an unruly or dangerous person of a violent nature. The code word “JERICHO” will be used to notify security team members of an active shooter situation or that an armed person has been identified.

Radio Channel Assignments (See Appendix C for OPS radio channel assignments.)

Channel 1 – Security team channel. The radio should be on Channel 1 and set to SCAN.

Channel 2 – Repeater channel. (This channel should be rarely used due to its extended range.)

Channel 4 – Security team backup channel.

Channel 7 – Shuttle bus/information desk channel.

Channel 8 – Usher’s and Children’s Area channel.

Security team members can respond to a call on Channel 7 or 8 if the radio is keyed within 3 seconds of receiving a call.

Procedure

1. Listen to ensure other traffic is not in progress and/or that the traffic has been cleared before keying your radio.
2. Initiate transmission by stating the name of the person you are attempting to contact followed by your name (i.e. “Dan this is Jack, OVER”).
3. Respond to the transmission by stating the name of the person you are responding to followed by your name (i.e. “Jack this is Dan, OVER”). This lets the initiator know that contact has been established.
4. The initiator states his message followed by either “OVER” or “OUT” depending on whether or not he expects a response. (i.e. “Dan, what is your location, OVER.” or “Code 2 in the north lobby, OUT.”)
5. The responder will acknowledge receipt of the initial transmission followed by OVER. (“Jack this is Dan. I’m in the usher’s room, OVER”.) Sometimes the response can simply be ROGER. (i.e. Initial transmission - “Dan, meet me at the water fountains, OVER.” Response - “This is Dan, ROGER.”)
6. Upon completion of the radio traffic, the message initiator should always clear the net by transmitting OUT. (i.e. “This is Jack, OUT”.)
7. In an emergency, the initiator should indicate an emergency by use of a Response Code. All traffic in progress shall clear the net and remain off the net until the emergency is terminated. The message initiator should repeat the message to ensure all Team members received it. (i.e. “All Team members, this is Jack. Code 3 in the south lobby. All Team members, this is Jack. Code 3 in the south lobby, OUT.”). The initiator of the emergency call shall indicate when the emergency is over by broadcasting a “Situation Code 1” message. (i.e. “All Team members, this is Jack. Code 1. All Team members, this is Jack. Code 1, OUT.”).
8. Repeated calls trying to contact a station should be avoided. If you have tried 2-3 times with no answer, then contact the Ops Center and request that they attempt to contact the other station.
9. Transmissions should be as short as possible and should be restricted to security team business. Think before starting to transmit so the number and length of transmissions can be limited.
10. Use of obscene or abusive language, keying of radios and/or making noise or playing music or transmitting other sounds over this net is strictly prohibited.

APPENDIX C: OPERATIONS CENTER PROCEDURE

Operations Center Procedure

1. The Operations Controller will arrive in the Ops Center at least 15 minutes prior to the assigned service.
2. Close the Operations Center door – **DO NOT** leave it open.
3. Perform telephone checkout (Dial 9 for an outside line and call your cell phone).
4. Turn on power supply for base radios (small toggle switch in front).
5. Power up each base radio and verify lights are illuminated;
 - a. Security radio (CDM-750) – Push volume knob and wait several seconds. Insure it is set to Channel 1.
 - b. Ushers/Children’s area radio (MaxTrac) – Turn volume knob clockwise. Insure it is set to Channel 8.
 - c. Shuttle/Information Station (BPR-40) – Turn volume knob clockwise. Insure it is set to Channel 7.
6. Make commo check with the Sanctuary Control Booth (Ext 262) and the on duty Police Officers (Cell phone numbers listed in the Ops Center).
7. Perform radio check with each base radio. This is done by setting the Ops Controller’s personal security radio to “SCAN” (Channel 1) and performing a radio check with each base radio.
8. Coordinate with designated usher team member to get radios to each of 3 children’s area check points and perform radio check with each children’s area station;
 - a. Upstairs children’s area;
 - b. Downstairs water fall
 - c. Nursery train station.
9. Power up the following security camera monitors, television monitor, and sanctuary audio:
 - a. The monitor observing the four sanctuary television cameras. (Press the ON/OFF switch on the right side of the unit and enter password 4321 via the mouse as necessary to clear the screen.)
 - b. The monitor observing security cameras located throughout the North and South campuses. (Press the ON/OFF switch on the right side of the unit. If required, the username and password to view the security cameras is “VIDEO”.)
 - c. The sanctuary Audio. (Call the Sound Booth (Ext 262) to have the audio from the service turned on. Mute or turn down the volume on the speaker when transmitting on radios.)
10. All the above checks should be accomplished before each service begins.
11. Perform radio checks with security team members, ushers and children’s areas as each checks in.
12. Ensure the assigned security positions are filled (Position 1, Position 2, Quarterbacks and offerings).
13. Assign positions to the other security team members as they check in and log positions in the log book.
14. Assign security team members to cover the upstairs and downstairs offerings.

15. Assign one Team member to walk through the children's area at least once during each service, preferably during the middle of the service.
16. Enter significant events in the event log.
17. If requested (by the lead usher) OPS, enter visual alert codes.
18. Monitor all channels during the service and respond to any calls or provide relays.
19. Relay "All Clear" on security team and usher's channels when the Chief Usher so indicates (at conclusion of offering).
20. Provide a short overlap to operator coming on to support the 11:00 service.
21. Second service Operator will perform Radio Checks and Log Positions for security team personnel.

	OPERATIONS CENTER CHECKLIST
	Close the Operations Center door
	Perform telephone checkout
	Turn on power supply for base radios
	Power up each base radio and verify lights are illuminated
	Make commo check with the Sanctuary Control Booth and the on-duty Police Officers
	Perform radio check with each base radio
	Get radios to each of 3 children's area
	Power up the security camera monitors, television monitor, and sanctuary audio
	Ensure the assigned security positions are filled
	Assign positions to the other security team members as they check in
	Assign security team members to cover the upstairs and downstairs offerings.
	Assign one Team member to walk through the children's area at least once during each service
	Relay "All Clear" on security team and usher's channels when offering is complete

APPENDIX D: RADIO CHANNEL ASSIGNMENTS

XXXX Team Radio (BPR-40):

- Channel 1 – Scan all channels
- Channel 2 - Repeater (should rarely be needed on this radio)
- Channel 4 – Alternate channel (For accidental keying recovery)
- Channel 7 - Shuttle bus and information desk
- Channel 8 - Usher Channel

Security Radio (CDM-750 Radio):

- Channel 1 - XXXX (And Repeater Output)
- Channel 2 - Repeater (should rarely be needed on this radio)
- Channel 4 - Usher Channel (Same as BPR-40 Ch. 8)
- Channel 7 - Shuttle bus and information desk

Ushers/Children’s Area Radio (MaxTrac Radio):

- Same 8 channels as BPR-40s

Shuttle/Information Station (BPR-40):

- Channel 7

Special Procedure for Accidental Keyed Radio (prolonged dead key)

When someone accidentally keys a microphone the OPS Controller will wait approximately 10 to 15 seconds and then key over the offending station instructing all other stations to immediately shift to the alternate channel (BPR-40 channel 4 for XXXX and BPR-40 channel 7 for Ushers). After another 10 seconds, the base operator should perform a quick roll call of stations on the alternate channel (the offending station should be missing). The Ops Control will dispatch someone to notify the offending operator of the problem.

Visual Paging

When a situation warrants special attention or action, Visual Paging codes can be displayed on the number messaging system in the sanctuary. The Paging Codes are as follows:

Doctors/Medical Assistance Needed -----	999
Ushers Report to Stations -----	888
Chairmen of Ushers -----	808
Alert to Ministers (Emergency) -----	777
Minister Needed -----	770
Maintenance -----	007
Weather Alert -----	707

Assistance Needed At:	North Lobby -----	910
	North Central -----	911
	South Central -----	912
	South Lobby -----	913
	Balcony North -----	920
	Balcony South -----	921