

EXAMPLE DISCLAIMER:

The Safety Ministry Team is our best attempt to ensure the safety of our guests, congregation, and staff. Safety is neither guaranteed nor assured. The guidelines outlined in this document are considered optimal.

The guidelines below are in electronic editable format for all current active FBSN members as part of their membership and kept (in their latest version) for members to download on the FBSN website at

<https://www.fbsnamerica.com/safety-ministry-guidelines> .

EXAMPLE GUIDELINES – EDIT TO FIT YOUR TEAM

Guideline Number:	G-01
Title:	Establishment of the SMT Guidelines
Effective date:	
Author (s):	
SMT Co-leaders:	
Final Approval Level:	<input type="checkbox"/> Elder Board <input type="checkbox"/> SMT Co-leaders <input type="checkbox"/> Pastoral Staff
Approval Status:	Approved _____ Not Approved _____
Signature and Date:	

PURPOSE

This document establishes the guidelines for the [YOUR FBO NAME] Safety Ministry Team (SMT).

GENERAL PHILOSOPHY:

Your FBO must present an open, welcoming environment to people we don't know. This involves people who may be in a crisis, looking for a family-friendly environment, need encouragement, and are looking for a FBO with welcoming arms. That is what the FBO does.

Today's world has seen violent, senseless acts performed against FBOs, schools, businesses, and government buildings by people who have a variety of reasons that may make sense only to them. To feel the need for an armed, defensive presence in the FBO is a terrible thing. It is a more terrible thing to need that presence and not have it. [UNARMED TEAMS MAY CHOOSE TO DELETE THESE PREVIOUS TWO SENTENCES] As a host of many people, much more commonly we can expect to experience a variety of other types of emergencies, medical, mental health, fire, weather, etc., that we must be ready to respond to.

Therefore, [YOUR FBO NAME] has established a Safety Ministry Team (SMT) to serve this congregation.

As it says in Nehemiah 4:9 “And we prayed to our God and set a guard as a protection against them day and night.”

MISSION STATEMENT

The mission of the Safety Ministry Team is to maintain a vigilant presence during services and other events to keep our guests, members, and staff as safe as possible while realizing that a defense against all possible forms of violence or another type of emergency is neither possible nor practical. Some SMT members may be discretely armed and must be prepared to use their firearms safely to effectively stop the threat of an armed assailant in a crowded environment.

PROCEDURE:

These Guidelines are subject to review on at least an annual basis and will be revised as needed. Any updated versions will be provided to the [YOUR FBO NAME] [APPROVING AUTHORITY FOR YOUR FBO] and the insurance company providing coverage for the SMT.

There are two categories of SMT members:

- A. **Intervention Capable Member (ICM):** SMT members armed with lethal and/or less lethal weapons.
- B. **Non-Intervention Capable Member (NICM):** SMT members that choose not to carry lethal or less lethal weapons.

Emergency procedures of “Hold, Secure, Lockdown, Evacuate, and Shelter” will follow the guidelines of the Standard Response Protocol obtained from the i love u guys Foundation at <https://iloveugays.org/The-Standard-Response-Protocol.html>

Revision History:

[Insert dates of any revisions here]

Guideline Number:	G-02
Title:	SMT Standards of Conduct Guidelines
Effective date:	
Author (s):	
SMT Co-leaders:	
Final Approval Level:	<input type="checkbox"/> Elder Board <input type="checkbox"/> SMT Co-leaders <input type="checkbox"/> Pastoral Staff
Approval Status:	Approved _____ Not Approved _____
Signature and Date:	

GUIDELINE

In support of their service to the SMT, all members agree to the following:

- A. Practice precepts of service, integrity, accountability, and honesty in all duties.
- B. Serve in accordance with all local, state, and federal laws.
- C. Prevent and discourage discrimination or mistreatment of another person regardless of their membership in or involvement with your FBO with regards to race, sex, age, or perceived abilities.
- D. Use the SMT's resources and products to serve and protect our faith-based community without seeking personal gain or any outside purpose without prior approval from the leadership.
- E. Protect all information entrusted to me from public release in any way without prior approval of the leadership. This Operation Security (OpSec) obligation does not end with service to the SMT but continues indefinitely.
- F. Review, stay current with updates, and abide by the guidelines as stated and updated in this document.
- G. Attend a minimum of 4 hours of training each year.
- H. Intervention-capable members (ICM) will attend additional training, at least two qualification sessions per calendar year for firearms and one session for less lethal tools.

- I. Non-Intervention Capable Members (NICM) should attempt to avoid being the initial contact with confrontational subjects. Their focus can be on assisting the congregation and guests to avoid hazards, contacting 9-1-1, and/or contacting first responders upon arrival as needed.
- J. A team member may be removed for violating these standards. Removal is based on a sustained allegation of inappropriate behaviors. All allegations will be investigated by a team member appointed by the Team Lead. Disciplinary actions will be reasonable for the sustained violation. These actions can include remedial training, suspension, or termination from the team.
- K. All SMT members serve on an “at will” basis.

Recordkeeping Requirements

The SMT Lead or designee will maintain training records for at least 3 calendar years plus the current year. [It is highly recommended that your team keep records longer and that your length of record keeping be approved by your board and/or your pastoral leadership team following coordination with your Legal Counsel given state specific record keeping requirements that may well be involved.]

Revision History:

[Insert dates of any revisions here]

Guideline Number:	G-03
Title:	SMT Use of Force Guidelines
Effective date:	
Author (s):	SMT Co-Leaders
SMT Co-Leader(s):	
Final Approval Level:	<input type="checkbox"/> Elder Board <input type="checkbox"/> SMT Co-leaders <input type="checkbox"/> Pastoral Staff
Approval Status:	Approved _____ Not Approved _____
Signature and Date:	

GUIDELINE

The [YOUR FBO NAME] Safety Ministry Team (SMT) is committed to following guidelines for the use of force and deadly force in accordance with:

[Insert the statutory citation specific to your state that defines self-defense and/or defense of others. i.e., for Wisconsin, it is “WI STAT 939.48 Self-Defense & Self-Defense of Others.” For Colorado, it is “18-1-704 Use of physical force in defense of a person.” Another supplemental resource is to use jury instructions for force or self-defense cases in your state. They are written for “regular” people on the jury]

This guideline applies to all SMT members working at a [YOUR FBO NAME] sanctioned event and performing their assigned duties.

Force will not be used against another person unless reasonable alternatives have been used and/or the threat of physical or bodily harm to another is so imminent that failure to intervene may result in injury or loss of life. If force is used, only a reasonable amount of force will be used to control the situation. Force will not be used to protect property unless the offender's actions are so significant and immediate that property damage could reasonably turn into

personal injury or death to the offender or others. An example might be throwing a fire bomb (arson) at an occupied structure.

DEFINITIONS

- A. **Bodily Harm:** means physical pain or injury.
- B. **Great Bodily Harm:** bodily injury which creates a high probability of death, or which causes serious, permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily harm.
- C. **Deadly Force:** force used by an actor that the actor knows, or reasonably should know, creates a substantial risk of causing death or great bodily harm. The intentional discharge of a firearm in the direction of another person or at a vehicle in which another person is believed to be constitutes deadly force.
- D. **Physical (less lethal) Force:** force used by an actor that does not have the purpose of causing nor create a substantial risk of causing death or great bodily harm.
- E. **Authorized Device:** a legally possessed device they have received permission from the [YOUR FBO NAME] to carry and use in their assigned duties, and for which they have:
 - a. obtained training in the technical, mechanical, and physical aspects of the device; and
 - b. developed a knowledge and understanding of the law, rules, and regulations regarding using such a device.

PROCEDURE

A. Force Considerations

In determining what force is reasonable under the circumstances, a person should consider:

1. the severity of the incident.
2. whether the individual(s) poses an immediate threat to the person's or others' safety.
3. other relevant information the person reasonably believes to be true at that time.

B. Use of Deadly Force

It is the guideline of this [YOUR FBO NAME] to accord persons discretion in using force to the extent permitted by law. An actor may not intentionally use force that is intended or likely to cause death or great bodily harm unless the actor reasonably believes that such force is necessary to prevent imminent death or great bodily harm to themselves or another person:

1. Justification for the use of deadly force:

a. Imminent Threat Criteria

- i. Weapon (firearm, edged weapon, club, other device, etc.): *Weapon means that the person has a conventional or unconventional weapon capable of inflicting death or great bodily harm. Guns and knives are examples of conventional weapons. Unconventional weapons such as baseball bats, chains, bricks, and broken bottles can also cause death. Some people can inflict death or great bodily harm with their hands or feet. For example, repeated kicks to the head are certainly capable of maiming or killing.*
- ii. Intent (is displayed or indicated): *Intent indicates that the subject intends to cause great bodily harm or death. Intent might be shown by acts, such as pointing a weapon at you or rushing at you with a knife, or may be verbal, such as stating they are going to kill you.*
- iii. Delivery system (the ability to carry out the attack): *Delivery system means that the person can use the weapon to harm you. For example, a person with a knife 50 yards away on the other side of a high fence denies them the ability to use the weapon against you.*

b. Preclusion:

- i. A lesser degree of force would be inadequate or ineffective: *You must reasonably believe that deadly force is necessary before using it. This means that even when a person has the intent, weapon, and delivery system to put you under imminent threat of death or great bodily harm, you can only use deadly force if no other reasonable option is available. You may not have the time or ability to do anything else except shoot, and*

you are not expected to make unreasonable or ineffective attempts to stop the assault before shooting. For example, a person being shot or stabbed cannot be expected to try using pepper spray before employing deadly force.

c. Target Requirements:

i. Target Acquisition (you have acquired a target):

You must have a target. Firing your gun indiscriminately is not acceptable—you must have a specific target.

ii. Target Identification (target is identified as an imminent threat):

You must identify your intended target as the source of the threat. Just because you have acquired a target does not mean it is correct.

iii. Target Isolation (mitigate target without harming others):

You must be able to shoot without recklessly endangering innocent bystanders.

If feasible, a person should give a verbal warning before using or attempting to use deadly force. The use of deadly force must stop as soon as the threat stops. It is not reasonable to intentionally use force intended or likely to cause death or great bodily harm for the sole purpose of defense of property.

C. Use of Physical (less lethal) Force

It is the guideline of [YOUR FBO NAME] to accord persons discretion in the use of physical force to the extent permitted by law. A person is privileged to threaten or intentionally use force against another for the purpose of preventing or terminating what the person believes to be an unlawful interference with his or her person or others, by such other person. The actor may intentionally use only such force or threat thereof as the actor reasonably believes is necessary to prevent or terminate the interference.

General Rules Governing Use of Force

1. If it is safe, efforts should be made to call 9-1-1 and wait for Law Enforcement to mitigate the situation.
2. Force should be used only if you reasonably believe a lesser response is inadequate.

3. Before carrying a firearm, SMT members shall be vetted and approved per [YOUR FBO NAME] Guideline. This includes documentation that they received training and instruction about firearms safety and accuracy, the proper use of deadly force, and State statutes regarding such force. Such training and instruction shall continue regularly and frequently.
4. Before carrying an authorized device, all persons shall receive training and instruction in its use, including training related to its use in deadly force and other than deadly force situations. Such training and instruction shall continue regularly and frequently.
5. SMT members will carry and use only authorized devices unless exigent circumstances pose an immediate threat to the safety of a person or the public, in which case an improvised device may be used. An example would be a non-intervention-capable team member using a fire extinguisher as an aerosol and/or impact weapon to counter a threat.
6. With [YOUR FBO NAME] 's approval, persons may modify, alter, or cause to be altered an authorized device in their possession or control.
7. Protracted force encounters jeopardize the public's safety, [YOUR FBO NAME] personnel, and the aggressor. Accordingly, a person should use discretion to determine reasonable force options or de-escalation techniques to bring a subject under control as quickly as possible. This Guideline should not be construed to require people first to attempt using types and degrees of force that reasonably appear inadequate to reduce the threat or disturbance.
8. A person may announce their intention to use reasonable force.

Recordkeeping Requirements

The SMT Lead or their designee will maintain Use of Force training records for at least three calendar years plus the current year. [It is highly recommended that your team keep records longer and that your length of record keeping be approved by your board and/or your pastoral leadership team following coordination with your Legal Counsel given state specific record keeping requirements that may well be involved.]

Revision History:

[Insert dates of any revisions here]

Guideline Number:	G-04
Title:	SMT CCW Guidelines
Effective date:	
Author (s):	SMT Team Leaders
SMT Team Co-Leaders:	
Final Approval Level:	<input type="checkbox"/> Elder Board <input type="checkbox"/> SMT Co-leaders <input type="checkbox"/> Pastoral Staff
Approval Status:	Approved _____ Not Approved _____
Signature and Date:	

GUIDELINE

It is the guideline of the [YOUR FBO NAME] Safety Ministry Team (SMT) that SMT Members may not carry deadly weapons unless they have been vetted and approved by the SMT Team, Team Leaders, and there are no objections by the [YOUR FBO NAME] [INSERT NAME OF THE APPROPRIATE APPROVING AUTHORITY FOR YOUR FBO, SUCH AS THE “Elder Board.”] An SMT Member may not carry less lethal weapons unless they have been vetted and approved by the SMT Team and Team Leaders.

REFERENCES:

[INSERT THE APPROPRIATE STATUTORY REFERENCES FOR YOUR STATE , FOR EXAMPLE:

WI Statute 941.23 Carrying concealed weapon

WI Statute 175.55 License to carry a concealed weapon]

G-01 SMT Use of Force Guideline

SMT CCW Sign Off Form

SMT Firearms Skills Assessment

DEFINITIONS

- A. **Deadly Weapon:** means any weapon that may cause Great Bodily Harm or that can inflict Deadly Force. These may include firearms, knives, saps, brass knuckles, etc.
- B. **Less Lethal Weapon:** means any weapon, when used properly, that does not have the purpose of, nor creates a substantial risk of, causing death or great bodily harm, such as OC Pepper Gel, Batons, Electronic Weapons (i.e. Tasers), Kinetic Energy Weapons (i.e., Byrna), etc.
- C. **Physical (less lethal) Force:** force used by an actor that does not reasonably and purposely cause death or great bodily harm or create a substantial risk of causing it.

PROCEDURE

- A. A SMT Member who desires to carry a concealed deadly weapon must complete the following vetting process. This process is documented on the CCW Guideline Sign-Off Form:
 - 1. Before applying for SMT CCW approval, the candidate should have one year of experience serving on the SMT to determine the candidate's demeanor and character. The one-year requirement may be waived if the candidate is an active Law Enforcement Officer (LEO) or a retired LEO (RLEO). At the discretion of the SMT Leaders, the one-year period may be shortened based on the candidate's qualifications.
 - 2. CCW interview with vetting team—SMT Leaders, one LEO (or RLEO), and one or more other team member
 - a Focus on temperament and personality as well as verbal, observation, de-escalation, and firearms proficiency skills.
 - b A second background check will be done if one has not been completed within the previous 12 months.
 - 3. A person desiring authorization to carry concealed must complete:
 - a A CCW class, which includes gun safety, situational awareness, threat avoidance, legal aspects of force, defensive shooting skills, firing accuracy, etc., conducted by a Certified Instructor, LEO, or an Academy. Or, other documented training based on the candidate's qualifications (approved by the SMT vetting team).

- b Passing the “Firearms Safety and Shooting Skills Review” (See Safety & Shooting Review Form). This skills review must be completed at least twice per calendar year to maintain this authorization.
- 4. Complete interview with the vetting team—SMT Leaders, one LEO or RLEO, and SMT team member(s) authorized for CCW.
 - a Final review of temperament and personality appropriateness, demeanor, and commitment
 - b Level of responsibility that armed security requires
 - c Verification of active Defensive Gun Use Liability insurance policy
 - d Approval of the type of weapon(s) authorized to carry, the holster(s), and defensive ammunition used.
 - e Authorization will be for three years and then need re-approval by a vetting team to include a required updated background check.
 - f Re-authorization will be required every three years.
 - g Authorization can be revoked immediately by SMT Leaders if:
 - i. Universal firearm safety rules are not followed.
 - ii. Inappropriate gun use is observed, brandishing, showing off, not keeping concealed, joking about firearms or firearms misuse.
 - iii. Behavior issues such as observed anger, hostility, verbal, or physical threatening, etc.
 - iv. Change in physical ability such as stroke, loss of hearing, eyesight, etc.
- 5. By recommendation of the vetting team, the candidate is authorized for CCW and the SMT member’s name will be forwarded to the [YOUR FBO NAME] [INSERT NAME OF THE APPROPRIATE APPROVING AUTHORITY FOR YOUR FBO such as “Elder Council.”] Recommendation of the vetting team will constitute approval unless the [APPROVING AUTHORITY] objects.
 - a If the [APPROVING AUTHORITY] objects, it will inform SMT Leaders and be responsible for meeting personally with the candidate to communicate reasons for objection.

- b Authorization for CCW is withdrawn once the candidate is informed of the objection.
 - c If remedial measures are possible to overcome objections, a remedial action plan will be developed by the Elder(s) in coordination with the SMT Leaders
 - d If the remedial action plan is completed and documented, the SMT member may resume the vetting process or authorization for CCW
- B. Other Requirements for SMT Member requesting CCW Authorization:
 - 1. SMT Team Member must have a valid Concealed Carry [License or Permit – if required in your State for Concealed Carry].
 - 2. Active Defensive Gun Use Liability Coverage Policy is **strongly** encouraged.
 - a A minimum Coverage of \$250,000 is suggested.
- C. Less Lethal Weapon Authorized Device Approval Process:
 - 1. SMT members must complete documented training in the technical, mechanical, and physical aspects of the device and
 - 2. develop a knowledge and understanding of the law, rules, and regulations regarding the use of such a device; and
 - 3. have a thorough understanding of the SMT use of force Guidelines (G-03); and
 - 4. be authorized by the SMT Team Leaders

GENERAL RULES FOR CCW

- 1. Before carrying a firearm, SMT members shall be vetted and approved per this Guideline. This includes documentation that they received training and instruction about firearms safety and accuracy, the proper use of deadly force, and State statutes regarding such force. Such training and instruction shall continue in an ongoing basis.
- 2. Before carrying an authorized device, all persons shall receive training and instruction in its use, including its use in deadly force or physical (less lethal) force situations. Such training and instruction shall continue in a regular training program.
- 3. SMT members will carry and use only authorized devices unless circumstances exist that pose an immediate threat to the safety of the person or the public and require the use of a device or other object that has been improvised to counter such a threat.

4. With SMT Leader(s) approval, persons may modify, alter, or cause to be altered an authorized device in his or her possession or control.
5. This Guideline applies only to SMT ICM Members. [YOUR FBO NAME] does not restrict concealed carry weapons for members or visitors to [YOUR FBO NAME] who are legally permitted to so by [YOUR STATE] Statutes provided their conduct while doing so is safe and reasonable.
6. **OPEN CARRY**: SMT members who are authorized to carry concealed weapons must discretely conceal their weapon(s) – open carry is not allowed unless circumstances exist where it would be expedient to do so (at the direction of the Team Leaders or Incident Supervisor).

AUTHORIZED DEVICES

1. Firearms: The firearm carried must be a high-quality handgun [OR LONG GUN IF YOUR FBO CHOOSES TO AUTHORIZE THEM] from a recognized manufacturer, and carried concealed in a holster or carried bag. SMT ICMs must also carry at least one reload (spare magazine, speed loader). The handguns used must be no smaller in caliber than .380 and no larger than .45. [INSERT LONG GUN CALIBER INFORMATION HERE] Ammunition must be factory ammunition produced by a major manufacturer such as (but not limited to) Winchester, Remington, or Federal designed for self-defense. No full metal jacket ammunition should be considered as “duty” ammunition.
2. Less Lethal weapon: The only authorized less lethal weapon is Pepper Gel. It must be carried in a concealed manner. [INSERT LANGUAGE HERE IF OTHER LESS LETHAL WEAPONS ARE AUTHORIZED BY YOUR FBO]

RECORDKEEPING REQUIREMENTS

The [YOUR FBO NAME] Safety Ministry Team Leaders will maintain records and documents pertaining to this Guideline for 3 years plus the current year. [It is highly recommended that your team keep records longer and that your length of record keeping be approved by your board and/or your pastoral leadership team following coordination with your Legal Counsel given state specific record keeping requirements that may well be involved.]

Revision History:

[Insert dates of any revisions here]

Guideline Number:	G-05
Title:	SMT Communications Guidelines
Effective date:	
Author (s):	SMT Training Coordinator & Team Leader
SMT Co-Leader(s):	
Final Approval Level:	<input type="checkbox"/> Elder Board <input type="checkbox"/> SMT Co-leaders <input type="checkbox"/> Pastoral Staff
Approval Status:	Approved _____ Not Approved _____
Signature and Date:	

GUIDELINE

It is the guideline of the [YOUR FBO NAME] Safety Ministry Team (SMT) that SMT Members are not authorized to speak to media or post on social media regarding incidents or actions at [YOUR FBO NAME], unless authorized by the Lead Pastor (or designee), the Chairman of the [YOUR FBO NAME] [APPROVING AUTHORITY], or SMT Team Leader. An SMT Member should refer media to the Lead Pastor or Chair of the [APPROVING AUTHORITY] or designated [YOUR FBO NAME] Spokesperson.

Notice of Interest (NOI) forms are used within [YOUR FBO NAME] to facilitate communication of concerns, threats, risks, etc. ***NOI forms should be kept confidential and not shared with outside parties unless authorized by the FBO Board of Directors or other BOD approved authorizing authority.***

PROCEDURE for General Communications:

- A. A SMT Member who is asked to comment on an incident by a reporter or other individual should refer them to the Lead Pastor (or designee), Chairman of the Elder Board, or designated [YOUR FBO NAME] Spokesperson.

1. This does not restrict SMT members from communicating with first responders.
- B. Personal confidential information entrusted to the SMT to carry out their duties should not be shared with others outside the SMT, Pastoral Staff, or Staff Members as appropriate.
- C. This guideline does not restrict or inhibit SMT members from reporting crimes or illegal activities in any way, nor does it prohibit communication with law enforcement officials conducting investigations. However, there may be times when your FBO legal counsel should be consulted before making public statements or responding to other legal inquiries.
- D. SMT Team members' personnel files and other information kept by the SMT Leader shall be secure.

PROCEDURE for Notice of Interest (NOI) communication and NOI form.

- A. A NOI form, in electronic format (Word document) or hardcopy format (if a workstation is not available), is completed to communicate and keep a record of actual or potential situations, individuals, groups, vehicles, etc. that pose a concern, threat, or risk to [YOUR FBO NAME]. The Pastoral Staff can complete this form to communicate threat information to the SMT or by SMT Members to share with other team members and/or the Pastoral Staff.

Recordkeeping Requirements

The [YOUR FBO NAME] Safety Ministry Team Leader will maintain records and documents pertaining to this Guideline for 3 years plus the current year. [It is highly recommended that your team keep records longer and that your length of record keeping be approved by your board and/or your pastoral leadership team following coordination with your Legal Counsel given state specific record keeping requirements that may well be involved.]

Revision History:

[Insert dates of any revisions here]

Guideline Number:	G-06
Title:	SMT Security Camera Guidelines
Effective date:	
Author (s):	
SMT Co-leaders:	
Final Approval Level:	<input type="checkbox"/> Elder Board <input type="checkbox"/> SMT Co-leaders <input type="checkbox"/> Pastoral Staff
Approval Status:	Approved _____ Not Approved _____
Signature and Date:	

PURPOSE

To regulate the use of security cameras to protect the legal and privacy interests of [INSERT FBO NAME], its members, and guests.

OBJECTIVE

The function of the security cameras is to:

- A. Reduce the potential for crime.
- B. Resolve disputes.
- C. Capture criminal activity.
- D. Provide remote access.

PROCEDURE:

- A. Personnel authorized remote access to the cameras are SMT members and senior staff. If available, an SMT member will monitor the cameras during events. Staff members are encouraged to monitor the cameras when SMT members are not present.
- B. Except for the normal overwriting process, no footage will be deleted from the system without the express permission of the Safety Ministry Team Lead and the [STAFF MEMBER DESIGNATED BY FBO].

- C. The Safety Ministry Team Lead and [STAFF MEMBER DESIGNATED BY FBO], or their designee, are authorized to download and provide security camera footage to law enforcement personnel only as part of an investigation, unless otherwise authorized by the BOD based on advice of counsel. Whether or not to request a Search Warrant, subpoena, or other official request will be decided on a case-by-case basis.

Recordkeeping Requirements

Video of key incidents that may be criminal or pose a liability issue will be saved for at least 3 years plus the current year. [It is highly recommended that your team keep records longer and that your length of record keeping be approved by your board and/or your pastoral leadership team following coordination with your Legal Counsel given state specific record keeping requirements that may well be involved.]

Revision History:

[Insert dates of any revisions here]

Guideline Number:	G-07
Title:	SMT Aggressive Benevolence Seeker Guidelines
Effective date:	
Author (s):	SMT Co-leaders
SMT Co-leaders:	
Final Approval Level:	<input type="checkbox"/> Elder Board <input type="checkbox"/> SMT Co-leaders <input type="checkbox"/> Pastoral Staff
Approval Status:	Approved _____ Not Approved _____
Signature and Date:	

GUIDELINE

[THIS IS A SAMPLE GUIDELINE ONLY, INSERT YOUR FBO GUIDELINE HERE] It is the guideline of the [YOUR FBO NAME] Safety Ministry Team (SMT) that SMT Members are directed to inform benevolence seekers to contact the Pastoral staff on a weekday per the Community Care Ministry Benevolence Guideline. No requests for benevolence are to be accepted on Sundays.

PROCEDURE:

- A. If SMT Members become aware of benevolence seekers on a Sunday, they should contact the Incident Supervisor and politely inform the benevolence seeker of the [YOUR FBO NAME] Guideline.
- B. However, SMT Members may provide an informational handout with contact information for community services and the [YOUR FBO NAME] main phone number.
- C. If appropriate, SMT Members may request the benevolence seeker's contact information, which that individual can provide at their sole discretion. The person will be advised that this identification information will be sent to the appropriate member of the pastoral team for future follow up of their request.

1. Personal confidential information entrusted to the SMT to carry out their duties should not be shared with others outside the SMT, Pastoral Staff, or Staff Members as appropriate, except as authorized by their legal counsel.
- D. Should a benevolence seeker become aggressive, treat them as a Disruptive Person from G-08

Recordkeeping Requirements

The [YOUR FBO NAME] Safety Ministry Team Leader will maintain records and documents about this Guideline for three years plus the current year. [It is highly recommended that your team keep records longer and that your length of record keeping be approved by your board and/or your pastoral leadership team following coordination with your Legal Counsel given state specific record keeping requirements that may well be involved.]

Revision History:

[Insert dates of any revisions here]

Guideline Number:	G-08
Title:	SMT Disruptive Persons Guidelines
Effective date:	
Author (s):	
SMT Co-leaders:	
Final Approval Level:	<input type="checkbox"/> Elder Board <input type="checkbox"/> SMT Co-leaders <input type="checkbox"/> Pastoral Staff
Approval Status:	Approved _____ Not Approved _____
Signature and Date:	

PURPOSE

While each circumstance will be different, this is to establish very general procedures to deal with a disruptive person or group.

REFERENCE:

G-03 Use of Force Guidelines

G-07 SMT Aggressive Benevolence Seeker Guidelines

G-09 SMT Protesters/Auditors Guidelines

PROCEDURE:

- A. Should a member or visitor open carry a weapon on [YOUR FBO NAME] property, the SMT Incident Supervisor or designee should gently and politely ask the person open carrying to either conceal the firearm (if they can legally do so), lock it in their vehicle, or leave the premises, explaining that open carrying could distract or disturb attendees. If the individual does not comply, Law Enforcement should be contacted to remove the person from [YOUR FBO NAME] property. G-09 SMT Protesters/Auditors Guidelines may also apply to this situation.
- B. If a disruptive person is to be contacted, if possible, SMT members will notify other team members of the situation's nature and location and

request assistance. If no team members are available, the SMT member should ask the help of other members of the staff or congregation.

- C. If it is safe to do so, de-escalation techniques are always the first choice when dealing with disruptive persons. Attempt to direct the person to a location where the conversation will not disrupt any in-progress event and which has camera coverage to video record the contact.
 - a. While these techniques are being used, consider moving congregants and guests away from the disruptive person's area if the disrupter refuses to move. This provides safety and lessens the likelihood of someone nearby escalating the situation.
- D. If de-escalation appears unlikely to succeed, inform the person that they are now trespassing and must leave the premises.
- E. If they refuse, tell them to leave, and that law enforcement has been notified.
 - a. Notify 9-1-1 at this point, reporting that the person is causing a disturbance. A disturbance call has a higher priority than a trespassing call. If possible, the person notifying 9-1-1 should be close enough to observe the situation, but not be directly in contact with the disruptive person.
 - b. Send an SMT member out to contact law enforcement when they arrive and guide them to the location of the situation.
 - c. Strongly consider deploying the Safety Banner to immediately identify team members to arriving law enforcement, especially if force has been used.
 - d. If it is safe to do so, any weapons out should be holstered when law enforcement arrives.
- F. While waiting for law enforcement, consider either ending the event and clearing the area (denying the person their audience) or physically escorting the person out of the room. Based on the totality of the circumstances at that time, choose the option that seems safer.
 - a. Certain individuals may learn they can end events at will. If you are dealing with such a disruptive person, group, or situation, consider denying access or immediately escorting them out at the beginning of the disruption if it appears safe.
- G. Allow law enforcement to take over the situation when they arrive. The decision to press charges will be made by the Safety Ministry Team Lead, [Staff member designated by FBO], or their designee.

- H. If there is a concern of the disruptive person causing multiple incidents, consideration should be given to obtaining a Protection Order [or the appropriate type of order or warning for your jurisdiction].

Recordkeeping Requirements

An incident report will be completed for any incidents of this nature. These incident reports should be retained for a minimum of three years plus the current year. [It is highly recommended that your team keep records longer and that your length of record keeping be approved by your board and/or your pastoral leadership team following coordination with your Legal Counsel given state specific record keeping requirements that may well be involved.]

Revision History:

[Insert dates of any revisions here]

Guideline Number:	G-09
Title:	SMT Protesters/Auditors Guidelines
Effective date:	
Author (s):	
SMT Co-leaders:	
Final Approval Level:	<input type="checkbox"/> Elder Board <input type="checkbox"/> SMT Co-leaders <input type="checkbox"/> Pastoral Staff
Approval Status:	Approved _____ Not Approved _____
Signature and Date:	

PURPOSE

While circumstances will differ, this establishes very general procedures for dealing with First or Second-Amendment Auditors or other protesting individuals or groups. Adequate discernment between lawful expression of beliefs and disruptive, dangerous, or unlawful behavior is necessary. Some people are self-appointed to test and document the FBOs response to comply with their perceived rights under the First Amendment (generally free speech and freedom of religion) or Second Amendment (generally the right to bear arms) to the US Constitution. They may or may not be part of an organized group. [YOUR FBO NAME] must be prepared for such events.

OBJECTIVE

[YOUR FBO NAME] must be able to discern lawful protest and disruptive behaviors from unlawful activities. Unlawful behavior needs to be managed in the context of practical and legal options.

REFERENCE:

- A. The First Amendment to the Constitution states that: "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the

right of the people peaceably to assemble, and to petition the Government for a redress of grievances.”

- B. The Second Amendment to the Constitution states that: “A well-regulated Militia, being necessary to the security of a free State, the right of the people to keep and bear Arms, shall not be infringed.”
- C. G-02 SMT CCW Guideline
- D. G-08 SMT Disruptive Persons Guideline

GUIDELINE

Whenever possible, our goal is to make any protest or audit of our FBO a “non-event.” Once a person or group is identified as conducting a protest or audit, the best practice is to keep them in a public area and not allow them onto the FBOs private property. If they are on the FBOs private property when they start their protest or audit, we will follow the Disruptive Persons Guideline.

The congregation and guests should be advised of the activity, as appropriate, and urged not to interact with it. Such interaction will likely only exacerbate the problem and encourage future similar events.

PROCEDURE:

- A. If a group contacts us about a planned protest of our FBO, law enforcement will be notified in advance of the event scheduled for their advice and support. If the event happens without notice, the Safety Ministry Team Lead (or designee) may consult with staff about needing a law enforcement response. If there is no safe opportunity for that consultation, the Safety Ministry Team Lead (or designee) will simply direct that a call be placed to 9-1-1.
- B. Be aware that auditors and protesters will likely be well versed in what they can do legally. Be prepared for them to actively incite you to cross legal lines so that they can pursue criminal or civil penalties. This can be a money-making endeavor for them.
- C. Such persons are also likely to be wearing video or audio recording devices.
- D. Be aware of the Guideline on open carry of weapons and ensure that it is followed. The unnecessary presence of visible weapons may exacerbate the situation.

Recordkeeping Requirements

An incident report will be completed for any incidents of this nature. Such records should be kept for at least three years plus the current year. [However, it is highly recommended that your team keep records longer and that your length of record keeping be approved by your board and/or your pastoral leadership team following coordination with your Legal Counsel given state specific record keeping requirements that may well be involved.]

Revision History:

[Insert dates of any revisions here]

Guideline Number:	G-10
Title:	SMT Suspicious Article/Bomb Threat Guidelines
Effective date:	
Author (s):	
SMT Co-leaders:	
Final Approval Level:	<input type="checkbox"/> Elder Board <input type="checkbox"/> SMT Co-leaders <input type="checkbox"/> Pastoral Staff
Approval Status:	Approved _____ Not Approved _____
Signature and Date:	

GUIDELINE

[Your FBO Name] will always take bomb threats and suspicious items seriously. Explosive devices have great potential to inflict serious injury, death, and property damage.

DEFINITIONS

- A. Suspicious item: This can be any item or container that does not seem to belong where it is found, and its ownership or source cannot be determined.
- B. Device: Any object that appears to be an actual explosive device.

REFERENCE:

- A. Department of Homeland Security (DHS) Bomb Threat Guidance
- B. DHS Bomb Threat Procedures
- C. [YOUR FBO NAME] Standard Response Protocol

PROCEDURE:

- A. Any person receiving a bomb threat or observing a suspicious item will immediately notify the Safety Ministry Team Lead or the most senior staff member present.
- B. Bomb threats may be received in many ways, including in person, by phone or electronic media, etc. A bomb threat form is kept by phones in the office and should be used, if available.
- C. In Colorado, making a bomb threat is a reportable felony, even if there is no device. Law enforcement will always be advised via 9-1-1.
- D. Suspicious devices are rarely destructive but must be evaluated based on available information. If in doubt, assume it may be a destructive device and notify 9-1-1 immediately.
- E. In the case of a bomb threat with no specific device or location of the device given, a check of the facility should be made for anything that looks out of place or does not belong.
- F. The decision to evacuate will be made if a suspicious device or item is found. If a suspicious device is found and a potential hazard is believed to be present, the emergency services (police or fire) incident commander will likely assume control of the scene and generally make evacuation decisions.
- G. If a device or suspicious item is not found, the decision on whether or not to evacuate will be made by the Safety Ministry Team Lead (or designee) and the senior staff member on the premises in consultation with the responding emergency services based on the totality of circumstances.

Recordkeeping Requirements

An incident report will be completed in the event of any threat of an explosive device. Such records should be kept for at least three years plus the current year. [However, it is highly recommended that your team keep records longer and that your length of record keeping be approved by your board and/or your pastoral leadership team following coordination with your Legal Counsel given state specific record keeping requirements that may well be involved.]

Revision History:

[Insert dates of any revisions here]

Guideline Number:	G-11
Title:	SMT Medical Response Guideline
Effective date:	
Author (s):	
SMT Co-leaders:	
Final Approval Level:	<input type="checkbox"/> Elder Board <input type="checkbox"/> SMT Co-leaders <input type="checkbox"/> Pastoral Staff
Approval Status:	Approved _____ Not Approved _____
Signature and Date:	

GUIDELINE

Medical situations are by far the most likely incidents requiring an SMT response. These situations must be responded to in a timely fashion, with the best interest of the patient as the primary priority.

DEFINITIONS

- A. AED: Automated External Defibrillator. A portable device that attaches to the chest and operates automatically to measure the heart's rhythm to determine if an electric shock is needed and can deliver that shock when properly used.
- B. NARCAN: (naloxone) is a drug that's used to treat a known or possible opioid overdose. Narcan comes as a nasal (nose) spray. Each container holds one dose of Narcan that's sprayed into one nostril. Availability is generally from a pharmacy or county health department. The need for a prescription varies by state.
- C. Stop the Bleed: A grassroots national awareness campaign and call-to-action. Stop the Bleed encourages bystanders to become trained, equipped, and empowered to help in a bleeding emergency before professional help arrives. This response is believed to save as many as fifty

percent of traumatic, arterial bleed deaths.
(<https://www.dhs.gov/stopthebleed>)

PROCEDURE:

- A. All SMT members should be trained in basic First Aid, NARCAN, CPR, Stop the Bleed, and in the use of AEDs. This training may be done as part of periodic training through the SMT or independently.
- B. All SMT members will be informed of the location of all AEDs, NARCAN, First Aid Kits, and Trauma Stop the Bleed Kits.
- C. If notified of a medical situation, the SMT member will notify other team members of the nature and location of the situation. If no other team members are on duty, the SMT member will request assistance from others in the area.
- D. If the person experiencing the medical emergency is in a public area, consideration should be given to taking that person to a more private area, preferably close to where First Responders will be entering the building. If it is not safe or advisable to move the person, consider clearing the area of persons not directly involved in emergency care. This may require stopping an in-progress event. The immediate family should remain with the sick person for both comfort and support, as well as medical history information.
- E. SMT members will communicate who will be getting the appropriate First Aid kit or AED, and who will notify 9-1-1, if necessary. If there is any doubt about what equipment is needed, bring a First Aid Kit and AED.
- F. If possible, the team member in contact with 9-1-1 will stay with the team members rendering aid to keep 9-1-1 properly advised of the situation.
- G. A team member will go outside to take first responders to the patient. Consider deploying the Safety Banner for visibility.

Recordkeeping Requirements

An incident report will be prepared to document all medical situations requiring more than a simple band-aid or OTC medication. Records of these incidents should be kept for at least three years plus the current year. [However, it is highly recommended that your team keep records longer and that your length of record keeping be approved by your board and/or your pastoral leadership team

following coordination with your Legal Counsel given state specific record keeping requirements that may well be involved.]

Revision History:

[Insert dates of any revisions here]

Guideline Number:	G-12
Title:	SMT Fire/Odor Guidelines
Effective date:	
Author (s):	
SMT Co-leaders:	
Final Approval Level:	<input type="checkbox"/> Elder Board <input type="checkbox"/> SMT Co-leaders <input type="checkbox"/> Pastoral Staff
Approval Status:	Approved _____ Not Approved _____
Signature and Date:	

GUIDELINE

Uncontrolled fire and potentially hazardous odors can be a life-threatening emergency requiring an immediate response from properly trained Fire Personnel.

PROCEDURE:

- A. All SMT members should be trained in the use of fire extinguishers. This training may be done as part of periodic training through the SMT, on your own, or both.
- B. SMT members should know the building's locations for fire alarms and fire extinguishers.
- C. Any SMT member who becomes aware of a fire or potentially hazardous odor will immediately notify 9-1-1 and other team members of the situation's nature and location. If no other team members are on-site, they will request assistance from other present persons.
- D. If a fire extinguisher is required to stop even a small fire, 9-1-1 will be notified. Careful consideration should be given to activating the fire alarm to evacuate the building. This is to avoid possible secondary or re-ignition of the fire.

- E. In a situation involving an unknown, potentially hazardous odor, the Safety Ministry Team lead, designee, or Senior Staff Person present will determine whether or not to evacuate the entire building or if the situation simply requires clearing an area within the building. 9-1-1 should be notified for Fire Department evaluation. Hazardous Materials can kill or maim quickly.
- F. In the event of a fire, fire extinguishers will be deployed immediately after or while 9-1-1 is notified. If it is safe, use fire suppression tools such as fire extinguishers and water line hoses and evacuate the building while waiting for the fire department. If the fire is more significant than a small trash can, most fire extinguishers are unlikely to contain it. On average, fires can double in size every thirty seconds. Get everyone out!
- G. SMT members will facilitate the evacuation of the building and advise fire personnel of the location of the fire when they respond. Utilizing the Safety Banner during such an event should be strongly considered to facilitate your identification as a person in charge.
- H. Be prepared to use prepositioned wheelchairs and walkers to assist the physically impaired in any evacuation.

Recordkeeping Requirements

An incident report will be completed for any situation involving uncontrolled fire or an odor that requires notification of the Fire Department. Records of these incidents should be kept for at least three years plus the current year. [However, it is highly recommended that your team keep records longer and that your length of record keeping be approved by your board and/or your pastoral leadership team following coordination with your Legal Counsel given state specific record keeping requirements that may well be involved.]

Revision History:

[Insert dates of any revisions here]