

**Guardian Ministry  
Procedural Orders**



**Prepare / Prevent / Defend**

# Table of Contents

<b>Mission, Vision Statement and Duties</b> .....	2
<b>Guardian Ministry Application</b> .....	5
<b>Guardian Ministry Team Makeup</b> .....	8
<b>Guardian Ministry Roles and Responsibilities</b> .....	13
<b>Armed Guardian Member Policy</b> .....	16
<b>Selection:</b> .....	16
<b>On-boarding Process:</b> .....	16
<b>Training:</b> .....	18
<b>Weapons Recommendations:</b> .....	19
<b>Firearm Proficiency Evaluation and Remedial Training</b> .....	22
<b>Unarmed Guardian Team Member Policy</b> .....	25
<b>Selection</b> .....	25
<b>Training</b> .....	25
<b>Optional Equipment/Less Lethal Weapon Options</b> .....	26
<b>Dismissal Policy</b> .....	27
<b>Document Management</b> .....	29
<b>Guardian Ministry Incident Report</b> .....	31

# **“We Are Guardians”**

## **Mission, Vision Statement and Duties**

### **Mission Statement**

Serve God and neighbor through violence prevention and crisis management in a church environment so we can save lives when the unexpected happens and first responders are minutes away.

### **Vision Statement**

Our Vision is to be a Catholic community that is alert and prepared to respond to any potential emergency while maintaining an invitational and welcoming atmosphere.

### **Duties**

The primary duty of a Guardian is to provide security services as a volunteer to protect personnel and guests from unprovoked violence. These duties are accomplished through proactive interdiction strategies to prevent violence and defense of self and others when necessary. These duties are assumed while serving as a volunteer for the Guardian Ministry at church Masses and other events.

### **Ministry**

The Guardian Watch Program is a Ministry of the Catholic Church and is a vehicle by which members live out and proclaim the Gospel of Jesus Christ.

“When I bring the sword against a land, if the people of that land select one of their number as a sentinel for them, and the sentinel sees the sword coming against the land, he should blow the trumpet to warn the people.” – Ezekiel 33:1-3





## Guardian Ministry Application

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Driver's License State: \_\_\_\_\_ DL Number: \_\_\_\_\_

Parish Name and City

\_\_\_\_\_

In which team roles would you like to become involved?

\_\_\_\_\_

Are you currently or have you ever been a Police Officer? If yes, please provide the State who held your license and city that held your commission:

\_\_\_\_\_

Have you completed any certification or formal training related to this role? If yes, please describe:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What skills would you bring to the team?

\_\_\_\_\_

\_\_\_\_\_

**What other safety or security related work experience do you have? (Please list)**

Organization	Program	Dates	Contact
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Have you ever:**

▪ Been accused, arrested, or convicted of any crime?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Been investigated by a state agency (CPS, etc.) for misconduct with a child?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Lost or been denied the privilege to carry a concealed weapon?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Have any life experiences that may hinder you from a productive ministry on the safety and security team?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ -If yes to the above question, would you like to meet with the team leader about this experience?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Are you aware of any reason you should not serve on this team?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Extracurricular Activity

What organizations, ministries or groups have you been a part of in the past 3 years?

Name and City/State	Contact	Date Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Emergency Contact

Are you a registered member of this Church/Parish? If not, please complete the information below for your family members.

Name	Relationship	Email	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Verification and Release

I recognize that my church is relying on the accuracy of the information provided on this application form. Accordingly, I attest and affirm that the information I have provided is true and correct.

I authorize the organization to contact any person or entity on this application form to ascertain information, opinions, and impressions relating to my background or qualifications.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Guardian Ministry Team Makeup**

**Guardian Ministry Liaison Team:** To mitigate and manage these risks effectively it is important to empower a Liaison Team to help make key decisions and manage the team in cooperation with the Diocese of Ft. Worth and American Guardian Solutions, LLC. The Guardian Ministry Liaison Team is designed to facilitate decisions about volunteer personnel, manage pertinent team documentation, schedule volunteers for security at events and training and collect and disseminate pertinent intelligence information. The Liaison Team should consist of an odd number (3 or 5) of stakeholders who have various backgrounds and experience. It is recommended that at least one of these individuals is a law enforcement officer, if practical.

Within the liaison group one person should be designated as the point of contact between the team and the Diocese, American Guardian or other stakeholders at the parish. Responsibilities of the Liaison Team include recruiting, screening, training, scheduling, reporting, intelligence gathering and documentation as well as ensuring that members are following the Diocesan policies and procedures.

The Liaison Team should review the written FW Diocese Procedural Orders, FW Diocese Emergency Operations Plan and FW Diocese Parish TTP's annually and note recommended updates as needed in collaboration with the Director of Security for the Catholic Diocese of Ft. Worth. The Liaison team should meet as needed to discuss adding, suspending, or removing Guardian Ministry team members but **MUST** consult with the Director of Security for the Catholic Diocese of Ft Worth in cases of dismissal. In addition, the liaison team should meet quarterly if practical to discuss operational incidents, personnel, policy adherence, and training.

**Document Management:** The liaison team is responsible for retaining documentation on the following items electronically or in paper form for each armed team member:

1. Copies of volunteer applications and other screening forms

2. Virtus/Safe Environment eligibility status
3. Copies of Texas License to Carry
4. Proof of a qualified legal service membership plan for each armed volunteer or volunteer who carries pepper spray.
5. Firearm Level 1 and Advanced Training Courses Certificates/Results.
6. Scenario Training Certificates
7. Letters of Authority for Armed Team members
8. OC Spray, Medical Equipment and Policy Update Forms
9. Team Mass and event coverage schedules
10. Incident Reports and BOLO's
11. Training attendance and curriculum
12. Documented reasons/decision to remove any member of the team.

**Unarmed Volunteers:** Unarmed volunteers include people from other ministries who can work with the Guardian Ministry to identify concerns, communicate them and aid in the response and recovery of any given critical incident. Unarmed volunteers include ushers, greeters, parking lot attendants and a medical team. All volunteers must be current with their Safe Environment training and should follow the on-boarding process with their given volunteer ministry. The Safe Environment/Virtus Training program works in coordination with the [USCCB Charter for the Protection of Children and Youth](#). The sessions offer instruction in self-protection and the protection of children, youth, and vulnerable adults. The given ministry leadership is responsible for ensuring the volunteer is eligible to serve and maintain their ministry's schedules. Medical team volunteers often fall under the direction of the Guardian Ministry so the Guardian Liaison team should ensure proper on-boarding in that case. Medical team applicants should complete the FW Diocese Medical Team Application as well as review and understand the FW Diocese Medical Protocol.

1. **Policy Review** – It is recommended that all unarmed members review the FW Diocese Procedural Orders, FW Diocese Emergency Operations Plan and the FW Diocese Parish

TTP's. Medical Team members MUST read and understand the FW Diocese Medical Protocol.

**Armed Personnel:** When a volunteer requests to be a part of the volunteer Guardian Ministry as an armed member and has filled out an application, the liaison members will be responsible for ensuring that the volunteer has followed the volunteer screening process. The screening process for this position are described below.

- 1. Texas License to Carry a Handgun (LTC)**
  - a. Must be 21 years of age.
  - b. Excludes those who have felony convictions, some misdemeanor convictions, certain pending criminal charges, chemical or alcohol dependency, certain types of psychological diagnoses, and protective or retraining orders.
  - c. A copy of the applicants current Texas LTC license must be kept on file by the Liaison Team.
- 2. Safe Environment/Virtus Training** – All volunteers must have current Safe Environment/Virtus Training and documentation of member's status should be kept by the Liaison Team.
- 3. Legal Service Membership Plan** – Applicants must obtain and provide proof of a legal service membership from one of the qualified providers below to qualify to carry weapons on behalf the parish Armed Guardian Team.
  - a. USCCA – Volunteers can obtain any membership plan.
  - b. CCW Safe – Volunteers must choose the "Ultimate Plan".
  - c. US Law Shield
  - d. Right to Bear
  - e. A copy of the applicant's current legal service membership must be kept on file by the Liaison Team.
- 4. Screening Forms** – Anyone wanting to be an Armed Guardian must complete all screening questionnaire forms. This screen is to be completed online. Once submitted

the social assessment will be analyzed by Maria Heideman, LPC. Applicants may receive a follow up call from Maria or a representative with the Diocese of Ft. Worth to clarify any discrepancies or concerns. If an applicant is not eligible to move forward in the process as an Armed Guardian, then a representative from the Diocese of Ft. Worth will contact the applicant to inform them of their status and recommend finding other ways to serve in their parish.

**5. Interview** – An interview with the applicant and liaison team members should be conducted to come to know the applicant better. Team Liaison’s should ask questions from the interview screening questionnaire and then the applicant can fill out this form on their own through the online portal. The interview is designed to discover the motivations of the applicant, any relevant background or characteristics that may benefit the team as well as the prescribed Guardian traits questions. Expectations and responsibilities should also be discussed.

a. If there are concerns about the applicant, then consultation with the Director of Security for the Catholic Diocese of Ft. Worth MUST take place to arrive at a decision whether to recommend the applicant as an armed member.

**6. Physical Standards** - The applicant should self-assess whether they are physically able to meet the demands of an armed guardian. These standards are:

- i. Capability to sprint
- ii. Capability to move unassisted from standing to kneeling and back to standing.
- iii. Capability to move laterally (side to side) rapidly.

**7. American Guardian Solutions, LLC Firearms Training** – Once steps 1-6 are met and documentation has been verified, applicants for an armed position must attend a level 1 firearms training course in which applicants will be evaluated on their firearms proficiency, safety and other Guardian traits.

a. American Guardian Solutions, LLC will provide the Liaison Team with a recommendation on each applicant based on their firearm proficiency and other observations of the applicant during the level 1 firearms training course.

8. **Use of Force Scenario Course** – Before becoming operational, all applicants must pass the level 1 firearms course and attend a use of force scenario course provided by American Guardian Solutions, LLC.
9. **Policy Review** – All qualified Armed Guardian members MUST review and sign that they have received, read and understand the FW Diocese Procedural Orders, FW Diocese Emergency Operations Plan and Letter of Authority on or before the date the applicant begins serving the parish as an armed member. Any updates to these policies must be signed by armed team members.

\*\*\*The liaison team should then have all relevant information on each applicant to incorporate them as a member of the Armed Guardian Team. If there are any reservations or concerns about an applicant that were not addressed during the screening process, then consultation with the Director of Security for the Catholic Diocese of Ft. Worth is required.

\*\***Law Enforcement** – If a current or retired law enforcement officer who has an active TCOLE License or equivalent wishes to participate in the Guardian Ministry then they are exempt from the Social Assessment Screen and from purchasing legal service membership so long as they are represented with a law enforcement equivalent. They are also exempt from attending the American Guardian Solutions Firearms Training Courses. LEO's must complete an online application and should familiarize themselves with the FW Diocese Procedural Orders, FW Diocese Emergency Operations Plan and must comply with the Diocese of Fort Worth Virtus training requirement for all volunteers. **Active LEO's are expected to adhere to their agency use of force policies and procedures and are not bound to this document.**

## **Guardian Ministry Roles and Responsibilities**

The Guardian Ministry utilizes a layered security approach in which various roles are utilized to provide an overt and covert security posture that employs various tactics like observe and report, surveillance, contact and contain, as well as a medical component to respond to exigent health care concerns.

**Armed Lot Parking Patrol:** The primary role of a parking lot patrol is to provide a security presence while presenting a warm and friendly environment for visitors. In addition, the armed parking lot patrol is a visible deterrent through both covert and overt presence. Armed parking lot volunteers are tasked with observing and communicating suspicious indicators or emergency situations to other members of the team and rapidly responding to unprovoked violence to preserve life. Armed parking lot patrols can be covert or overt. If overt, they should wear high visibility plate carriers or body armor and outside the waistband holsters. The word “Guardian” must be clearly displayed for overt security deployments. Parking lot patrol should be stationed and rove the parking lots throughout Mass or other events.

**Greeters:** The primary role of a greeter is to present a warm and friendly environment for visitors through personal connections. In addition to this role, greeters are tasked with observing and communicating suspicious indicators or emergency situations to other members of the team. Greeters should be stationed in the parking lots and near the entrances before and after Mass or other events.

**Ushers:** The primary role of the usher is to assist visitors in being seated as well as directing people as needed. In addition, ushers are responsible for observing suspicion indicators or emergencies inside of the venue since they will be stationed inside of the structure. If an

emergency occurs, they are also responsible for directing visitors with the appropriate safety strategy (i.e. evacuate or shelter in place).

**Medical Team:** The primary role of the medical team is to respond to medical emergencies with life- saving equipment (AED, Medical Bag) to provide care until medics can arrive to evaluate and treat the patient.

**Armed Guardians:** The armed guardians are made up of armed volunteers who provide security services through controlling access points and contacting or containing potential threats or persons of concern. Their priority will always be to de-escalate any situation to restore order. Armed Guardians have the authority to criminally trespass suspicious individuals from the church property if deemed necessary to protect life or keep the peace. They will also have authority to utilize an appropriate amount of force to repel violence and control a chaotic situation when immediately necessary. These response to resistance options include presence, de-escalation, verbal commands, control holds and escort techniques, OC spray, and lethal force. Team members will utilize a discreet and concealed security posture while inside of buildings and should be comprised of servant leaders.

A person is justified in using force against another when and to the degree the actor reasonably believes the force is immediately necessary to protect the actor against the other's use or attempted use of unlawful force. The actor's belief that the force was immediately necessary is presumed to be reasonable if the actor:

- knew or had reason to believe that the person against whom the force was used:
- unlawfully and with force entered, or was attempting to enter unlawfully and with force, the actor's occupied habitation, vehicle, or **place of business** or employment;
- unlawfully and with force removed, or was attempting to remove unlawfully and with force, the actor from the actor's habitation, vehicle, or **place of business** or employment; or

- was committing or attempting to commit aggravated kidnapping, murder, sexual assault, aggravated sexual assault, robbery, or aggravated robbery;
- did not provoke the person against whom the force was used; and was not otherwise engaged in criminal activity.
- A person who has a right to be present at the location where the force is used, who has not provoked the person against whom the force is used, and who is not engaged in criminal activity at the time the force is used is not required to retreat before using force

## **Armed Guardian Member Policy**

Any Armed Guardian Team member who is selected to carry a firearm in their role in this ministry agrees to comply with all Federal, State, and Local Laws as well as Procedural Orders and Emergency Operations policies. Furthermore, they must be familiar with the Response to Resistance Procedures.

### **Selection:**

Applicants must provide proof of completion of the following items to carry a firearm in the Guardian Ministry.

1. Provide proof of and carry their Texas License to Carry Identification card.
2. Provide proof of a qualified legal service membership plan.
3. Complete all screening documents.
4. Attend and pass an evaluation course by American Guardian Solutions, LLC and complete a firearm and proficiency evaluation annually or as soon as practical.
5. Attend a Use of Force Scenario course by American Guardian Solutions, LLC
6. Train with the firearm(s) that is carried for this ministry on a regular basis.
7. Carry a quality firearm (see Firearm recommended list) in a quality holster with proper retention.

### **On-boarding Process:**

Liaison Team members will work with the Director of Security for the Catholic Diocese of Ft. Worth or to help decide on applicants for the Armed Guardian position. The Liaison Team must evaluate the entire process and advise the Director of Security for the Catholic Diocese of Ft. Worth if there are concerns with an applicant.

### **Guardian Traits:**

The screening process is developed to screen the following traits that are desired to serve as an Armed Guardian. The traits are screened through the interview questions and the level 1 training curriculum and scenario assessment.

### **Mission Critical:**

1. **Courage** – Ability to manage fear in order to confront fear, difficulty or pain.
  - Assessment Tool – Reality Based Training
2. **Situational Awareness** – Ability to absorb and process meaningful information about the current environment.
  - Assessment Tool – Reality Based Training
3. **Compartmentalization** – Ability to effectively chunk an environment or situation into meaningful pieces, then focus on that which needs immediate attention.
  - Assessment Tool – Reality Based Training
4. **Emotional Intelligence** – Ability to read a room. Understanding the feelings and mindset of another and hearing what is behind those feelings in order to make tactical decisions or increase influence.
  - Assessment Tool – Reality Based Training
5. **Decisiveness** – Ability to make decisions quickly and effectively.
  - Assessment Tool – Reality Based Training

### **Mission Essential:**

1. **Task Switching** – Ability to shift focus among tasks/contexts.
  - Assessment Tool – Reality Based Training
2. **Selflessness** – Ability to place needs and well-being of others above one's own despite a real or perceived risk/loss.
  - Assessment Tool - Interview Questions
3. **Integrity** - Ability to act in accord with relevant moral values and social norms.
  - Assessment Tool - Interview Questions
4. **Humility** – Ability to be self-aware and transparent about one's own strengths and weaknesses.

- Assessment Tool - Interview Questions

**Mission Enhanced:**

5. **Humor** – Ability to make light of and laugh at tough situations.
  - Assessment Tool – Interview Questions
6. **Open Mindedness** – Ability to consider and accept new ideas, opinions and perspectives.
  - Assessment Tool – Interview Questions

**Process:**

1. Liaison teams should register new applicants and ensure that applicants complete all screening forms.
2. Liaison Team members will meet with applicants in person or virtually to help better understand the applicant's skills, knowledge, and motivations. The Liaison Team should ask the interview questions from the interview form. At least two Liaison Team members should attend these meetings with applicants when practical. If possible, a law enforcement member of the Liaison Team should be involved in these meetings.
3. If there is a concern with the applicant after the meeting, then Team Liaisons MUST consult with the Director of Security for the Catholic Diocese of Ft. Worth and decide if the applicant should continue with the application process.
4. Ensure applicants attend and pass both firearms (Level 1) and scenario training.
5. At the end of the vetting and training process, before an applicant becomes operational, the Liaison team must complete the Checklist Form to ensure the applicant has met all standards before serving in an armed capacity.

**Training:**

New applicants and incumbent members must attend the Level 1 and advanced training courses provided by American Guardian Solutions, LLC who is responsible for evaluating firearm proficiency and use of force scenario training and provide a recommendation to the Diocese of Ft. Worth and liaison team leads. The training courses include the following topics:

### **Firearms Training:**

1. Firearms safety
2. Use of force and State Law/Authority to carry and exercise Deadly Force
3. Firearm proficiency evaluation
4. Concealed carry deployment
5. Positional Shooting

### **Use of Force Scenario Training:**

1. Proper application of the Response to Resistance Continuum
2. Responding to lethal and non-lethal emergencies
3. Communicate effectively and integrate with first responders
4. View the online OC Spray course and Medical Stop the Bleed Course

Deadly Force is to be deployed as a last resort and Armed Guardian applicants are evaluated and vetted on their abilities to operate their weapon system, communicate, and work together to minimize forceful actions.

### **Weapons Recommendations:**

Weapons used for security operations in the Guardian Ministry **MUST have a barrel length of 3.5" or greater and generally considered COMPACT or FULL-SIZE pistol with a magazine minimum capacity of at least 10 rounds. Striker fired weapons are highly recommended.**

Here is a list of recommended brands.

1. Glock
2. Smith & Wesson
3. FN
4. Springfield Armory
5. Sig Sauer
6. Walther

Armed Guardians **MUST** carry 9mm or larger caliber handguns for this ministry. Sub compact weapons and small calibers have proven ballistic and accuracy limitations. For example, Kel-Tec style .380 weapons do not have legitimate sights and are not approved or recommended for carry in an environment where crowds and life-saving tactics may be immediately necessary. Sub compact pistols with barrel lengths 3.5” or less are considered “Get off me” style personal defense weapons are **not allowed** for operational use in an Armed Guardian Ministry capacity.

**1911/2011 style pistols are not authorized** for the Guardian Ministry unless express consent is provided by the Director of Security for the Catholic Diocese of Ft. Worth. A 1911 style pistol is usually defined by its’ grip safety mechanism, single action trigger and slide lock safety that are known to be carried with the hammer cocked.

**Ammunition used during security operations MUST be:**

Quality self-defense hollow point ammunition which are known to be deployed by law enforcement agencies in the United States. Examples of brands of suitable operational ammunition are:

- Federal HST
- Hornaday Critical Defense
- Speer Gold Dot

**Additional Required Equipment:**

1. Holster with retention and re-holstering capabilities. The Holster should be made of a material which makes re-holstering simple, safe, and fast. This aids in deconfliction with other armed personnel including responding Law Enforcement.
  - **Cross draw and shoulder holsters are not permitted.**
  - **Soft style holsters like most Uncle Mike’s holsters are not permitted.**
  - **SERPA holsters or any similar type of holster in which the retention device is deactivated with your trigger finger is not permitted.**

2. Extra magazine for your firearm carried in a concealed manner.
3. DSM high visibility safety banner with the word "GUARDIAN".
4. Gel Pepper Spray
5. 1 Tourniquet is required. A personal self-aid kit (IFAC) is recommended.

**Additional Optional Equipment:**

6. Flashlight (If it is a weapon mounted light, it should never be used outside of a deadly force justified scenario. Weapon mounted lights should never be used in conjunction with the weapon for traffic direction or searching capacities.)
7. Knife
8. Zip tie restraints kept in a common area for emergencies where restraining a subject is necessary to protect themselves or others. Restraints should not ordinarily be carried on a volunteer's person.
9. Radios for communications with the other volunteers. Radios should have an earpiece for quiet and discrete communication. It is recommended that all volunteers have a communication device, if practical. Phone apps are authorized as well so long as the user can communicate rapidly with other team members and volunteers like a radio.
10. Level IIIA Soft Body Armor

**Do Not Carry Weapon If:**

- You do not normally carry your weapon outside of this ministry and are not proficient with its use.
- You do not practice regularly and maintain awareness of new laws regarding carrying a weapon.
- You have not prepared yourself mentally or maintained physical health.
- You are taking medications that will impair your judgement or impede your thought process.
- You have been diagnosed with mental health issues or have an addiction to alcohol or narcotics.
- If you meet any criteria for the dismissal policy.

## **Firearm Proficiency and Use of Force Evaluation Training**

- New applicants MUST attend and pass the American Guardian Solutions, LLC Level 1 course and use of force scenario course before being authorized to carry a firearm as an Armed Guardian member.
- Applicants and incumbent Guardian members must pass the proficiency evaluation course of fire (page 21) with a certified firearm instructor on any weapon that they carry operationally at a parish Mass or event as an Armed Guardian.
- When completing the proficiency evaluation course of fire, any incumbent team member or applicant who is unable to pass a stage of the proficiency evaluation is permitted two (2) additional attempts to demonstrate proficiency with the firearm on the day they are completing the proficiency evaluation.
- If the team member is unable to demonstrate proficiency with the firearm on the third attempt, the team member will not be authorized to carry their firearm in their duties as an Armed Guardian Team member until remedial training requirements are met.
- American Guardian Solutions instructors/personnel may determine that the applicant/incumbent is not eligible for remedial training and the applicant/incumbent may not carry a firearm as an armed member based on their evaluation of the applicant/incumbent's performance throughout the course.
- The Director of Security for the Diocese of Ft. Worth will record and report all Armed Guardian members who did not demonstrate weapon proficiency to that parish's Guardian Ministry Liaison Team.
- If the team applicant/incumbent did not pass the level 1 or advanced firearms course but are eligible for remedial training, then the team member will be required to seek additional outside training to increasing proficiency before attempting an assessment course again.

- If successful, the Armed Guardian member will be authorized to resume normal duties.
- American Guardian Solutions shall provide the initial level 1 training and assessment. Once an applicant passes the level 1 course, incumbent members MUST attend and pass an American Guardian Solutions “Advanced Course” once per year, or as soon as practical.
- New and incumbent armed members must attend a Use of Force Scenario Assessment Course once per year. New applicants may not begin serving in the ministry as an armed member until they pass the level 1 course as well as a use of force scenario course.
- Proficiency and safety are paramount to the successful completion of the American Guardian Solutions courses. Students are evaluated on listening to instructions, safely manipulating their weapon, managing ammunition, following the 4 basic firearms safety rules, and conducting all drills in a safe manner. Applicants and incumbents must demonstrate the ability to move safely from standing to kneeling and back to standing, sprint and move laterally rapidly as well as the other Guardian traits which are evaluated (Page 15).
- It is recommended that the firearms proficiency evaluation course of fire is conducted bi-annually when practical. Proficiency evaluations should be performed at an American Guardian Solutions firearms course once per year and by a qualified firearms instructor the second time per year when practical.
- Armed Guardian members are responsible for purchasing firearms, holsters, ammunition, pepper spray, tourniquet and any other equipment necessary for completing these proficiency evaluations or their operational duties.
- Active Duty or Active Retired Law Enforcement Officers currently commissioned and meeting their department standards are **not required** to complete this proficiency evaluation or attend the American Guardian Solutions Firearm Training Courses.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Score: \_\_\_\_\_

STAGE	DISTANCE	POSITION	ROUNDS	TIME
1	15 Yards	Standing & Kneeling/ Weapon Holstered	10 – SH	25 Sec.
<b>DESCRIPTION:</b> On the command of “Threat” the Guardian will draw and engage the target with 5 rounds from standing, complete a magazine reload, change positions to kneeling, then engage the target again with 5 rounds.				
STAGE	DISTANCE	POSITION	ROUNDS	TIME
2	12 Yards	Move from 15-yard line/ Standing /Weapon Holstered	10 – SH	25 Sec.
<b>DESCRIPTION:</b> The Guardian will start at the 15-yard line with their weapon holstered. On the command of “Threat” they will move safely to the 12-yard line to signify seeking cover. The Guardian will then draw and engage the target center mass with 5 rounds from the standing position, reload and engage the target with an additional 5 rounds. The Guardian will scan and holster an empty weapon and put their hands up as if a police officer were approaching.				
STAGE	DISTANCE	POSITION	ROUNDS	TIME
3	10 Yards	Standing / Weapon Holstered	5 – SH	15Sec.
<b>DESCRIPTION:</b> The Guardian will start at the 10-yard line with their weapon in the holster. On the command, “Threat”, the Guardian will safely draw their weapon from the holster and engage the target center mass with 5 rounds. The Guardian should conduct a magazine change, scan for additional threats and then holster safely.				
STAGE	DISTANCE	POSITION	ROUNDS	TIME
4	7 Yards	Standing / Weapon Holstered	7 – SH	15sec.
<b>DESCRIPTION:</b> The Guardian will start at the 7-yard line with weapon holstered. On the command, “Threat”, the Guardian will draw and engage the target center mass with 7 rounds. The Guardian should conduct a magazine change, scan for additional threats, and then holster safely.				
STAGE	DISTANCE	POSITION	ROUNDS	TIME
5	7 Yards	Standing / Weapon Holstered	6 – SH	12 Sec.
<b>DESCRIPTION:</b> The Guardian will start at the 7-yard line with weapon holstered. On the command, “Threat”, the Guardian will draw and engage the target center mass with 6 rounds. The Guardian should conduct a magazine change, scan for additional threats, and then holster safely.				
STAGE	DISTANCE	POSITION	ROUNDS	TIME
6	7 Yards	Kneeling / Weapon Holstered	6 – SH	12 Sec.
<b>DESCRIPTION:</b> The Guardian will start at the 7-yard line with the weapon holstered. On the command, “Threat”, the Guardian will draw their weapon and move to the kneeling position and engage the target center mass with 6 rounds. The Guardian should conduct a magazine change, scan for additional threats, and then holster safely.				
STAGE	DISTANCE	POSITION	ROUNDS	TIME
7	3 Yards	Standing/ Close Quarter/ Weapon Holstered	6 – SH	NTL
<b>DESCRIPTION:</b> The Guardian will start at the 3-yard line with their weapon holstered. On the command, “Threat”, the Guardian will draw and engage the target center mass with 4 rounds, take one step to the right and engage the target with 2 rounds to the head. The Guardian will scan and holster an empty weapon and raise their hands as if a police officer were approaching.				
<b>SCORING:</b> Each member needs 50 rounds. The scoring system is in the top corner of the target and score at 5 points, 4 points, and 3 points. The member will score 70% of the possible 250 perfect score (175) and keep all 50 rounds on the body of the target. If a member fails a particular stage, then the remedial policy will take effect. Rounds that strike any part of the silhouette will be counted as hits. ANY ROUND THAT MISSES THE TARGET BODY CAUSES A FAILURE OF THAT STAGE and will be referred to the remedial policy.				
<b>TARGET: TARGET B27</b>				
WEAPON PROFICIENCY (CIRCLE):			PASS	FAIL
FIREARM	Brand:	Model:	Cal:	Serial #:
DUTY AMMUNITION	Brand:		Type:	

**Proficiency Requirements:**

- |                                                                 |         |         |
|-----------------------------------------------------------------|---------|---------|
| 1. Safe conduct with this firearm                               | Y _____ | N _____ |
| 2. The ability to correctly load this firearm                   | Y _____ | N _____ |
| 3. Knowledge and/or ability to clear a stoppage of this firearm | Y _____ | N _____ |
| 4. Inspection of firearm functionality completed                | Y _____ | N _____ |
| 5. Deadly force policy reviewed                                 | Y _____ | N _____ |

## Unarmed Volunteer Policy

The unarmed component of the Guardian Ministry includes other ministries like Greeters, Ushers, and a Medical Team. This policy describes how these individuals are integrated into the security posture of the parish, the tools they will need and the training they will receive to contribute in their role. If the role is an established ministry apart from the Guardian Ministry, then they should follow the on-boarding process of that ministry.

### Selection

1. Complete a volunteer application or process for the given unarmed volunteer position.
2. Current Safe Environment/Virtus training and documentation.
3. Liaison Team members will review the medical team applications and verify any pertinent medical certifications. Medical team members must familiarize themselves with the Medical Protocols.

### Training

Applicants will receive training on the following topics to understand the Emergency Operations Procedures utilizing a layered security approach and Observational Awareness training to understand how their roles support this type of security posture.

- **Emergency Operations Procedure** – This is the guide that provides the framework and communication strategies during Mass or other events.
- **Observational/Situational Awareness** – Understanding how to identify suspicion indicators and persons of concern to determine whether they are a threat and then deploy the appropriate response strategy.

## **Optional Equipment/Less Lethal Weapon Options**

- Radios – All volunteers are encouraged to have portable radios
- DSM high visibility safety banner with the word “GUARDIAN”.
- Medical Team – AED and Stop the Bleed Kit

## Dismissal Policy

Safety and security of our volunteers, members and guests are critically important within our community. Although not an exhaustive list, this section is dedicated to articulating some of the standards of behavior that may result in the dismissal or suspension of a volunteer.

1. A person is charged with the commission of a crime.
2. A person is involved in or investigated for an altercation that could constitute family violence or assault, regardless of whether the investigation results in an arrest or conviction.
3. Any violation that would constitute a suspension or legal removal of their Texas License to Carry.
4. If a person is or becomes chemically dependent upon any illegal or legal substances. This includes prescribed medication that is abused, illegal/recreational drugs, narcotics, or controlled substances. These substances include but are not limited to alcohol, inhalants, and any other mind-altering substance used in an abusive or addictive pattern.
5. A person receives a diagnosis classified as SMI (SERIOUS MENTAL ILLNESS).
6. If a person is subject to a Class C Misdemeanor assault charge of ANY charge or violation greater than a Class C Misdemeanor offense, they are to report the incident to Liaison Team within 10 days. Failure to comply may also constitute removal upon discovery.
7. Violation of the Diocese of Ft. Worth "[Acceptable Behavior Standards Policy](#)" or "[Code of Conduct & Behavior Standards](#)".

The following situations are less serious but still constitute concern and will be presented to the Liaison Team for consideration. The Liaison Team may consider various management strategies for these situations to include temporary reassignment to other ministries, modifications of an assignment, or a mentor development service plan while remaining on the

team. The Liaison Team MUST consult with the Director of Security for the Diocese of Ft. Worth who has the final say on team member dismissals.

1. Discovery of any deceitful, misleading, or omitted information while serving, or prior to serving on the team.
2. Any patterns of behavior contrary to our community's principles.
3. Any team members immediate family or live-in resident that becomes subject to a criminal investigation including but not limited to Family Violence, Sexual Assault, and/or other Assault charges.
4. Electronic communication (i.e., social media) that is inappropriate, offensive or misrepresents the Catholic Diocese of Ft. Worth.
5. Mental Health concerns or mood disorders such as depression, anxiety or bi- polar disorder.
6. Personality Disorders that are identified by patterns of concern, even if undiagnosed.
7. Physical injuries, limitations, or medical concerns that limit a persons' ability to perform their responsibilities.
8. Medical issues that warrant prescription medication that alter a persons' ability to perform their responsibilities on this team.
9. Inability or unwillingness to meet the firearms standards, expectations and proficiencies outlined in this policy.
10. Team members who demonstrate unreliable attendance or an unwillingness to meet the expectations for service on the team.
11. Team member unnecessarily draws their weapon outside of the scope of an official deployment or training.

NOTE: THE DIOCESE OF FT. WORTH RETAINS THE RIGHT TO DISAPPROVE OR DISALLOW ANY PERSON FROM SERVING IN THE GUARDIAN MINISTRY FOR ANY REASON OR NO REASON WHATSOEVER, IN ITS SOLE DISCRETION.

## Document Management

The Guardian Ministry Liaison Team is responsible for maintaining records of each member, training that the team receives and any reportable incidents at the parish.

**Personnel:** The Liaison Team should manage the following documents for each armed team member.

- Copies of volunteer applications and other screening forms
- Team leader checklist form
- Virtus/Safe Environment eligibility status
- Copies of Texas License to Carry
- Proof of a qualified legal service membership plan for each armed volunteer.
- Firearm Level 1 and Advanced Training Courses Certificates/Results.
- Letters of Authority for Armed Team members
- Firearm Form and Proficiency Evaluation Form for each firearm.
- Team Mass and event coverage schedules
- Incident Reports and BOLO's
- Training attendance and curriculum
- Documented reasons/decision to remove any member of the team.

**Training:** The Liaison Team should maintain documentation on what training is provided to the team. Below are the important pieces of information to collect for documenting training:

- Date
- Instructor(s)
- Location
- Subject/Topics
- Attendees
- Instructors Lesson plan and Objectives

**Incident Reports:** The Board should maintain documentation on incidents at the parish whether they involved the Guardian Ministry or not, for the following circumstances:

- Any altercation or request for an individual to leave an event.
  - Any use of force/Response to Resistance (What force was used, Injuries)
  - Anytime Law Enforcement or Medics are contacted document their incident number and action taken.
  - Display of a weapon by a team member
  - Implementation of Emergency Operations Procedure
  - Criminal Offense
  - Civil Disorder/Demonstrations
  - Natural Disaster
  - Medical Emergency
- 
- **BOLO's:** BOLO's should be used when there is a person of concern or other pertinent security related information that should be shared with Guardian team members, staff and other stakeholders as well as neighboring parishes and other faith-based organizations. Personal information about persons of concern including name, date of birth, physical description, address and vehicle information may be included on these reports. **BOLO reports are for internal use only and the information contained should never be shared or used for personal use.**



**Guardian Team Member(s):**

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**Who else or ministry was Involved and describe the actions taken:**

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**Did team actions cause concern or violate a policy of this facility (Yes/No) If yes, please explain.**

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**Person A** - Victim/ Witness/ Subject Information (Statement information on back)

Victim      Witness      Subject      Other \_\_\_\_\_

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Description of action taken**

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**Person B** - Victim/ Witness/ Subject Information (Statement information on back)

Victim      Witness      Subject      Other \_\_\_\_\_

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Description of action taken**

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**Person C** - Victim/ Witness/ Subject Information (Statement information on back)

Victim      Witness      Subject      Other \_\_\_\_\_

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Description of action taken**

\_\_\_\_\_

**Were any actions observed that need to be reported to Child Protective Services? (Yes / No)**

If yes, please explain and include the CPS incident number along with the report takers ID number.

\_\_\_\_\_  
\_\_\_\_\_

**Were any actions taken by a Church Member that need to be consulted with an attorney (Yes / No)**

If yes, please explain

\_\_\_\_\_  
\_\_\_\_\_

**Reportee Signature:** \_\_\_\_\_ **Date / Time:** \_\_\_\_\_

**Liaison Team Signature:** \_\_\_\_\_ **Date / Time:** \_\_\_\_\_

Pictures and a copy of this report should be immediately provided to the department director.