

VBC Security Guidelines

Revision 2

Custodian on duty (Bob or Herman)

If you do not know Bob and Herman, their photo is on the security bulletin board in the senior wing of the church.

1. The custodian will get the cart out of the storage shed and have it near the main entry of the church prior to your arrival.
2. The custodian will have the key to the cart.
3. The custodian will have a flashlight (Wed. night shift).
4. The custodian will have the radios.
5. The custodian will monitor the radio.
6. The custodian will put it away when your shift is over.
7. The custodian will recharge the cart batteries after every use.
8. The custodian will recharge the “quick jump power pack” after each use.

Security Procedures

1. Upon arrival, find the custodian on duty and get the key to the cart and a radio. If you have a Wed. night shift, he will give you a flashlight.
2. If you have never driven a golf cart, the custodian can explain the controls.
3. There is a “safety orange or yellow” colored vest to be worn during your shift.
4. Wave to vehicles entering and exiting the property (Pastor’s peeved when you don’t!)
5. Both parking lots are to be monitored.
6. At the mid point of your shift, check in with the custodian on duty.
7. When going between parking lots, you may drive on the grass or sidewalk; during the rainy season only drive on the sidewalk.
8. If you arrive and there is no custodian on duty, then look for Jim Carr; if he is not around, then call Henry Lynch
9. Return the cart to the main entry of the church at the end of your shift and return everything given you back to the custodian.
10. The Security team will receive Security name badges to be worn during your shift. You may also wear these at anytime while you are at church to avoid the hand written adhesive name labels we now use each Sunday.
11. If you are on a Weds. night shift, the custodian on duty will need assistance setting the vinyl sign on Village Boulevard over its support posts.
12. Security and parking/traffic control for any special church function will be handled thru the security team; occasionally, you may be requested to serve on a shift that is not on our usual schedule.
13. There is a pen and a red clipboard keep in the cart for any notes that you may need to make.
14. You do not need to driving the cart continuously the entire shift, the center driveway is a good place to stop for a while between rounds, you can see the other two drives and your not to far away from either.
15. There is an amber flashing light on our security vehicle with a switch on the dashboard: the light should be flashing anytime the vehicle is moving, or anytime time you feel it may add to your safety.

Security Situations

VBC Security is non invasive. There is only one rule of engagement: **Do not engage.**

This section is written as a guideline to assist you; you will be the one in the situation and determining if it is a threat. Your first priority is to your safety. Property can be replaced.

1. Occasionally you will see someone fishing somewhere on the property. This has not presented any problems yet.
You should stay mindful of their presence and, if you are in a safe position to get a license plate number, then write it down.
2. If you see a vehicle abandoned on the property:
Write down the type of vehicle, color and tag and give it to the custodian at the end of your shift. He will leave it in the office for them to take care of the following morning.
3. If you see any act that you deem criminal:
Use the radio to notify the custodian on duty. He will call the police. If you carry a cell phone, you may dial “911” yourself to expedite their response time, and then notify the custodian on duty of the current situation.
4. Occasionally the senior parking lot will be full and seniors will use the main parking lot even though they may a difficult time walking a greater distance to the building.
If you see this, you may offer them a ride to the building. A good “rule of thumb” to use when dealing the rest of the congregation is to treat them like they are your family.
5. If someone has a flat or low tire and needs assistance:
Call the Custodian on the radio and he will meet you at the Security shed and give you an air compressor that plugs into a cigarette lighter. You may use this to help them to the point where they can go to a repair shop.
6. If someone has a dead battery and needs a jump:
Call the Custodian on the radio and he will meet you at the Security shed and give you a “quick jump power pack”. You may use this to assist re-starting the vehicle; if you are unfamiliar or feel uncomfortable in using this device, the custodian on duty will assist you.
7. If you see a car with the lights left on.
Write down the type of vehicle, color and license plate number and give it to one of the ushers to have it announced
8. If you see youth you do not recognize on the property.
We have had problems in the past with neighborhood youth using our facilities and them leaving with church property, you should make enough of a presence around them to make sure they know you are watching. If they look really suspicious, write down a description of them that we can later use to give to the police.
9. If you see someone who is parked in one of the driveways or throughways.
In the glove compartment of the golf cart there are orange violation cards, place one under the drivers side windshield wiper.

If you can not make your shift, give me as much notice as you would like to receive if I were to call you to ask if you could trade shifts. Please keep me informed of additional situations that you may run into so I can add them to the list for future volunteers. These guidelines are also posted on our bulletin board in the adult wing

Thank You for your cooperation and your volunteering,
Henry Lynch (office) 697-9680 (cell) 386-5198