

Virginia Beach United Methodist Church Procedures for Off-Duty Police

Overview: Virginia Beach United Methodist is, and will continue to be, a friendly and welcoming church. We have active ministries on campus that serve the less fortunate among us, and we wish that all interactions with all of our visitors and staff be conducted in the spirit of cheerful servanthood.

Sunday hours: 7:30 AM – 12:30 PM (adjustable week to week, as needs change).

Location: Generally, in the main parking lot in front of the church (a parking spot will be reserved for "police"), with patrols through the South (Potters House) parking lot and the North parking lot as needed, but at least hourly.

Procedures:

1. At the appointed time, pick-up a church radio pre-tuned to the chosen VBUMC channel and any special instructions that may be left for you at the Welcome Desk, located in the main hallway through the double glass doors to the right of the sanctuary.
 - a. There will be a designated box containing the radio, previous log reports, and any additional instructions.
2. Take up position in the parking lot(s), observing all that takes place, and in particular watching for:
 - a. Suspicious or questionable activity.
 - b. Persons disturbing the peace.
 - c. Persons damaging or otherwise disturbing vehicles or other property in the church parking lots.
 - d. Persons panhandling on church property or otherwise bothering church visitors.
 - e. Other activities that could cause damage or disturbance to church property or patrons.
 - f. Should the need arise for a subject to be asked to leave the property, notify the church point of contact, who then respond and make the necessary notification.
3. At heavy vehicular traffic times after the 9:30 and 11:00 AM services, (10:30 AM and 12:00 PM) take up position where the main parking and North parking lots exit onto 19th Street, directing traffic as necessary to ensure a smooth and timely clearing of the lots.
4. Respond to calls for assistance from church staff, ushers, or others, as situations arise.
 - a. The primary means of communications will be by radio.
5. Enter the buildings, as needed, to respond to calls for help.
6. Restrooms are located in the hallway behind the Welcome Desk and in the hallway off the Fellowship Hall (North Wing). Coffee (and usually snacks) are located in the Fellowship Hall. Please make use of these resources and facilities as needed.
7. If a situation arises requiring you to work beyond the end of your scheduled shift, the church will extend your time by one hour, after which you should contact the on-duty supervisor at the 2nd Precinct for guidance regarding going on city time.
8. At the end of shift, return the radio and a summary of incidents, issues, and notable interactions that took place on your shift (Shift Report) to the designated box at the Welcome Desk.