



General Incident Reporting Policy

April 2026

Important Contacts

Fort Lupton Police	(303) 857-4011
Lead Pastor	Pastor@1ststreetchurch.com
Moderator	Moderator@1ststreetchurch.com
Family Ministry Director	Family@1ststreetchurch.com

Purpose

1st Street Church is committed to the safety, integrity, and well-being of all people on our property and in our ministries. This policy establishes a consistent, church-wide process for documenting and responding to incidents that occur on church property or in connection with church activities.

This policy applies to all church staff, volunteer leaders, adult volunteers, ministry leaders, and external groups using church facilities. It covers all incidents not already governed by a more specific policy. Incidents involving suspected abuse or neglect of a minor, senior, or at-risk adult are governed exclusively by the Abuse Prevention and Reporting Policy. Conflicts of interest are governed exclusively by the Conflict of Interest Policy. Staff reporting obligations and consequences for non-compliance are addressed in the Employee Handbook.

When in doubt about whether something is reportable, it should be reported. No report made in good faith will be treated as frivolous.

Definitions

Incident. Any event occurring on church property or in connection with a church-sponsored activity that results in, or has the potential to result in, personal injury, property damage, financial loss, legal liability, or harm to the church's values and community.

Reporter. Any individual who witnesses or becomes aware of a reportable incident, including staff, volunteer leaders, adult volunteers, members, and external facility users.

Responding Staff Member. The staff member or ministry leader who receives an incident report and is responsible for ensuring it is properly documented and escalated.

Incident Categories

Incidents are classified into four tiers, which determine the required response timeline and notification chain.

Tier 1 – Critical (Immediate Response Required)

These incidents require calling 911 first, followed by immediate notification of the Lead Pastor. Examples include:

- Medical emergencies (cardiac events, serious injury, seizure, loss of consciousness)
- Active criminal activity on church property (assault, theft in progress, threats of violence)
- Structural or safety emergencies posing immediate danger (fire, gas leak, building collapse)
- Any incident in which a person requires emergency medical transport

Tier 2 – Serious (Report Within 24 Hours)

These incidents require written documentation submitted to the Lead Pastor within twenty-four (24) hours of the event. Examples include:

- Any injury to a person on church property that meets one or more of the following: (a) required first aid beyond a single adhesive bandage; (b) involved any impact to the head, regardless of visible injury; (c) caused the person to stop or leave the activity they were engaged in; or (d) was caused by a condition of the property (wet floor, broken step, ice, defective equipment).
- Property damage meeting one or more of the following: (a) estimated repair or replacement cost exceeds \$500; (b) the damage compromises building security (broken lock, door, window, or alarm component) or building safety (electrical, plumbing, structural, fire suppression); or (c) the damage was caused intentionally, regardless of cost.
- Theft or suspected theft of church property
- Behavioral misconduct by any person on church property that does not meet the threshold of the Abuse Prevention and Reporting Policy
- Any incident involving an external group using church facilities under the Building Use Policy

- Any incident involving an animal on church property under the Animal Policy

Tier 3 – Minor (Report Within 72 Hours)

These incidents require written documentation submitted to the appropriate staff member within seventy-two (72) hours of the event. Examples include:

- Property damage that was accidental, has an estimated repair or replacement cost of \$500 or less, and does not affect building security or safety.
- A verbal dispute between adults that involved no threats, no physical contact, and no property damage, and that ended without anyone being asked to leave the property or any outside party being called.
- An event or discovered condition that could reasonably have caused injury or property damage but did not, including: a falling or collapsing object that struck no one; equipment or furniture failure during use without injury; a tripping, slipping, or electrical hazard discovered before anyone was harmed; or a child briefly unaccounted for during a ministry activity and promptly located.

Tier 4 – Child Ministry Injury Log ("Ouch Report")

Minor injuries during children's ministry activities (small scrapes, bumps, falls without injury indicators) are documented in the child injury log maintained by the Family Ministry Director. Parents must be notified at pickup. These entries do not require a full incident report unless the injury involves the head, requires more than basic first aid, shows a recurring pattern, or raises any indicator under the Abuse Prevention and Reporting Policy.

Procedure

1. Ensure Safety First

In any Tier 1 incident, the immediate priority is the safety of all persons involved. Call 911 before completing any documentation. Do not delay emergency response in order to notify church staff.

2. Notify Church Staff

After ensuring safety, the reporter must notify a church staff member as soon as practicable. For Tier 1 and Tier 2 incidents, the Lead Pastor and, where appropriate, the Moderator must be made aware. If the Lead Pastor is involved in the incident, notification should be directed to the Moderator. For Tier 4, all "Ouch Reports" should be submitted to the Family Ministry Director, according to the Ministry's directions.

3. Complete a Written Incident Report

The reporter, or the responding staff member on their behalf, must complete a written incident report. Reports must be completed on the day of the incident whenever possible, and no later

than the deadline established by the incident's tier classification. Incident report forms can be found in the church office, and should be submitted to a staff member.

Each incident report must include the following information:

- Date, time, and specific location of the incident
- Name and role of the reporter (staff, volunteer, member, external guest)
- Names and contact information of all persons involved, including witnesses
- A factual, first-person description of what occurred
- Any immediate action taken (first aid provided, 911 called, damage contained, etc.)
- Names of church staff or external authorities notified, and the time of notification
- Whether follow-up action is required, and by whom
- Signature of the reporter and date of submission

4. Follow-Up

Upon receipt of a written incident report, the Lead Pastor will determine whether additional steps are warranted. These may include:

- Referral to the appropriate existing policy (Abuse Prevention, Conflict of Interest, Building Use, etc.)
- Notification of the Trustee Board or Church Council
- Contact with the church's insurance carrier
- Coordination with law enforcement or other external agencies
- Pastoral follow-up with affected persons
- Corrective action to prevent recurrence

Non-Retaliation

No person who submits an incident report in good faith, or who participates in the review of an incident, shall be subject to retaliation of any kind, including dismissal from a volunteer or staff position, exclusion from ministry participation, or any other adverse action. Retaliation against a reporter is itself a Tier 2 incident and must be reported to the Lead Pastor, or to the Moderator if the Lead Pastor is the subject of the concern.

Record Keeping

All incident reports are to be maintained in a secure file in the church office. Access is limited to the Lead Pastor, Moderator, and any staff member with a reasonable need for the information in order to fulfill their ministry responsibilities. Incident records will be retained for a minimum of seven (7) years.

Incident reports are confidential. The contents of a report shall not be disclosed to persons outside the authorized access list, except as required by law or as directed by the Lead Pastor in consultation with the Moderator.

Media and Public Communication

Only the church's designated spokesperson, as identified by the Lead Pastor, shall communicate with the media regarding any incident on church property or involving church activities. Staff and volunteers must not make public statements about incidents without explicit authorization from the Lead Pastor.

Relationship to Other Policies

This policy provides a general framework for incident reporting. It does not supersede or replace the following more specific policies, which govern their respective incident types:

- Abuse Prevention and Reporting Policy – governs all suspected or alleged abuse or neglect of minors, seniors, and at-risk adults, including mandatory reporting obligations under Colorado law.
- Conflict of Interest Policy – governs disclosure of financial or personal conflicts of interest by staff, officers, and board members.
- Building Use Policy – governs compliance and violations by external groups using church facilities.
- Animal Policy – governs incidents involving service animals on church property.
- Employee Handbook – governs staff-specific reporting obligations, mandatory reporter duties, and consequences for failure to report.

When an incident falls under one of the above policies, that policy's procedures take precedence. When an incident involves elements of both a specific policy and this general policy, both sets of procedures apply concurrently.

Communication

This policy and others can be found at <https://1ststreetchurch.com/info>

This policy will be periodically reviewed to ensure its effectiveness and relevance. Amendments may be made with the approval of the Lead Pastor.