

OR HAOLAM MESSIANIC CONGREGATION
9898 WEST 95TH ST., OVERLAND PARK, KS 66212

Guidelines for Security Ministry

June 20, 2024

Part 1: Introduction

A. References

1. *Security Ministry Policy*. Or HaOlam Messianic Congregation, 2019, 2024.
2. *Safety, Security and Emergency Response Plan*. Or HaOlam Messianic Congregation, 2017.

B. Description

1. These guidelines explain the standards and procedures to serve the congregation in security ministry and apply to all persons serving in the security ministry of OHO.
2. Security ministry includes both active and passive elements, as well as what is visible to the public and what is invisible.
3. Security ministry is crucial for the welfare of the congregation and its ability to maintain continuity of existence.

C. Fundamentals of Security

1. We will monitor news sources and remain alert to community and world events that could have security implications for the believing world, for Jews, and for Messianic Jews in particular.
2. We recognize the biblical call to protect the community of Messiah through intercessory prayer. We will watch and pray.
3. We will monitor entrances to the building so that no one should enter the building unscreened.
4. We will minimize the number of open entrances to the building consistent with the fire code.
5. We will issue building keys only to those who have a demonstrated need for possession.
6. We will insure that vegetation does not interfere with direct line of sight from the main entrances and windows to the parking lot.

Part 2: General Organization

A. Security Ministry Leader

1. Recruit and interview potential volunteers for the security ministry.
2. Recommend to the elders the appointment of members to the security ministry.
3. Organize the volunteer security ministry from approved candidates.
4. Schedule security members for Shabbat services or other services as requested.
5. Determine duty posts for security team personnel within or outside the building.
6. Supervise the security ministry of team members.
7. Write reports on unusual incidents requiring the response of the security team.

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B. Security Manager

1. Inspect the building and campus for security weaknesses.
2. Make recommendations for physical security.
3. Coordinate installation or repair of security-related equipment (cameras, lighting, door locks, signage, etc.)
4. Control issuance of keys to the building and maintain a registry of individuals possessing building keys.
5. Maintain administrative files (e.g., security team applications, copies of CCW training certificates, copies of state firearm permits or licenses, results of background checks, training records, etc.)
6. Provide written reports on the matters listed above to the elders as required.

C. Security Training Coordinator

1. Coordinate or conduct security training for volunteer armed security personnel.
2. Provide information to team members regarding online training videos.
3. Maintain administrative information on completion of education and training by team members.

D. Security Ministry Member

1. Serve in a security role at least once a month for an assigned service or event.
2. Detect danger, ensure security and prevent intrusion.
3. Call police or fire departments as appropriate in cases of emergency.
4. Perform all assigned duties.
5. Follow procedures specified in these guidelines.
6. Participate in education and training to develop, maintain or improve tactical skills.
7. Assist with evacuation of the building if it should become necessary.

Part 3: Enhanced Security Team

A. Purpose

1. The Enhanced Security Team (EST) for Special Events & Increase Alerts provides enhanced security measures during high holy day services and special public events. Team members are devoted to accomplishing this purpose with integrity, vigilance, and respect.
2. The Team will also prepare for and respond as necessary when potential threats of violence against places of worship are increased by law enforcement agencies, and/or when determined by the elders to help deter threats to the safety of our congregants and visitors.

B. Operational Readiness

1. EST members will be clearly identified with security badge, safety vest and security labeling.
2. EST members are permitted open carry of a handgun.
3. EST members will be outfitted with other equipment for effective readiness.

C. Responsibilities

1. EST Leader

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- a. Develop relationships with public safety officials.
 - b. Organize the team from approved candidates.
 - c. Schedule team members for high holy day services (outside of Shabbat AM service) and other special public events.
 - d. Determine duty posts for team personnel within or outside the building.
 - e. Supervise the security ministry of team members.
 - f. Write reports for the elders on unusual incidents requiring the response of the team.
 - g. Maintain security-related supplies and equipment. Team equipment may include the following:
 - Firearm
 - Hi-vis Safety vest
 - Pepper spray
 - Taser
 - Flashlight
 - Two-way radio
 - Whistles
 - Megaphone
2. EST Member
- a. Serve in a security role for an assigned high holy day service or special event.
 - b. Make use of security-related equipment as necessary.
 - c. Detect danger, ensure security and prevent intrusion.
 - d. Call police or fire department as appropriate in cases of emergency.

Part 4: Security Ministry Responsibilities

A. Personal Readiness

1. As watchful shepherds of Messiah's flock, make spiritual preparation by praying for divine protection over the congregation in its coming out, gathering and going out.
2. As representatives of congregational leadership, dress modestly and appropriately for interaction with the public. Avoid damaged jeans, cut-offs and shorts. Please cover all tattoos as able.
3. Be attentive to personal hygiene. Carry breath mints, if needed. Avoid using strong-fragranced deodorants, perfumes, after-shave or other scents that others would find repellent or might cause an allergic reaction.
4. Report for duty in a mentally and physically fit condition. Be aware of the drowsy effects of prescription or OTC medications that could impair one's motor responses.

B. Coordinating Instructions

1. If a security member has an unexpected conflict, e.g., illness, family needs, etc., and would thus be unable to fulfill a scheduled assignment, then notify the Security Ministry Leader (currently Blaine Robison, 913-341-1195; clovis1946@mycci.net).
2. For planned absences it would be best to contact one of the others on the team as soon as possible and make arrangements to trade scheduled services.
3. Security members will not participate in dance circles or the line dance while on duty, but give full attention to their responsibilities.

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C. Responsibilities for the Firearm

Following are specific responsibilities related to the handling of a firearm.

1. Prior to assignment the security member will have completed training or orientation in the safe storage of handguns, actual firing of handguns and the laws of Kansas governing the carrying of concealed handguns and the use of deadly force. This instruction may be obtained from a wide variety of government or commercial entities.
2. The security member will carry a personal handgun with appropriate caliber ammunition for use in security ministry. Hollow point ammunition is recommended over full metal jacket when on duty.
3. The security member will store the firearm at home in a safe manner.
4. The security member will keep the firearm well maintained at all times. Any repairs to a member's weapon will be at his/her expense.
5. Any security member not on the EST will carry the firearm at OHO in a concealed manner at all times. The member will not display his/her weapon to anyone outside of OHO leadership, law enforcement or other security ministry members.

D. Proficiency

1. The member will work at maintaining proficiency with the firearm in order to use it in an effective manner should the need for its use arise.
2. Maintaining proficiency includes periodically visiting a shooting range to fire the firearm at standard targets.
3. The typical shooting practice would include several rounds of multiple shots and from varying distances, if possible. The goal would be the majority of shots hitting the 8, 9, 10, or X rings in the target.
4. Proficiency also includes practicing at home drawing the handgun from its concealed location in both sitting and standing positions.

E. Training

1. All security members should have completed a basic weapons handling course, whether through military training, law enforcement training or an independent training program. A concealed carry weapons course is highly recommended for team members.
2. Specialized training is important for learning and maintaining operational skills relevant for congregational security. Classes may be conducted by active or retired law enforcement officers, or a security training company or conducted with materials obtained from a security training company. Team members are expected to attend classes held at OHO.
3. Security education and training may include the following topics.
 - a. Refresher concealed carry weapons training.
 - b. Dealing with disruptive persons using verbal de-escalation.
 - c. Protecting children from sexual abuse.
 - d. Basic emergency response procedures and drills.
 - e. Tactical handgun proficiency.
 - f. Intruder response and active shooter neutralization.
 - g. Periodic handgun practice.

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- h. First aid, AED, and CPR proficiency.
- 4. Low-cost online courses are also available for individuals through various commercial sources. Team members will report to the Security Training Coordinator the completion of any individual training.

Part 5: Security Operations

A. General

- 1. Security Ministry members should review this important reference: Part III, *Emergency Response Procedures, OHO Safety, Security and Emergency Response Plan*.
- 2. At least one armed security ministry member will be assigned for each service or public event.
- 3. Security ministry members must be prepared to respond to a variety of emergency situations:
 - a. Criminal threats: arson, active shooters, criminal acts, armed robbery, burglary, gang violence, vandalism, violence from domestic disputes, bomb threat, explosion, and terrorist acts.
 - b. Civil threats: altercations, civil unrest, picketers.
 - c. Accident Events: hazardous materials releases from the highway, downed power lines, vehicle/aircraft crash.
 - d. Building emergencies: fire, power failure, gas leak, sewer backup, water failure, roof collapse and other emergencies involving the building.
- 4. Security ministry members will assist the ushers in responding to a crisis situation, including evacuation when conducted for emergencies.

B. Duty Procedures

- 1. Arrival: When scheduled for security duty the member will
 - a. Arrive not later than 30 minutes before the start time of the service or event in order to do a security sweep of the building and campus.
 - b. Make one trip around the parking lot to observe any suspicious person or vehicle.
 - c. Check the walkways and porches for any unattended backpacks, packages or devices.
 - d. Check the outside of the building for opened or unlocked doors and broken windows.
 - e. Check around air conditioning units for evidence of tampering.
 - f. For a night service check that outside lights are working properly.
 - g. Check all rooms, including the mechanical rooms, for anything out of the ordinary.
- 2. At Your Post
 - a. The principal position for the security team members during the service or event is in the foyer in order to keep the north and south main entrances under observation.
 - b. Make periodic checks of the building perimeter and parking lot.
 - c. Watch for suspicious persons. See Section D. below.
 - d. Minimize regular conversation with people attending the service or event to insure continued focus on security responsibilities. Stay off your cell phone.
 - e. Make periodic checks of restrooms, and building interior for persons who might pose a security risk.

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- f. Keep known sex offenders under observation.
- g. Watch over the *puskha* (offering box).

C. Visitors

1. Be observant of vehicles as they enter the parking lot and the passengers as they leave the vehicle and enter the building.
2. Greet visitors with a smile along with a quick assessment. Note where first-time visitors choose to sit.
3. Do not allow visitors to roam freely through the building and property without being observed and if necessary stopped to ask about their intent.
4. Mechanical rooms and the nursery are off-limits to all but authorized personnel.
5. If any first-time visitors leave during the service, do a quick check of their seating area if possible to ensure nothing was left behind. If they stop at the restrooms before exiting the building, check the restroom area including waste baskets and toilet tank.

NOTE: Security members may at their discretion request to inspect backpacks or other containers brought in by visitors.

D. Suspicious Persons

1. Persons of Concern. A variety of persons can provide a challenge or even risk to the security of OHO, such as a vagrant, someone under the influence of alcohol or drugs, an adversarial person, a complaining neighbor, a mentally unbalanced person, a religious bigot or a person intent on committing a crime.
2. Suspicious signs. There are a wide variety of behavioral indicators that could point to someone posing a threat. For a list of these signs see Section 7.C., Part II-*Security Procedures, OHO Safety, Security and Emergency Response Plan*. A basic rule is if it doesn't look right, pay attention.

Part 6: Security Responses

A. Levels of Response

When a problem situation occurs the team member must make a quick assessment and determine the appropriate response.

1. Level 1: Presence. The team member arrives or is present. Compliant subjects are those individuals who offer no verbal or physical resistance to the team member's directions and demonstrate their cooperation by immediately responding to directions.
2. Level 2: Verbal commands. The team member uses verbal commands. Passive resistant subjects are those individuals that refuse to comply with commands, but are not attempting to physically prevent or defeat the team member's commands.
3. Level 3: Control and Restraint. The team member uses control and restraint. Active resistant subjects are those individuals who refuse to comply with the team member's commands and are physically resisting a team's member's control techniques, or individuals whose combination of words and actions may present a physical threat to others.
4. Level 4: Temporary Incapacitation of Subject. Combative subjects are those individuals who attempt to defeat a team member's compliance techniques in that they are resistant, combative, and overtly attempting to overpower the team member.

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Reasonable non-deadly force may be used to defend oneself, a team member or a third person from what is believed to be an imminent use of physical force.

5. Level 5: Deadly Force. Deadly force assaults are any assaults which the team member has reason to believe the subject has the ability and means to cause death or grievous bodily harm, the subject is close enough to immediately carry out the attack and the subject clearly intends to cause bodily harm to innocent persons. In such a circumstance the team member is authorized to use deadly force.

B. Entrance of Suspicious Person

1. If a team member observes a suspicious person entering or within the building:
 - a. Politely greet the person and identify yourself. Since this is a stranger, say "Shabbat Shalom. Is this your first time here?" If appropriate to the circumstance ask, "How can I help you?"
 - b. Be in a ready stance. Keep between the suspicious person and congregation and watch his/her hands at all times.
 - c. If conversation does not have a normal or productive result and the visitor's purpose is in question, appears intoxicated, or continues to act suspiciously; say, "Sir (or Ma'am), I'm going to ask you to please leave."
 - d. Notify the Security Team Leader and the Rabbi of this encounter.
 - e. Be alert to any threatening actions. Seeing a weapon or suspicious package or object is cause to notify the police.
2. If a person refuses to leave:
 - a. If the individual refuses, provide a calm warning that the police will be called for non-compliance.
 - b. When contacting law enforcement be prepared to give them a full description of the person.
 - c. Back away from intruder if he/she indicates a potential for violence. Allow an avenue of escape. To the extent possible, maintain visual contact.
 - d. Be aware of the intruder's actions at this time (where he/she is located in the building, whether he/she is carrying a weapon or package, etc.).
 - e. Maintaining visual contact and knowing the location of the intruder is less disruptive than doing a complete search of the building later.

C. Loitering & Trespassing

1. If a team member observes a person loitering on the campus (parking lot, lawn areas, or playground), take note of: (a) number of persons, (b) gender, (c) age range, (d) ethnicity, (e) physical description, (f) actions, especially looking into vehicles, and (g) location, including direction of departure.
2. Criminal trespass is entering and remaining on the OHO property without consent for an unlawful purpose. Consent is implied for those who come to OHO to attend services. A trespasser may loiter around the parking lot looking into cars. A homeless person who wanders on the property and asks for money will not be treated as a trespasser. Scan the person's appearance for any suspicious characteristics.
3. Make a report to the Principal Usher or the Security Team Leader and Rabbi who will make the decision on whether to call police. If calling police, tell them there is a suspicious person on the campus. Give the above information and description. The goal is for the police to make contact and obtain the suspect's information for their records.

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D. Suspicious Package/Device

1. A telephone bomb threat is not possible since there is no published telephone number for the physical address of OHO. Also, mail is not delivered at this physical address.
2. Any unexpected and untended package or backpack found near a building entrance should be treated as suspicious until proven otherwise.
 - a. Make a good mental note of what the device/item looks like: the size, shape, container materials and exact location.
 - b. Look around for any person who might have left the item.
 - c. Continue to move forward quickly while looking for a 2nd device.
 - d. Report back inside to the Security Team Leader, elder or other supervisor on what was found. If there is agreement that the package is suspicious, call the police and follow their instructions.
 - e. Be prepared to evacuate the building, using exits in the opposite direction of the suspicious package.
3. There is a natural temptation to explain away suspicious finds. Resist that temptation, and feel comfortable in contacting law enforcement and explaining why you are suspicious. Even if you think you might be wrong, it is the job of the police/fire dept to determine that.

E. Altercation

Note: A physical altercation between individuals in the foyer or near a main entrance to the building will be handled in accordance with the following standards. While there is no procedure that will cover every contingency, the following standards will address most events.

1. Verbal altercation. If a team member witnesses an argument between two individuals, follow these basic steps:
 - a. Stay calm and try to keep the interaction moving forward. Talk in a slow, steady, low tone of voice to show concern and composure. Unless the situation is escalating, focus on the person's problem rather than the behavior.
 - b. If the situation seems to be escalating, get help from a volunteer leader. Explain the individual's options and direct the person to another staff member if appropriate.
 - c. If the person remains hostile or becomes more aggressive: (1) State in a calm, firm and slow manner that the person will need to leave the campus until he/she calms down, at which time he/she may return so someone can attempt to resolve the problem. (2) If the person refuses to leave, call the police, 911.
 - d. If the person is uncontrollable, threatens violence to any person in the area or appears to be under the influence of alcohol or drugs, call 911: (1) Stay on the line, give your name and location. (2) Advise the police of the situation, giving as much detail as possible. (3) Involved personnel shall prepare as soon as possible written statements for the elders, describing the incident.
2. Physical Altercation. If team members witness a physical altercation, then follow these procedures:
 - a. Take control of the scene and demand that the combatant(s) stop. Be alert for potential weapons.
 - b. Separate the parties by moving each to a neutral location away from the onlookers and the sanctuary, such as a classroom or outside.

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- c. Administer first aid if needed using nearest first aid box. (plastic gloves are required when blood is observed).
 - d. Notify Rabbi of the incident and follow his directions in how he wishes to proceed. If necessary, call 911.
 - e. Document the incident and give the written information to the Rabbi. This information could be important to a later police investigation or insurance claim.
 - f. Security personnel are authorized to use physical means to control the situation, including the use of pepper spray to stop an attack.
 - g. Once police arrive advise them of the actions taken and whether a weapon was found.
3. Other considerations
- a. If there is an eminent threat to the congregation the main entrance doors should be locked to restrict access until the police arrive.
 - b. On duty ushers will direct the members of the congregation into the sanctuary and close the interior vestibule doors providing a visual barrier to the congregation helping to de-escalate the disturbance.

F. Active Shooter

1. Rules of engagement for an active shooter: Security team members will
 - a. Draw and display a weapon **ONLY** in an imminent threat to life situation.
 - b. Present the smallest target possible to the shooter (e.g., crouching or side profile).
 - c. Engage the shooter immediately if there is a clear line of sight for firing. Hesitation in firing could give the shooter an advantage.
 - d. Fire at the shooter's chest area. The purpose of firing is to stop the shooter's attack.
 - e. Control the rate of fire to minimize missing the shooter and hitting a bystander.
 - f. Cease firing when the shooter goes down.
2. Post-engagement actions
 - a. Call 911, if the police have not already been notified.
 - b. Secure the area where the shooter is down to keep others away.
 - c. Maintain vigilance until the police arrive.
 - d. Prepare an incident report as soon as possible for the elders.
3. Interaction with Law Enforcement and Media
 - a. Security ministry personnel will yield to all uniformed law enforcement officers and to plain clothed officers that display proper identification.
 - b. Members will follow all commands and directions given by law enforcement.
 - c. Members will introduce themselves to any extra-duty police officers before each shift.
 - d. Members **are not** to make statements to media representatives and will refer all media questions to the Rabbi or his designated spokesperson.

Approved by Rabbi Wolkenfeld and the Elders

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