Muslim Community Center of Charlotte (MCC) Security Team Policy

Purpose

The Muslim Community Center of Charlotte (MCC) is committed to maintaining a safe and secure environment for its members, visitors, volunteers, and staff. The purpose of this policy is to outline the responsibilities, procedures, and guidelines for the MCC Security Team, which is tasked with overseeing the safety and security of the center during events, prayers, Sunday school, Ramadan and daily operations.

Scope

This policy applies to all members of the MCC Security Team, volunteers supporting security functions, and any external security personnel contracted by MCC.

Policy on Incident Communication

In order for the Security Team to operate to it's full potential, the Board/Imam must notify the team of any and all incidents or threats to the Mosque and/or the Imam.

1. This includes any one who cause disturbances to the Friday Sermon (Khotba).
2. Any and all people who have been asked to leave the mosque property or an event, due to their behavior.
3. Anyone who has acted with aggression towards another person, teacher, board member or the Imam.
4. Any other incidents or situations that have been reported.

Security Team Composition

The Security Team will consist of:

1. Team Lead: Responsible for overall coordination and management of the Security Team.
2. Team Members: Volunteers or employees trained in safety procedures, first aid, crowd management, and emergency response.
3. Within the Security Team there are volunteers that are permitted to carry concealed weapons and others who are not.
4. External Security (if applicable): Any hired professional security staff, contractors or approved volunteers.
5. Board of Directors to make final approval on security team members, based on MCC policy.

Board Policy on Concealed Carry

As per the Board's policy, only Law Enforcement officers and the Security Team, with written permission, are allowed to carry a weapon on the grounds. Security Team members with Concealed Carry permits can carry within the Mosque, Main Prayer Hall (Musalla), and on the property outside.

Concealed Carry Team Requirements

1. In order for a security team member to carry a concealed weapon, they must:
   a. Demonstrate maturity and responsibility as a member of the team.
   b. Having an up-to-date (valid) concealed carry permit.
   c. Attend a shooting range session with the team lead at least once every 3 months.
   d. Pass the police shooting proficiency qualification standard.
   e. Demonstrate safe operation of his/her firearm.

Responsibilities of the Security Team

1. **Safety Assessments:**
   1.0. Regularly inspect the facility for potential safety hazards (e.g., fire risks, emergency exits, overcrowding).
   1.1. Ensure fire extinguishers, alarms, and other safety equipment are functional and accessible.
   1.2. Conduct routine checks of all doors and windows to ensure they are secure.
   1.3. Inspecting the premises for suspicious or hazardous objects and other items.

2. **Event Security:**
   2.0. Security Team members will provide security for events that the Executive Director or the Board of Directors request.
   2.1. Manage crowd control during large events, ensuring exits remain clear and areas are not overcrowded.
   2.2. Provide visible security presence during events to deter potential threats.
   2.3. Monitor cameras for suspicious activity.

3. **Emergency Response:**
   3.0. Be prepared to respond to medical emergencies, fire, or other crises. Team members should be familiar with first aid, CPR, and the use of automated external defibrillators (AED). (Team will receive medical training to cover these requirements).
   3.1. Coordinate evacuation procedures in the event of a fire, natural disaster, or other emergencies.
   3.2. Team lead will liaise with local emergency services (police, fire, EMT) when necessary.
   3.3. In the event of violence, the team will support any police officer on duty. If no officer is available, the team members will respond reasonably to the best of their ability.
   3.4. Team will be familiar with de-escalation procedures. (Team will receive training in de-escalation).

4. **Communication Protocol:**
   4.0. Team members must keep the overall team informed of availability and schedule changes via the team Whats App group chat.
   4.1. Use two-way radios or other communication tools to stay connected with each other and key personnel during events or emergencies.
   4.2. Provide timely updates to the community and leadership during and after safety incidents.
   4.3. Board and Imam to inform the team of any threats received or incidents that have taken place.

5. **Training and Drills:**
   5.0. Participate in periodic training on first aid, emergency procedures, and threat assessments.
   5.1. Conduct regular safety drills (e.g., fire drills, active shooter drills) to ensure preparedness. (Must confer with board on when this will be possible).
   5.2. Stay informed about potential security threats and take proactive steps to address vulnerabilities.

6. **Incident Reporting:**
   6.0. Document and report all incidents, injuries, or safety concerns to the Security Team Lead.
   6.1. Maintain a log of all incidents and corrective actions taken.
   6.2. Ensure confidentiality when handling sensitive information related to incidents.

7. **Bag and luggage search procedure:**
   7.0. All bags are subject to search, and will be searched by the Security Team.
   7.1. Any bags or luggage larger than a backpack that have been searched, will be held in the office until after prayer.
   7.2. Any bags or luggage larger than a backpack that have not been searched, will be held by the Security Team outside of the building until after prayer.

Volunteer Requirements

To serve on the Security Team, volunteers must:

1. Be at least 18 years old.
2. Pass a background check in accordance with the [MCC Background Check Policy](#).
3. Complete a probationary period of three months before becoming an official team member.
4. Complete safety and security training provided or recommended by MCC. North Carolina concealed carry permit will be accepted as proof a a sufficient background check.
5. Demonstrate commitment to the team via attendance at meetings and presence at designated shifts.
6. Exhibit calm, responsible behavior under pressure and adhere to the code of conduct.

Code of Conduct

All Security Team members are expected to:

1. Act with integrity and professionalism.
2. Respect the rights and privacy of all individuals at the center.
3. Avoid the use of excessive force or aggressive behavior when dealing with conflicts.
4. Follow all applicable laws and guidelines related to safety and security.

Equipment and Resources

The MCC will provide the Security Team with:

1. Communication tools (e.g., radios, phones).
2. First aid kits and AEDs.
3. Fire extinguishers and other relevant safety equipment.
4. Security vests or badges for identification during events.
5. Latex gloves for searching bags, provided by the MCC.

Emergency Procedures

The Security Team will follow MCC's established emergency procedures for:

1. **Medical Emergencies:** Immediate response with first aid and emergency services notification.
2. **Fire/Evacuation**: Clear the facility and ensure all individuals are guided to safe locations.
3. **Active Threats:** Follow established safety protocols, including lock-down, shelter-in-place, or evacuation as necessary.
4. **Protection of the Imam** during Friday prayers**.**

Compliance

The Security Team must comply with local, state, and federal safety regulations, including fire codes, occupancy limits, and emergency response protocols. The Security Team Lead will stay updated on these regulations and ensure the team is informed.

The Security Team must comply with this policy and related policies of MCC.

Policy Review

This policy will be periodically reviewed by the MCC Board and Security Team Lead to ensure effectiveness and compliance with legal and safety standards.