



## **Security Team Standard Operating Procedures**

### **SECTION 1: Proof of Concept**

#### **1. Brief Theology for Security**

##### **a Jesus Did Not Prohibit Self-Defense.**

*Matthew 5:38-39*

*"You have heard that it was said, 'An eye for an eye and a tooth for a tooth.' 39 But I say to you, Do not resist the one who is evil. But if anyone slaps you on the right cheek, turn to him the other also.*

Jesus is not prohibiting self-defense here. He is prohibiting individuals from taking personal vengeance simply to "get even" with another person. The point is not to hit back when someone hits you as an insult. The idea of a violent attack to physically harm or even murder someone is not in view here.

##### **b Other Passages of Scripture Encourage Escaping from Danger.**

*1 Sam. 19:10*

*And Saul sought to pin David to the wall with the spear, but he eluded Saul, so that he struck the spear into the wall. And David fled and escaped that night.*

David did not simply "turn the other cheek" - that is, he did not hand the spear back to Saul and say, "Try again!"

Paul escaped King Aretas' attempted capture of him in Damascus

*2 Cor. 11:32-33*

*At Damascus, the governor under King Aretas was guarding the city of Damascus in order to seize me, 33 but I was let down in a basket through a window in the wall and escaped his hands.*

Jesus escaped an angry crowd in Nazareth that were attempting to throw Him from a cliff.

*Luke 4:29-30*

*And they rose up and drove him out of the town and brought him to the brow of the hill on which their town was built, so that they could throw him down the cliff. 30 But passing through their midst, he went away.*

**c Some Passages Encourage the Use of Force in Self-Defense**

- Self-defense against an animal (1 Sam. 17:34-37)
- Self-defense in a Court of Law (Acts 4:5-22, 5:27-42, ch.7, 16:37, 21:27-39, 22:1-21, 22:25, 23:1-10, 23:17-22, 24:10-21, 25:8-12, 26:1-29)
- OT Passages on Self-Defense against Physical Attack (Ex. 22:2-3; Neh. 4:17-18; Est. 8:10-11; Prov. 25:26)
- OT Passages on Defending Others against Attack (Deut. 22:25-27; Ps. 82:3-4)
- Jesus' Teaching about Having a Sword (Luke 22:36-38)

"Physical resistance in self-defense seems to be validated in Scripture...but not commanded...Another basic question for the Christian is whether the impending harm is crime-oriented or whether it is persecution for Christ's sake. One might choose nonresistance when suffering for Christ but choose to resist in a crime-oriented aggression for the sake of others or even for the sake of the aggressor himself."

Robert McQuilkin and Paul Copan, *An Introduction to Biblical Ethics: Walking in the Way of Wisdom*, 3rd ed. (Downers Grove, IL: InterVarsity Press, 2014), 350.

**2. Team Vision**

To create a team of people who are strong, courageous, vigilant, and aware of their surrounding environment. We will be following the 1 Timothy 3:1-13 and James 1:19-25 model for the code of ethics.

**3. Mission Statement**

The Security Teams mission is to assist in the magnification and the multiplication of the gospel throughout the (geographical location of where you live) and the world by stewarding a safe, effective worship environment for our gatherings. This ministry is a group of volunteers who are designated to provide safety and security for the Pastors, its members, guests, as well as property grounds when attending functions of the Church.

**4. Team Culture**

Arriving 15 minutes early to service and special events, always having more than one person on staff, having role call before events where we talk about certain possible issues and pray, create a team environment where no one gets burned out but enjoys their service to the Lord.

**For further study concerning this topic of the THEOLOGY OF SELF PROTECTION listen to the podcast by Armed Peacemaker LLC.**

**<https://www.youtube.com/watch?v=teUjCj2dtY>**

**SECTION 2: Building your security team** - A team is only as good as the members in it, so it is very important that you pick the right people. This section offers some very practical advice to keep security team members from getting burned out, and how to keep the team healthy so it doesn't fizzle out.

1) Organizational Structure:

- Liaison to the Elder Board: The appointed Elder
- Security Director - Leads ministry in the proper direction. Is in charge of all actions under the approval of the Elder appointed over the ministry. Coordinates all training for all team members. Schedules teams for Sunday services and events. Oversees all technological communications for purchase and maintenance (radio, cameras, etc.). Also, in charge of any medical equipment to be purchased and maintained.
- Team Leader - Leader of the particular team on the assigned Sunday or event.

**Organization Structure Hierarchy**

Organizational  
Security Team  
Structure  
Example

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Elder

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Security Team Director

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Team Leader

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Team Member

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2) Team Selection

- All persons desiring to be a team member must go through two (2) background checks through the Pennsylvania Child Abuse History Clearance and the Pennsylvania State Police Criminal Record Check.

**Clearances: (This information will differ from State to State. Look into your local laws for more info.)**

Everyone who has contact with anyone under 18 years old has to obtain two clearances:

- The Pennsylvania Child Abuse History Clearance
  - <https://www.compass.state.pa.us/cwis/public/home>
  - *(The price for this clearance is \$10)*
- The Pennsylvania State Police Criminal Record Check  
<http://www.keepkidssafe.pa.gov/resources/clearances/pspcrimck/index.htm>  
*(There should be no price for this criminal record check since you are a VOLUNTEER)*

**How to get The Pennsylvania Child Abuse History Clearance**

- Go to <https://www.compass.state.pa.us/cwis/public/home>
- Here you have to create an account first
- Click on the Create a new account button
- Click Next
- Fill in all of the information requested Click finish
- Open your email
  - You will receive two emails
  - One of them has a temporary password (copy)

- Return to the web address above  
<https://www.compass.state.pa.us/cwis/public/home>
  - Click on Login
  - Paste the web address that you copied from your email in the address bar.
  - Choose and enter a password of your choice. This will be your permanent password
- Answer all questions as complete as possible
- Pay \$10.00 (This process may appear as free for volunteer work for faith-based institutions)
- After a short time, your clearance will come in your email
  - Print several copies for your own future use

Code of Ethics (character expectations) - all prospect members of the security team must read, sign, and agree to the Security Team Code of Ethics. They should be a person of peace, should be mistaken for greeters, smile on the outside but imagining scenarios that are dangerous, looking for threat indicators, humble, offer sacrificial service (Colossians 3), be loving protectors, must be committed, vigilant, situationally aware, and trained.

- Resume - All Safety Team Prospects must present a resume showing their qualifications for the position which would include all security and hospitality skills.

### 3) Use of active LEOs (Law Enforcement Officers)

- Quickest way to get security but not always available

### 4) Team Size **(This depends on the size of your team and layout of your particular place of worship)**

- Five (5) Safety Team members is the ideal number
- Two (2) in Sanctuary in L formation (one by Pastor and emergency exit, one (1) in rear corner by the soundboard)
- One (1) in Foyer
- One (1) in Nursery
- One (1) Team Leader who is able to respond to all incidents by being the floater.
- Security during services and events can be maintained with three (3) people if five (5) are not available. In the situation where only three (3) Safety team members are available there should be:
  - One (1) in Sanctuary by the Pastor and stage emergency exit
  - One (1) in Foyer
  - One (1) Team Leader who is able to respond to all incidents by being the floater

**Section 3: Weapons Policy** - Weapons may mean firearms or the use of non-lethal weapons such as tasers.

### 1) Weapons Qualification - FBI standards using the FBI reduced sized QIT target

#### **From Three Yards (12 rounds fired):**

- 3 shots in 3 seconds, strong hand only
- repeat above for 3 more rounds

- 3 rounds strong hand only, switch hands, 3 rounds weak hand only in a total of 8 seconds

**From Five Yards** (12 rounds fired) (all shooting at this stage and during each subsequent stage is performed with both hands):

- 3 rounds in 3 seconds
- repeat 3 more times for a total of 12 rounds fired

**From Seven Yards** (16 rounds fired):

- 4 rounds in 4 seconds
- repeat above for 4 more rounds
- 4 rounds, reload, then fire 4 more rounds all completed in 8 seconds

**From 15 yards** (10 rounds fired):

- 3 rounds in 6 seconds
- repeat above for 3 more rounds
- 4 rounds in 8 seconds

**From 25 Yards:** (10 rounds fired) (This stage requires the use of a barricade. I use a cardboard target for simplicity and ease of carry):

- Move up to the cover and fire 2 rounds standing and then 3 rounds kneeling, all under 15 seconds.
- Repeat above

## 2) Additional Qualifications - FAST Drill by Todd Green

### **F.A.S.T. (Fundamentals, Accuracy, & Speed Test)**

*designed by Todd Green*

**Range:** 7 yards

**Target:** 3x5 card (head), 8" plate (body)

**Start position:** weapon concealed or in duty condition with all holster retention devices active; shooter facing downrange in relaxed stance with arms down at sides

**Rounds fired:** 6

Shooter loads gun with a total of two rounds. On start signal, shooter draws and fires two rounds at the head target; performs a slide lock reload; and fires four rounds at the body target.

### **Ranking:**

- 10+ seconds: **Novice**
- less than 10 seconds: **Intermediate**
- less than 7 seconds: **Advanced**
- less than 5 seconds: **Expert**

*If shooter is using a retention holster **and** flap (covered) magazine pouches, subtract 0.5 seconds from the recorded time. If shooter is using an open-top retention holster (e.g., Safariland ALS) with no concealment, add 0.50 seconds to the recorded time.*

## 3) Judgmental Shooting (Force on Force training)

4) Team Training - Scenario based training with team: Pastor attacked, shots fired in sanctuary, medical emergency after shooter is taken care of, etc.

**SECTION 4: Security Team Training (Initial training/Ongoing training qualifications/individual training)** - Teams require work, thought, and attention. Training should be required and should be thought of in terms of initial team training, on-going team training, and individual training. Furthermore, it is important to train non-security team staff with some important basics (example: Childcare volunteers)

- 1 Entire team knows Security plan SOPs (liability mitigation), functional and helpful
- 2 Weapons test - FBI Standards, FAST Drill, etc
- 3 Training judgment - judgmental shooting (scenario based), video simulation, martial arts training/Hand to Hand Combative.
- 4 Local and state laws for justifiable use of force
- 5 Non team training - psychological profiles, situational awareness, anomalies jump out to you
- 6 Individual Training

The Team will be trained in the following areas: (Check local laws to see if you are able to use listed weapons below.)

<u>UNARMED TEAM MEMBERS</u>	<u>ARMED TEAM MEMBERS</u>
<ol style="list-style-type: none"> <li>1 Evangelism</li> <li>2 First Aid/CPR/AED/Stop the Bleed training</li> <li>3 Verbal Judo</li> <li>4 Force Continuum -               <ol style="list-style-type: none"> <li>a Command Presence - the appearance you portray</li> <li>b Verbal Commands</li> <li>c Physical Force                   <ol style="list-style-type: none"> <li>c.a Soft hands - touch, leading someone</li> <li>c.b Hard Hands - fist, elbow, knees, feet, etc.</li> </ol> </li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1 Evangelism</li> <li>2 First Aid/CPR/AED/Stop the bleed training</li> <li>3 Verbal Judo</li> <li>4 Force Continuum -               <ol style="list-style-type: none"> <li>a Command Presence - the appearance you portray</li> <li>b Verbal Commands</li> <li>c Physical Force                   <ol style="list-style-type: none"> <li>c.a Soft hands - touch, leading someone</li> <li>c.b Hard Hands - fist, elbow, knees, feet, etc.</li> </ol> </li> <li>d Intermediate Weapons                   <ol style="list-style-type: none"> <li>d.a Knife</li> <li>d.b O.C. Spray</li> <li>d.c Taser</li> </ol> </li> <li>e Deadly Physical Force                   <ol style="list-style-type: none"> <li>e.a Firearms training</li> </ol> </li> </ol> </li> </ol>

*Further Reading:*

*Gavin Debecker "the gift of fear"*

**SECTION 5: Security Team Plan for Times of Assembly** - Section 5 details all the different security team positions and the role of each position. This step is essential for getting an overview of where everyone is during assembly times and what they are doing. Furthermore, this step lays the groundwork for certain team SOPs (standard operating procedures).

**Assembly Plan**

1. Make floor plan with marked locations
2. Team roles and positions
  - TL - Team Leader: always stationed at front door or floater, reports suspicion to other members, chess master, not necessarily security director
  - LEO - Law Enforcement (if available)
  - CAG - Children's Area Guard
  - PPG - Pastoral Protection Guard - good with hands on training, if violence occurs this person gets Pastor down or out of the area, only speaks to Pastor when they speak to you
  - RSG - Rear Sanctuary Guard
  - Floater - first responder to any situation
  - Medic - higher level of medical training, ER nurse, EMT, firefighter, has assigned seat somewhere toward the back so they are always accessible
3. Security Team SOPs
  - *Pre-Service Arrival:* Servants on our Safety Team arrive 15 minutes before the service begins to clear the building of unauthorized people or other hazards.
  - *Service:* During services, team members are stationed around the building, providing security, guidance, accountability, and hospitality to anyone who enters.

**SECTION 6: Risk Analysis, Threat Profiles, Reporting** - It is not enough to tell your church safety team members to look for threats. Truly, team members need to constantly be learning of vulnerabilities, new risks, and past and present incidents. Also, it is paramount that the different types of threats are known so they can be quickly identified.

1. Threat Profiles
  - Pastor Groupie: want unrestricted access to Pastor and saps his emotional energy. Idolizes the Pastor and then can do a 180 degree turn and demonize him.
  - Imbalanced Zealot: they believe they have the red phone with God and you don't know what he is actually hearing.
  - Sexual Predator: can be charming, very hard to spot, statistically men
  - Psychopath: hair stands up on the back of your neck, keep attention on him. Violence likely.
  - Scorned Lover: explosive combination, failed relationship, adultery, etc. Violence possible.
  - Upset Parent: custody issues, kidnapping, violence possible.
  - Juvenile Delinquent: theft, young, disturbed, socially awkward, can just snap, violence possible.
2. Threat Matrix - Create table filled with Hazard, probability, potential harm, rating for risk priority
3. Risk Assessments - personal threats that congregants have should notify Security team. We need to know any prior incidents that are walking into our church.

4. Report Writing - Unusual Occurrence Report, Aided Report, etc. Paper trails help reduce liability, creates a nest of intelligence for risk and risk priority.

#### AIDED REPORTS

1. A team member shall complete an Aided Report whenever they respond to any aided case. Aided cases shall include, but not be limited to:
  - A sick or injured person
  - A mentally ill or emotionally disturbed person
  - A deceased person
  - A lost person
  - A neglected, abandoned, destitute or abused child
  - A maternity case
2. A team member shall complete an Aided Report as follows:
  - Complete all boxes with captions pertaining to the situation. Use military time.
  - If more than one page is necessary, mark pages on the upper right front, No. 1 of 3, No. 2 of 3, etc.
  - Under caption "Nature of illness or injury" use your own words to describe the apparent illness or injury, such as "chest pain", "head injury", "maternity", etc.
  - If aided refuse medical attention, check RMA (Refused Medical Attention) box under the caption "removed to".
  - Provide pertinent details in short narrative form.
  - Submit the completed report to the Security Director
3. A team member shall obtain a written waiver from any individual who refuses medical attention. If aided refuses to sign the "MEDICAL WAIVER FORM" it shall be noted in the Aided Report.
4. The Security Director shall check the card for accuracy and completeness. The Security Director shall provide copies of the aided report to the church office.

#### UNUSUAL OCCURRENCE REPORT

1. A team member shall complete an Unusual Occurrence Report whenever they respond to or are involved in an unusual occurrence. Unusual occurrences shall include, but not limited to the following:
  - Bomb threat
  - Disruptive spectator
  - Report of crime
  - Property theft
  - Property damage
  - Detainment/Arrest
  - Use of Force
  - Fire/Fire Alarm
2. A team member shall complete the Unusual Occurrence Report as follows:
  - Complete all boxes with captions pertaining to the situation. Use military time.
  - If more than one page is necessary, mark pages on the upper right front, No. 1 of 3, No. 2 of 3, etc.
  - Under caption "Nature of unusual occurrence" check applicable box, or if none apply, check "other" box and specify the nature of the occurrence in the space provided below.
  - Provide pertinent details on the reverse side in a short narrative form.



- Submit completed report to the Security Director
3. The Security Director shall check the paper for accuracy and completeness. The Security Director shall provide copies of the Unusual Occurrence Report to the church office.

#### *Further Reading*

*Anna C. Salter "Predators"*

**SECTION 7: Communications Plan** - A good communications plan should have at least primary and secondary means of communication. More advanced teams might include back up and contingency plans.

1. Primary - Radio

##### 10 Codes

- 10-2 Report to ...
- 10-4 Acknowledgment
- 10-5 Repeat Message
- 10-6 Standby
- 10-13 Assist Team Member/Very Dangerous Circumstance
- 10-85 Need Additional Unit/Supervisor
- 10-98 Resuming patrol/Back in-service

When performing a radio check the Safety Team Member in the foyer will respond with:

- 1 by 1 = your radio call is unclear
- 2 by 2 = your radio call is mostly unclear
- 3 by 3 = your radio call is fairly clear
- 4 by 4 = your radio call is mostly clear
- 5 by 5 = your Radio call is clear

2. Secondary - Runner

3. Contingency - Texting

4. Emergency Methods of communication - Announcement made through projector or in front of service.

**SECTION 8: Physical Security** - Technology is not the only piece here, the human element must absolutely be accounted for.

- Alarm system
- Video Cameras + Monitor Room
- Safe Room
- Door Locks
- Access Control System

**SECTION 9: Threats During Times of Assembly** - A good security team needs to have already thought through different dangerous scenarios and planned out their responses. What should all the team members be doing in the event of a shooting? How should you react to a bomb threat? If the pastor is assaulted, what action should everyone take?

1. Potentially violent encounters:

- Calmly & politely inquire
- Calmly guide them away from crowd/escort them outside
- Warn them that they will be asked to leave

- Ask them to leave/dismiss from facility if LEO is available
  - Dial 911
2. Violent encounters: last resort, everyone is responsible for their own actions, legal training (stakes are high and we live in a culture of no accountability)
    - Immediate radio call
    - Team member closest to threat responds
    - Team Leader moves to threat, everyone else plays zone
    - Keep congregation calm
    - Be a good witness, fill out Unusual Occurrence Report

**SECTION 10: Sexual Predators** - We are called to be as innocent as doves and as shrewd as serpents. This plan is a bit of a wakeup call that sexual predators are everywhere and they can be very hard to identify. Get to know the warning signs. Educate staff. Make policies that provide accountability. Do background checks and research your local area.

1. Check members and guest information against sex offender registry
2. Use sex offender registry to find sex offenders near the church
3. Educate leaders & servants on what to look for
4. Make wise policies that ensure accountability (men commit offenses predominantly)

#### *Further Reading*

*Predators by Thomas McHoes*

**SECTION 11: Medical Plan** - This discusses what medical supplies you will need and will key in on the medical personnel you will want to include in your plan. This step should include everything from heart attacks to mass casualty terrorist attacks.

#### Medical Equipment:

- AED
- Trauma Medical Kits: tourniquets, chest seals, combat gauze, gloves, etc.
- Boo-Boo Medical Kit: Band-Aids, triple antibiotic ointment, etc.
- Medic on call through phone and text and placed in the same spot every service, if available in the congregation

#### Security team medical training:

- Adult and Infant CPR
- AED
- Stop the Bleed: traumatic bleeding training with tourniquet, chest seal, combat gauze, etc.

**SECTION 12: Church Evacuations** - The final step of the series talks about how to handle evacuations. What happens when all the parents want to rush through the same doors to get their kids? You can imagine a disaster quickly snowballing.

- Evacuation strategies for all sections of the church (Location dependent)
- Need Floor plan for this (Location dependent)