Logo, company name

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**LAW ENFORCEMENT OR**

**SECURITY SERVICES SURVEY**

3000 Schuster Lane

P.O. Box 357

Merrill, WI 54452-0357

(800) 554-2642 Fax (715) 359-4453

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| Date: |  | |  |
| Account #: | |  | |
| Policyholder Name: | |  | |
| Name and Title: | |  | |
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| Armed Security is defined as: Anyone an organization approves to provide security protection with the aid of a weapon (firearms, tazers, knives, mace, etc.). This includes, but is not limited to, volunteers/employees, law enforcement, and security firms/contractors. Anyone carrying a weapon that is not approved by your organization is carrying on their own behalf and is not considered armed security. | | | |

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| **Questions** | | **Responses**  **(Please complete all sections)** | **Additional Information** |
| **1.** | **Does the organization have a formal/recognized armed security team in place?** | Yes  No | The support of your organization is a key aspect when formalizing your security efforts. Insurance coverage will only be applied to Staff/Volunteers/Contractors who are working on behalf of your organization in a security capacity. Individuals who are concealed carry permit holders but not part of a security team do not qualify as armed security; therefore, coverage would not be afforded to them.  *Your armed security team must be approved by your organization’s leadership/management.* |
| **2.** | **Does the organization have a written security plan in place?** | Yes  No | A written security plan ensures your organization has guidelines/procedures in place. The plan should be reviewed with legal counsel prior to implementation. Your security plan should be reviewed with security team members, staff, and guests so they are aware of the actions that may occur in the event of an armed intruder situation and what they should do to increase their chance of survival. Areas to include in your plan can be found via resources on the Church Mutual Insurance Company, S.I. (a stock insurer)1 Armed Intruder Preparedness website:  <https://www.churchmutual.com/6421/Armed-Intruder>  *Recommendation: At a minimum, your written security plan should include standard operating procedures, security member responsibilities, training requirements, and a use of force policy.* |
| **3.** | **Has the organization contacted local law enforcement regarding training, communication, and assistance with developing a security plan?** | Yes  No | Relationships with law enforcement are invaluable during an armed intruder situation as they will be responding. Law enforcement should be aware if your organization is using armed security and how to identify your armed team members. Your team members should also know how to interact with law enforcement when they arrive on-site.  *Recommendation: Discuss all aspects of your plan with your local law enforcement agency.* |
| **4.** | **Does the organization prohibit concealed carry by those that are not part of your organized security team?** | Yes: Are there notices posted that concealed carry is prohibited?  Yes  No  No | This reduces the opportunity for a situation to occur where members that are not part of the security team respond and security members are not aware that they are carrying.  *Recommendation: Create signs that state weapons are not allowed to be carried on your grounds by anyone other than your security members. It is recommended that armed security members are the only individuals allowed to carry.* |
| **5.** | **Are notices posted that the premises is protected by an armed security team?** | Yes  No | Notices may help to deter armed intruders and inform members that there is an armed security team already protecting the premises.  *Recommendation: Post notices that the premises is protected by armed security.* |
| **6.** | **How is armed security being utilized?** | Parking  Money Handling  Worship Services  School  Other (explain): | It is important for us to understand how the security team is being used and the expectations you have set for the security team members. |
| **7.** | **Please indicate the total number of security officers:** | **Employee - Armed**  Full-Time Part-Time  **Employee - Unarmed**  Full-Time Part-Time  **Private Contracted - Armed**  Full-Time Part-Time  **Private Contracted - Unarmed**  Full-Time Part-Time  **Law Enforcement Officer**  ***\_\_\_\_*** Full-Time Part-Time  **Volunteer with Prior Law Enforcement or Military Experience**  ***\_\_*** Full-Time Part-Time  **Volunteer without Prior Law Enforcement or Military Experience**  Full-Time Part-Time | The type of security being used determines the amount of exposure. A volunteer may have a greater exposure than an off-duty law enforcement officer due to the training requirements law enforcement have in place. Certificates of insurance must be obtained from contracted security.  *Recommendation: Only allow law enforcement or contracted security members to serve on your armed security team. If using contracted security, obtain a certificate of insurance naming your organization an additional insured. In no instance should employees or volunteers without appropriate training and experience be allowed to provide armed security services.* |
| **8.** | **Please indicate the maximum number of security officers on duty at one time:** | **Employee - Armed**  Full-Time Part-Time  **Employee - Unarmed**  Full-Time Part-Time  **Private Contracted - Armed**  Full-Time Part-Time  **Private Contracted - Unarmed**  Full-Time Part-Time  **Law Enforcement Officer**  Full-Time Part-Time  **Volunteer with Prior Law Enforcement or Military Experience**  ***\_*** Full-Time Part-Time  **Volunteer without Prior Law Enforcement or Military Experience**  Full-Time Part-Time | Number of armed security team members on duty at one time helps Church Mutual® determine the extent of the exposure for rating purposes. |
| **9.** | **Are the armed security members paid?** | Yes: Provide annual payroll if workers' compensation coverage is to be added:  Employee - Armed/Unarmed  $  Private Contracted - Armed/Unarmed  $  No | Church Mutual will use this to determine if the security team members need to be accounted for under your organization’s workers' compensation policy. |
| **10.** | **What type of training does the armed security staff receive?** | Hands-On Training  (Scenario Based)  Firearms (Shooting)  Classroom/Seminar  Concealed Carry  None  Please describe the training program: | The training requirements of the security team help to ensure that the members are adequately qualified. Each of these training methods should be incorporated into your overall program. Training should occur on an initial and ongoing basis and be conducted by an accredited organization or skilled trainer. Your security plan should include training requirements. Consideration should be given to removing members from the team who do not complete the training.  *Recommendation: A description of your training program should be included in your written security plan. Note, a concealed carry license does not guarantee adequate training was received.* |
| **11.** | **Are background checks conducted on all armed security members - employees, volunteers, and contracted staff?** | Yes  No | Background checks serve to verify that team members are acceptable for the role in which they participate. Background checks should be performed on a local/state/national level on an initial and annual basis. You should also ask for proof of concealed carry permit and any training/experience the team members have had in the past.  *Requirement: A background check must be performed on anyone who will be armed. Background checks should be conducted annually.* |

**Additional Risk Control Recommendations:**

* Consult an attorney to obtain legal advice regarding your security plan and the use of armed security.
* Adhere to state and local laws regarding armed security, concealed carry, and the type of weapons that can be used by security members.
* Firearms cannot be fully automatic.
* A decision should be made on the use of uniforms. The main goal for having your security in uniforms is identification.
* It is recommended armed security members work in pairs.
* Armed security members should be at least 21 years old.
* If firearms are owned by your organization, they should be stored in a locked container or closet with trigger locks, and the ammunition should be stored separately.
* If security is provided by a contracted company, ensure background checks have been completed, the company has insurance, obtain a certificate of insurance naming your organization an additional insured, and mandate proof of training and education.
* Training programs for your security team should include: classes, shooting competency, shoot/don't shoot scenarios, and rules of engagement.

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| **Notes or Comments:** |  |
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