

IMMANUEL EV. LUTHERAN CHURCH

POLICY & PROCEDURE

Effective Date: September 1, 2005

Policy Number: IL05-002

Subject: Physical Security

Revision Date: N/A

Application: Key Holders

Pages: 3

I. PURPOSE

A physical security policy is established to help prevent criminal acts to church property and to organize the distribution of keys to those who require frequent access to our facilities.

II. POLICY

It is the policy of Immanuel Ev. Lutheran Church to keep all our facilities secure when not in use and to properly distribute keys to our facilities.

III. PROCEDURE

A. Physical Security Officer

The Church Council will appoint a member of the congregation to be the Physical Security Officer (PSO). The PSO will report to the Property Board. The duties of the PSO are as follows:

1. Routinely inspect the church facilities, including properties donated to the congregation, to ensure that they are secure when not in use.
2. Report all problem areas and make recommendations to improve physical security.
3. Educate members and nonmembers who have access to the facilities on the importance of physical security.
4. Distribute keys for the facilities to those who require frequent access.
5. Maintain a key control log of keys that have been distributed and returned. See Appendix A.
6. Report any violations of policy to the Property Board or Church Council.

B. Doors

1. All exterior doors will be locked and secured when the facilities are not in use. It is the responsibility of the key holder to make sure they lock the door they used to gain access into the facility.

2. All interior doors, which require locking, will be secured when the rooms are not in use. It is the responsibility of the key holder to make sure any interior door which requires locking is locked before they exit the facility.
3. The Central Records Office will always remain locked.

C. Windows

1. All windows should be secured when the facility is not in use. An exception to this may be high temperature and to promote air circulation. However, the key holder should make every effort to prevent unlawful entrance and that another key holder is notified in case of bad weather.

D. Key Control

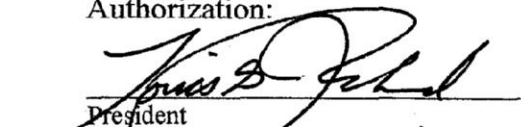
1. A Key Control Box will be placed in the Central Records Office to secure extra keys and keys that are not to be issued.
2. Those members and non members requiring access to the facilities will be issued keys at the discretion of the PSO. Appeals will be made to the Property Board and then to the Church Council.
3. A Key Control Log will be maintained by the PSO. The log will list the Key Holder, Key(s) Issued, Reason/Purpose, Date Issued, Date Returned and Contact Number. The log will also be used to document if a key is duplicated/replaced, and if a key is reported missing or stolen.
4. Key holders will be required to sign an agreement which includes not duplicating the key(s) issued to them. See Appendix B. Agreements will be kept in the Key Control Log.
5. The Kewaunee Police Department and Kewaunee Fire Department will be provided keys to access the facility in case of emergency.

IV. APPENDICES

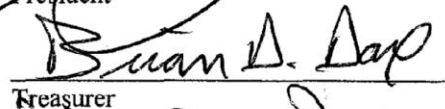
- A. Key Control Log
- B. Key Holder Agreement

This policy takes effect on the above stated date and will remain in effect until amended, superseded, or cancelled by the issuing authority.

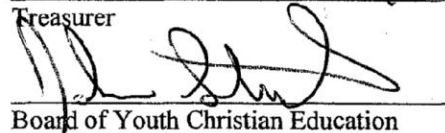
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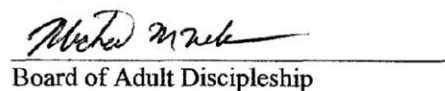
President



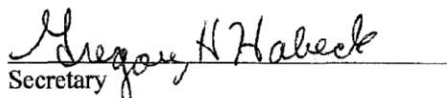
Treasurer



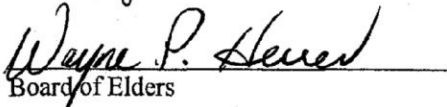
Board of Youth Christian Education



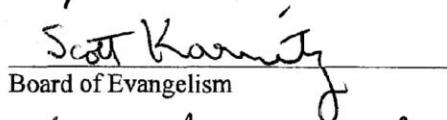
Board of Adult Discipleship



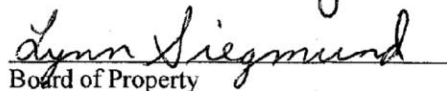
Secretary



Board of Elders



Board of Evangelism



Board of Property

Immanuel Ev. Lutheran Church

Key Holder Agreement

Date: _____

I, _____ agree that by accepting the below listed key(s), I will be responsible for making sure that the facility and rooms (if required) within the facility that I have access to are locked and secure before I leave the premises. Furthermore, I agree not to borrow or duplicate the key(s) without express permission of the issuing authority. Finally, I agree to turn-in any key(s) issued to me upon request of the issuing authority.

Keys Issued:

1. _____
2. _____
3. _____
4. _____
5. _____

KEY HOLDER SIGNATURE

PSO SIGNATURE

This document will be destroyed upon the return of key(s) to the issuing authority.



**Immanuel
Lutheran Church**

Sharing Christ's Light in Kewaunee Since 1865

1000 Wisconsin Avenue, Kewaunee, WI 54216

Church Office: (920) 388-2633

Parsonage Phone: (920) 388-2592

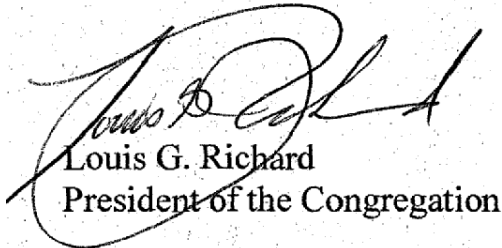
Pastor Randal W. Schoemann Pastor Paul E. Thierfelder

September 1, 2005

Ref.: Physical Security Officer

As required by **IL05-002**, A Physical Security Officer shall be appointed. In accordance with this requirement, I appoint **Paul Nimmer** to fill this position.

This appointment will remain in affect until superseded, or cancelled by the issuing authority, or until the appointee requests to be replaced.



Louis G. Richard
President of the Congregation