

## Security Volunteer Responsibilities

The primary purpose of the security volunteer is to provide a safe and secure venue for those participating in the “Tabernacle Experience,” both for volunteers and guests, and to protect and safeguard the Tabernacle display. This is best done by being visible, actively patrolling, and observing, both day and night.

### General Information

- **Firearms are not allowed except for currently sworn law enforcement officers.**
- A minimum of two adult persons will be assigned as volunteer security 24/7. Assigned security volunteers will remain at the site until relieved by the next shift.
- A key ring will be held by the security volunteers. It will have keys for all padlocks and buildings. **These keys must be passed on to the new security volunteers at each shift change.**
- Sign in the volunteer logbook when you arrive and when you leave your shift.
- The security bin is in the volunteer sign-in room. It is a black and red plastic tote labeled “Security”. All security items should be returned to the security bin or passed to the next shift.
- Security Volunteers will wear yellow security vests for identification. The yellow security vests are in the black and red tote in the volunteer room.
- Obtain a blue radio for communication with Medical and Safety volunteers (Medical and Safety Volunteers will only be onsite during operational hours).
- Patrol the perimeter of the Tabernacle on a regular basis, **at least every 30 minutes**. Watch for any unusual or suspicious activity.
- Make sure cones/barriers are in designated positions. Assist with moving of cones/barriers as needed.
- In the evening, ensure the automatic solar powered motion sensor lights on the outer perimeter of the tabernacle are functional.

### Disruptive Conduct or Incidents

- Protestors are not allowed on the private Church property.
- **Avoid physical confrontations.** Intervene with anyone who is disruptive and de-escalate and resolve any issues or situations.
- In the event of incidents such as disorderly conduct, trespassing, assault, vandalism, bomb threat, identification of a suspicious package, or other crime, contact the local police department via 911, or call the non-emergency number when it is not an emergency.
- Log activities/incidents in the logbook and report significant incidents to the local police department, Tabernacle Supervisor-see phone contact page for phone numbers, Church Security (GSOC), and respective High Councilor Representatives.

### Weather Procedures

- In the case of inclement weather, assist with securing/tying back the Tabernacle exterior/courtyard curtains and other necessary activities.
- If snow/rain accumulates on the roof of the Tabernacle display, use the poles on the south and north exterior sides of the Tabernacle (under the Tabernacle brown tarp covering) to gently lift the roof so the snow/rain slides off the roof. The safety volunteer should assist during the day.

## **Opening Tabernacle Procedures**

### **Opening the Building and Tabernacle**

- Security volunteers will unlock the main outside entrances prior to touring hours.
- Unlock all the hallway doors leading directly into the cultural hall prior to touring hours. (On Sundays these doors are to remain locked until all church services are concluded.)
- **All doors from the hallway leading directly into the cultural hall must be unlocked during hours of operations.**
- Any doors leading to the stage area should remain locked at all times if possible.
- The curtain between the chapel and the cultural hall should remain locked at all times.
- Assist the safety volunteer with untying each Tabernacle curtain before the tours start each day. Elastic ties should be left in the green bag that is stored under the brown tarp covering.
- Canopies: Security Volunteers should also assist in setting up pop-up canopies at the outside entrances of the building if they are used at the site.
- Security volunteers will verify that the safety cones are placed where needed in the parking lots or other locations.

## **Closing Tabernacle Procedures**

### **When the last visitor and volunteers leave the Tabernacle and Stake Center (Approximately 9:45-10:00 PM)**

- Security volunteers should assist in taking down any pop-up canopies at the outside entrances of the building and store inside the Stake Center if they are used at the site.
- The Tabernacle Supervisor couple and Security volunteers must verify by inspection that there are no occupants in the cultural hall and Stake Center. Lock all outside doors to the Stake Center as this is being done.
- Then lock all the hallway doors leading directly into the cultural hall, using cables and padlocks to lock the double doors (wrapping the cable tight through each set of the door handles and locking with the padlock).
- Make sure the curtain between the chapel and cultural hall is closed and locked.
- Assist the Tabernacle Supervisor Couple with tying back each Tabernacle Curtain at closing time. The elastic ties are in a green bag that is stored under the brown tarp.
- Security volunteers will verify that the safety cones are placed where needed in the parking lots or other locations.

## **Day Time Shifts (8:45 AM-9PM Monday to Saturday; 5 PM on Sundays)**

- Identify and verify that a medical volunteer is present during tour operations (exchange mobile phone numbers). There are blue handheld radios for security, safety, and medical personnel.
- Do not allow any purses, bags, backpacks, food, or drink into the venues. Instruct participants to secure these items in their vehicle. Do not allow visitors to leave these items unattended. Signs are posted around the perimeter of the event stating, "No bags or purses". Verify that the signs are in place and that the visitor sign-in staff are not allowing bags.

**Nighttime Shifts (8:45 PM-9 AM Monday to Sunday)**

- Night-time security volunteers will need to have personal flashlights and/or headlamps. It is recommended that night-time security volunteers bring camp chairs to sit outside if necessary.
- Ensure the church building is secured at night and **at least every 30 minutes patrol the perimeter of the Stake Building and Tabernacle.**

**On Sundays during church**

- All hallway doors to the cultural hall and to the stage will be locked.
- Security volunteers should periodically check the cultural hall to make sure no one is in it.
- No one should be in the Tabernacle display unless part of an official tour.
- Make sure cones and canopies are cleared and put away prior to Sunday morning.
- **Patrol the Tabernacle at least every 30 minutes.**
- **Opening Procedures will begin at 5 PM on Sundays only.**

**Emergency Numbers**

- Emergency Number: 911
  
- Local Law Enforcement Non-emergency:
  
- Tabernacle Site Security Supervisor:
  
- Church Security (Global Security Operations Center) Number: 801-240-2661
  
- Stake High Councilor Representative:

In the event of an incident resulting in notification of **law enforcement, or medical emergency response**, or if anyone is injured, notify the following:

- Tabernacle Site Security Supervisor:
- Brian Law: 801-678-9006
- Church Security: 801-240-2661
- Stake High Councilor Representative: