



**BLACK FLAG SECURITY**  
LEADERS IN PROTECTIVE SERVICES

## Faith Facility Patrol Checklist

### 1. Officer & Patrol Details

Officer Name: \_\_\_\_\_

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

Patrol Time: \_\_\_\_\_ to \_\_\_\_\_

Service/Event Occurring:  Yes  No

If yes, describe: \_\_\_\_\_

### 2. Exterior Patrol Checklist

Perimeter & Grounds:

- Perimeter clear of suspicious persons
- No abandoned bags or vehicles
- Parking lot walk-through completed
- Emergency access lanes clear
- Lighting functioning
- No vandalism or graffiti
- No signs of forced entry

Doors & Access Points:

- Main entrance functioning properly
- Side & auxiliary entrances secured
- Staff-only entrances locked
- Loading/receiving doors secure
- Gates closed & locked

Notes:

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### 3. Interior Patrol Checklist

Lobby / Foyer:

- Doors accessible only to authorized personnel
- Visitor flow monitored
- Lost-and-found area checked
- Donation boxes secure
- No unattended items

Sanctuary / Worship Area:

- Stage/podium secure
- Emergency exits unobstructed
- Seating areas checked
- Equipment undisturbed
- Balcony inspected

Classrooms / Study Rooms:

- Doors secure when unused
- No unauthorized individuals
- Windows intact and locked
- No suspicious items

Offices / Admin Areas:

- Office doors secured
- Financial/sensitive areas locked
- IT closets locked
- Safe/donation areas secured

Restrooms:

- Clear of hazards
- No unauthorized persons
- No hidden objects

Notes:

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#### 4. Special Risk Areas

Children's Ministry / Nursery:

- Check-in/out procedures working
- Only authorized guardians present
- Doors secured
- No unknown adults inside

Prayer Rooms / Meditation Areas:

- Quiet zones respected and monitored
- No unauthorized gatherings
- No unattended items

Volunteer Areas:

- Volunteer badges visible
- No unauthorized entry
- Supplies secured

Kitchen / Fellowship Hall:

- Cooking equipment off
- Storage rooms locked
- No slip/trip hazards
- Crowd flow safe

Notes:

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#### 5. Security System Checks

- CCTV cameras online & functioning
- Entry alarms correct
- Sensors operational
- Panic buttons functioning
- Radios functioning
- Access control operating

Issues Noted:

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## 6. Behavioral Observations

- No suspicious persons
- No surveillance behavior observed
- No agitation or disruptive behavior
- No unauthorized recording
- No unauthorized area access

Describe any concerns:

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## 7. Event-Specific Patrol Notes

- Crowd flow monitored
- Ushers/volunteers supported
- Entrances manned
- Offering/donation areas monitored
- Parking assistance provided
- Post-event sweep completed

Event Notes:

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## 8. End-of-Shift Secure & Lockdown Checks

- All exterior doors secured
- Alarm system armed
- Lighting set to correct mode
- Donation-handling areas locked
- Offices secured
- All public areas cleared
- Final perimeter check complete

End-of-Shift Notes:

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## 9. Officer Certification

I certify that all patrol tasks were completed and all irregularities documented.

Officer Signature: \_\_\_\_\_

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