

NATIONAL OPEN UNIVERSITY OF NIGERIA

CSS 245



Security Planning,
Development &
Management
Module 2

CSS 245 (Security Planning, Development and Management) Module 2

Course Developer/Writer

Mr. Darlington Ikpi, National Open University of Nigeria

Course Editor

Dr. U.I Adeyinka Aderinto, National Open University of Nigeria

Course Coordinator

Dr. Niyi Adegoke, National Open University of Nigeria

Programme Leader

Dr. N.Nwabueze, National Open University of Nigeria

Credits of cover-photo: Henry Ude, National Open University of Nigeria

National Open University of Nigeria - University Village, Plot 91, Cadastral Zone, Nnamdi Azikiwe Expressway, Jabi, Abuja-Nigeria.



www.nou.edu.ng centralinfo@nou.edu.ng
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Unit I Design of Security Survey System

1.0 Introduction

The goal of risk management cannot be achieved without reducing through a total management commitment, the number of incident that lead to losses. Before any risk can be eliminated or reduced, it must be identified. Security survey is the most valuable management tool in the process of risk analysis, which proceeds from threat assessment (identifying risk) to threat evaluation (determining the criticality and cost of that risk), to the selection of security countermeasures designed to contain or prevent that risk.

2.0 Objectives

At the end of this unit, you should be able to:

- determine the existing state of security survey
- locate weakness in its defense
- determine the degree of protection required
- recommend /establish a total security programme.

3.0 Main Content

3.1 Definition of Security Survey

Security survey can be defined as a critical, on-site examination and analysis of an industrial plant, business, home, public or private institution to ascertain the present security status, to identify deficiencies or excesses, to determine the protection needed, and to make recommendations to improve the overall security.

3.1.1 Top Management Involvement

In order to ensure that adequate funds for the undertaking are available and to guarantee the cooperation of all personnel in the facility, the motivation setting the security survey in motion should come from top management. Since a thorough security survey will require an examination of procedures and routines in regular operation, as well as an inspection of the physical plant and its environs, management's interest in the project is of the highest priority.

3.1.2 Conducting Security Survey

The security survey may be conducted by staff security personnel or by qualified security specialists employed for this purpose. Some experts suggest that outside security people could approach the job with more objectivity and would have less of a tendency to take certain areas or practices for granted, thus providing more complete appraisal of existing conditions.

Irrespective of who conducts the survey, it is important that they have training in the field and that they have achieved a high level of ability. It is also important that at least some members of the security survey team be totally familiar with the facility and its operation. Without such familiarity it would be difficult to formulate the security survey plan. The security survey itself must be planned in advance in order to make the best use of personnel and study the operation in every phase.

Self -Assessment Exercise

What steps can you take before any risk could be eliminated or reduced?

3.1.3 Evaluation of Loss Prevention Programme

Security Survey planning involves developing an overall strategy for the expected conduct and scope of the examination. The nature, extent, and timing of planning vary with the size, complexity and knowledge of the business or facility. In planning the examination, previous studies and recommendations should be considered. These should be studied for any information they may offer.

Secondly, include a check-list or security survey programme made up by the survey team, in preparation for actual inspection. This list or programme will serve as a guide and a reminder of areas that must be examined and, once drawn, should be followed systematically. In the event that some area or procedure has been omitted in the preparation of the original checklist, it should be included in the inspection, and its disposition noted in the evaluation and recommendation.

Security Survey planning requires a preparation of a survey programme or check list, which is asset of written instructions to be followed by the security personnel, or by qualified security specialists during the study. The security survey programme or check-list should be spelt out in detail, and should show the procedures that are necessary to accomplish the study objectives.

3.1.4 Determining and Maintaining Standard

Since no two companies are alike (not even those in the same business), no check-list exists that could universally apply for every survey purposes.

3.2 Survey Report

The survey must document the full scope of its examination. Thereafter a report should be prepared indicating those areas which are weak in security, and recommending those measures which might reasonably make the security of the organisation Lip to acceptable standard. On the basis of the status as described in the survey, and considering the recommendations made, the security plan and procedures can now be drawn up to do the following.

- Protect against internal and external theft, etc.
- Develop access control procedures designed to protect the facility perimeter, as well as computer facilities located internally.
- Establish lock and key control procedures.
- Design, supervise, and review installations of anti-intrusion detection Systems.
- Establish an executive protection programme for corporate personnel here and abroad, to deal with extortion and kidnap problems.
- Provide control over the movement and identification of employees, customers and visitors on company property.
- Review the selection, training and development of security personnel, proprietary or contract.
- Assist in the establishment of emergency and disaster plans and guidelines.
- Identify the internal resources available and needed for the establishment of an effective security programme
- Develop and present instructional seminars for management in all of the above areas.

Certain circumstances warrant compromises. The sitting of the company or the area involved, for instance, may make the ideal security programme of full coverage of all contingencies, too costly to be practical.

In such cases, the plan must be re-examined, to find the best approach to achieve acceptable security standards within those limitations. Let it be understood that the security manager will rarely get all of what he wants to do the job.

As in every department, he must find hardware within the framework of the possible result. Where he is denied extra personnel, he must find hardware that will help to replace them. Where his request for more coverage by CCTV is turned down, he must develop inspection procedures or barriers that may serve a similar purpose.

If at any point, he feels that he has been cut to a point where the stated objective cannot be achieved, he is obliged to communicate that opinion to management, who will then determine whether to diminish their original objective or authorize more money. It is important that security manager exhaust every alternative method of coverage, before he goes to management with an opinion that requires this kind of decision.

3.3 Periodic Security Survey

After the security plan has been formulated, it is essential that the survey process be continued. For a security plan to be effective, it must be dynamic. It must change regularly in various details to accommodate changing circumstances in a given company. Only regular inspections can provide a feel for the needs of the operation, and only periodic surveys can provide a basis for the ongoing evaluation of the security status of the company. Exposures and vulnerability change constantly; what may appear to be minor alteration in operational routines may have a profound effect on the security of the entire organisation.

3.4 Maintaining Security Files

The survey and its resultant report are valuable in the building of security files. This evaluation reveals a detailed current profile of the company's regular activities. Such a file enables the security department to operate with increased effectiveness, but it should, by inspections and regular surveys be kept current.

The data base could be augmented by texts, periodicals, official papers and relevant articles in the general press related to security matters. Special attention should also be paid to subjects of local significance. Although national crime statistics are significant and help to build familiarity with a complex Subject, local conditions have a more immediate import to the security of the company.

3.5 The Use of Security Files

As these security files are enlarged they will become increasingly useful to the security operation. Patterns may emerge; seasons may become significant, economic conditions may predict events to be alert to.

- Certain days or seasons may emerge as those on which problems occur.
- Targets for crime may become evident as more data is amassed. This may enable the security manager to reassign priorities.
- A profile of the type and incidence of crimes (if possible, even the criminal himself) may emerge.
- Patterns of crime and its modus operandi on payday or holiday or weekends may become evident.
- Criminal assaults on company property may take a definable or predictable shape or description, again enabling the security manager to better shape his countermeasures.

The careful collection and use of data concerning crime in a given company could be an invaluable tool for the conscientious security manager. It can add an important dimension to his regular re - examination of the status of crime in his company

4.0 Conclusion

Security survey planning involves a lot of commitment, timing of planning vary with size, knowledge complexity. Another process requires a preparation of survey programme, which is asset of written instructions to be followed by the security personnel. However, without familiarity with the operation and its facility, it would be difficult to formulate the security survey plan, and the survey system itself must be planned in advance for the successful operation.

5.0 Summary

In this unit, we studied security survey which is the most valuable management tool in the process of risk analysis, evaluation of loss prevention programme, determining and maintaining standard. The problems of security survey check-list should be considered in making recommendations and evaluation to improve the overall security.

6.0 Self-Assessment Exercise

1. Define security survey system.
2. Why is it necessary to conduct security survey?
3. What are the necessary procedures to accomplish the study objectives of Evaluation of loss prevention programme?

7.0 References/Further Reading

Okiro, M.M. (2004). *An Address Delivered during Tackling the Challenges of Law Enforcement in Nigeria*. Port Harcourt: Shell Club.

Braimoh, A. (2001). *The Basics of Security Knowledge*. U.S.A.: New World Press.

Unit 2 The State or National Interest

1.0 Introduction

This unit will focus on the overview of Principles and issues in Security Management. It will also further examine the challenges embodied in various aspects of security such as Personnel, facility and information; principles of crime prevention and control, and the protection of assets respectively. You are also employed to use the situational analysis, case studies and other research-oriented approaches.

2.0 Objectives

At the end of this unit, you should be able:

- state the principles and control of the regulations in the security Management
- state the composition of the National Security Council
- specify how the Nigeria Police Council functions with the responsibilities of Police Service Commission
- explain the legitimacy and requirements of private Security and how to own Security Guard Company.

3.0 Main Content

3.1 National Security Council Responsibilities

The National Security Council is a constitutional body responsible for advising the president on matters relating to public security, including matters relating to any organisation or agency, established by law for ensuring the security of the nation (life and property).

3.1.1 Composition of the Executive Members

The National Council comprises the following members:-

- the President who is the chairman
- the vice-President who is the Deputy-Chairman
- the Chief of Defense Staff
- the Minister of internal-Affairs
- the Minister of Foreign-Affairs
- the National Security Adviser
- the Inspector-General of Police. and
- such other persons as the President may in his discretion appoint.

3.1.2 Nigeria Police Council

The Nigeria Police Council comprises the following members:-

- the President who is the Chairman
- the Government of each state Of the Federation
- the Chairman of the Police Service Commission, and

- the Inspector-General of Police.

3.1.3 Functions of the Nigeria Police Council

The functions of the Nigeria Police Council Include:

- The organization and administration of the Nigeria Police Force and all other matters relating thereto (not being matters relating to the use and operational control of the force or the appointment, disciplinary control and dismissal of members of the force).
- The general supervision of the Nigeria Police Force, and
- Advising the President on the appointment of the Inspector-General of Police.

3.1.4 Police Service Commission

The Police service Commission comprises the following members:

- A Chairman and
- Such number of other persons not less than seven but not more than nine, as may be prescribed by the act of the National Assembly.

The Commission is responsible for

- Appointment of persons to office (other than the office of the Inspector-General of police) in the Nigeria Police Force, and
- Dismissal and exercise of disciplinary control over persons holding any office referred to above.
- According to the Nigeria Police Act CAP 359 Laws of Nigeria Section 10 (i). the president may give to the Inspector-General such directions with respect to the maintaining and security of public safety and public order (security), as it may consider necessary, and the Inspector-General shall comply with those directions or cause them to be complied with.

3.1.5 The Private Security-Organizations

In their book, “Introduction to Security Management and Planning” Fisher and Green (1986) noted, “Citizens fear of crime and awareness that criminal justice resources alone cannot effectively control crime, has led to a growing use of individual and corporate protective measure, including private security products and services, and neighborhood based crime prevention. Law enforcement resources have stabilized and in some cases declined.”

This mandates greater cooperation with the private security resources to jointly forge a partnership on an equal basis for crime prevention and reduction. Law enforcement can still afford to continue isolating, and in some cases ignoring this important resources and technology, may be the one viable option left to control crime in our communities.

These views of Messrs Fisher and green were well noted that security in its entirety can hardly be provided by public organizations alone. The Government is aware of this and decided to enact the **private Guards Companies' Decree No. 33 of 1986** for the purpose of providing for, and regulating the conducts of private guards operators.

Self -Assessment Exercise

State the composition of Nigeria Police Council.

3.2 Duties of Private Security Company

Security guard companies are empowered to perform the service of watching, Guarding, Patrolling or Carrying of money for the purpose of providing protection against crime.

3.2.1 Requirement of Private Security Guards Company

The requirements/procedure for setting up private security companies is as follows:

- Register the company with the corporate-Affairs commission.
- Apply to the Minister of Internal Affairs for duplicate copy of the license to be given to you, in case the original gets lost or is defaced.
- Company to be wholly owned by Nigerians
- Application for license must contain form A.
- If dogs or other animals are to be employed, all existing regulations related to animal health and certification must be complied with.
- The license, which shall specify the number of offices, branch or other places of business which the company is permitted to maintain, shall be valid for two years.
- On the day of registration the company shall notify the licensing authority with the addresses (not P.O. Box) of all its branches in Nigeria. Any change in address must be communicated to the licensing authority within 14 days of such change. Non compliance with (1) will make the company and every liable to a fine of N500.00.
- License must be displayed in a conspicuous place in the office (company office). Photocopies could be used in the branches.
- All employees must be approved by the minister of internal affairs. Application for approval forms C. Approval form D. Identity Card to be issued to the employee by the security company. The employee should carry the 'I.D. Card when on duty and produce it for inspection when asked by a Police Officer or other whom he may be dealing with. It is subject to renewal.
- The Minister must first approve the training syllabus and instruction note meant for employee of the company.
- Uniform, Cap, Badge, accoutrement -or other identification marks (to be used) have to be approved for usage by the Minister.

3.2.2 Ineligibility to Own Security Guard Company in Nigeria

Any person may be ineligible to own security guards Company in Nigeria if:

- Convicted of criminal offence in Penal code, Criminal code, Firearms Act, Explosive Act or Robbery/Fire arms Decree.
- Convicted of offence involving fraud, theft or breach of trust in Nigeria or elsewhere.
- Dismissed, discharged or removed on disciplinary grounds from the Police, Arm Forces of the Federation, Prison Service, Special constabulary, Fire service, customs or any similar law enforcement agency in Nigeria or elsewhere.
- Who is not a citizen of Nigeria?

3.2.3 Prohibited Activities/Offences

A private security guards company/staff

1. Should not act as a debt collector or advertise it as carrying out such services.
2. Should not act as a member of the police force or perform the duties of a police officer or any other law enforcement agent.
3. Should not refer to itself, as "Private Detective" or hold himself out in any manner as a private detective.
4. Should not illegally divulge information received in the course of his duty.
5. Any person who does as follows:
 - Gives false information during application for license
 - Act as an employee of company without license
 - Fail to carry I. D. Card or produce it on demand,
 - Wears, carries, or bears any of the articles mentioned above which he is not authorized to carry or wear"
 - Bears or possesses any bureau or ammunition.
 - Supplies or offer to supply any bureau, ammunition, tear gas or similar manufactured weapons-, or
 - Collects, or offers or attempts to collect or directly or indirectly engage in the business of collecting debts or claims of any land, are guilty of an offence:
1. Advertisement on Radio, TV, Newspaper about his services other than advertisement for recruitment of staff without specifying the name and address of the company.
2. Company or staff who sells, disposes of or delivers, lets out, hires or rent its license, approval or I. D. Card to another person or permit any person to use the license, approval or I.D. Card
3. Unlawfully entering any premises.
4. Falsely or otherwise makes any person to enter into a contract with him.
5. Employment of person, refused approval by the Ministry.

3.2.4 Punishment under the Private Guards Security Companies Decree

Apart from the offences relating to firearm, for which the person shall be punished as prescribed under the Firearms Act or any other relevant enactment, individuals will be liable to a fine of N400.00 or 12 months imprisonment or both, while company (corporate or not) are liable to a fine of not less than **N500.00**.

1. The following persons are included.
 - Every Director, Manager, Secretary or other similar officer of the corporate body.
 - Every partner or officer of the firm.
 - Every person concerned in the management of the affairs of the association.
 - Every person purporting to act in any such capacity as afore-said, in any corporate body, firm or association, shall severally be guilty of that offence, and liable to be prosecuted and punished as if he had himself committed the offence in an individual capacity-, unless he proves that the act took place without his knowledge, consent or connivance.
 - Company or staff who sells, disposes of or delivers, let out, hires or rent its license, approval or I.D Card to another or permit any person to use his license approval or I.D Card.

- Unlawful entering any premises.
- Falsely or otherwise make any person to enter into a contract with him.
- Employment of person refused approval by the Ministry.
- The license of the company can also be revoked where the company contravenes any provisions of the Decree,

3.3 Deployments and Control of Supernumerary Police Officer

This refers to a police officer appointed following an application by any person (including public or private organization) who desires to avail himself of the services of one or more police officer, for the protection of property owned or controlled by him. Examples of supernumerary police include shell police, Elf police, Agip police, Nafcon police, etc.

3.4 Process of Appointment of Supernumerary Police Officer

- A formal application to the Inspector of Police stating the nature and situation of the property in question, and giving such other particulars as the inspector General of Police may require.
- The Inspector General with the approval of the President directs the appropriate authority to appoint as supernumerary police officer in the force, such number of persons the Inspector general of thinks as requisite for the protection of the property to which the application relates, if satisfied.
- The President authorizes the appropriate authority to appoint persons as supernumerary police officers in the force under and in accordance with authorisation.
- Every authorization shall be in writing and shall specify the police area to which it relates, and the maximum number of supernumerary police officers who may be appointed under that authorization.
- Every supernumerary police officer appointed under an authorisation, shall be appointed in respect of the area of the police division command in which the property he is to protect is situated.
- Shall be employed exclusively on duties connected with the protection of that property, or the administration or maintenance of those premises
- Shall in the police area in respect of which he is appointed, but not elsewhere, have powers and privileges and immunities of a police officer.
- Subject to the restriction imposed by paragraph (iii) above and not provisions of section 22 of the Nigeria Police.

Self- Assessment Exercise

Mention the reasons why you cannot own private security company.

- Act CAP 359, shall be member of the force for all purpose and shall accordingly be subject to the provisions of this Act, and in particular to the provisions to discipline.
- Where any supernumerary police officer is appointed, it is the responsibility of the person (or organization) availing himself of the services of that officer to pay.
- The full cost of the officer's uniform.
- The officer's salaries and such additional amounts as the Inspector General may direct to be paid in respect of the maintenance of the officer.

4.0 Conclusion

The Nigeria Police Force as the constitutional body set up by the State to provide internal security in crime prevention, has been discharging its responsibility with increasing challenges. Several factors have been put forward for the steady rise in criminal activities. Recently, the general economic depression has worsened the situation. Nigerians fear of crime and awareness that criminal justice resources alone cannot effectively control crime has led to a growing use of individual and corporate protective measure, including private security products and services, and neighborhood based crime prevention.

It is not gainsaying that Nigeria law enforcement resource have stabilized and in some cases declined. This mandates greater co-operation with the private security resources to jointly forge a partnership on an equal basis for crime prevention and reduction. Nigeria law enforcement can ill afford to continue isolating and, in some cases, ignoring this important resources.

5.0 Summary

The creative use of private security human resources and technology is one viable option left to control crime in Nigeria. Public establishment alone can hardly provide the security of society in its entirety. The Federal Government of Nigeria is aware of this and decided to enact the "Private Guards Companies Acts" of December 15, 1986 for the purpose of providing for and regulating the conduct of private security practitioners. This chapter discussed all the essential aspects of the private security Guard Companies Decree No. 33 of 1986 and institutions charged with the responsibility of regulating organisations responsible for protection of lives and property.

6.0 Self-Assessment Exercise

1. State the composition of National Security Council.
2. Why should private security companies partake in the escorting of money and preventing of crime?
3. What is the meaning of the following:-
 - NSC
 - NPF
 - SPY.

7.0 References/Further Reading

Momodu, B. (2001). *The Basic of Security Knowledge and Planning*. Lagos: Olucity Press Ltd.

Hill, G.W.L & Pickering, J.P (1986). "Divisionalisation, Decentralisation and Performance of large United Kingdom Companies:" *Journal of Management Studies (JMS)*, Nigeria Police Regulations, Law books and Police Acts Manuals.

Unit 3 Operational Duty for Security Staff, Supervisors and Management Functions

1.0 Introduction

It is customary for every industrial or commercial firm to write out schedule of duty for security staff in the enterprise. This is to enable both the employer and employee acquaint themselves properly with the nature of the job at stake, and the demanding conditions surrounding it. Such arrangement should be necessary in every security department.

2.0 Objectives

At the end of this unit, you should be able to:

- specify the demanding responsibility in an officer's schedule of duty
- defend why operational errors and mistakes committed by security staff should not be over flogged state the importance of schedule of duty
- describe how to keep in constant touch with operational realities
- explain managements policy towards schedule of duty and the general rules through which they are applied.

3.0 Main Content

3.1 Proforma Schedule of Duty for Security Staff

The following schedule of duty is prepared for security operatives and they should be encouraged to constantly read and practicalize it.

It reads as follows.

- You are expected, as a matter of necessity, to receive, read, memorize, and practicalize your schedule of responsibility as long as you are in the service of security organization.
- You are to ensure the protection of properties of the company at all times against theft or malicious damages, be it committed by employees or an intruder.
- You are to ensure that all the regulation s of the company affecting the security of its property is properly carried out without ambiguity, contempt or sentiments.
- You are to ensure the protection of the company's inventories, information, cash, equipment, materials, building and its contents against damage by fire, flood, bad weather condition, or insects.
- You are to pay attention at all times to electrical installation water systems, steam turbines, gas cylinders, fuel tanks, and pipes to detect breakdown of the systems, leakages, wastage, sparks, overheating at all times, and take immediate action necessary in the interest of safety and security, to stop or salvage it.
- You are to ensure that all fire- fighting equipment are serviced, refilled and fully operational and remain in the designated areas, for immediate accessibility in times of emergency.

- You are to ensure the prevention of unauthorised vehicles or persons from gaining access or entry into the premises especially when such entry will pose threat to the security of life and property.
- You are to ensure that no employee, visitor, contractor, ex-staff, vendor etc. leaves the premises in an irregular manner.
- You are to ensure that all visitors are courteously received assisted appropriately, directed in a manner which reflect the company's credited. And equally record the details of such visits as required by security protocols.
- You are to take part fully or partially in recording all company vehicles leaving or coming into the premises empty or loaded, to collect or deliver goods, and check such goods and demand the gate pass as mandate by security protocols
- You are to ensure that no tool, equipment, vehicle or inventory leaves the premises on weekends, Sundays and holiday periods, without an official permit from the company of whose property you are protecting. No argument or threat should bend you to allow the passage of such properties in the absence of the official permits.
- You are to regulate the movements of trafficking within the premises of the company, and equally organize and control the appropriate parking of vehicles while in the company's premises.
- You are to respond to radio or telephone calls and ensure that important messages are recorded and passed to the intended recipient with speed and efficiency.
- You are to accept, act upon, or pass any message received from the company drivers, officers, clients, other companies, the Police, fire service, NITEL, NEPA, CUSTOMS and law enforcement agencies of vital security importance to the company especially emergency matters, during quiet weekend or holiday periods.
- you are to accept and check the weight-tickets handed down by the drivers of loaded vehicles leaving the company/stores/warehouses and ensure that the figures recorded thereon do not reveal weights in excess of the permitted load, and equally take the necessary action of notifying your officer/supervisor and the central dispatch depot or the company dispatch office when contravention is detected.
- You are to accept, record and pass with speed any call of precautionary nature from the police, company officers, and your colleagues in other locations, or any other source adjudged to be legal and reliable to your nearest security coordinator, security officer or supervisor for immediate action.
- You are to respond at any time to the operation of alarm system or an intruder both in day and night, by putting into immediate effect the prearranged security plans and techniques to control such eventualities.
- You are to ensure all duties are performed in uniforms with your ID card permanently hanged on your chest or the front pocket of your shirt wherever you are in the company's premises.
- You are to ensure all equipment, working tools and uniforms are kept to take instructions from damage and abuse.
- You are to take instructions from your superiors and you can equally offer advice or suggestions of vital security importance when doing so. This will best serve the interest of the company.
- All instructions on security matters given to you by your superiors from time to time are confidential and shall not be discussed or communicated to anyone outside the department or company.
- You are strictly expected and directed to keep yourself informed of all instructions affecting your duty and of any amendment (s) that may be made in respect of changing

operational policies and procedures in the company, as may be directed or redirected by the management.

- You are expected through practice, training, seminars and workshop, to make yourself more proficient in all matters of security operations.
- You will be required from time to time to attend internal or external training or courses to improve your proficiency.
- All additions and amendments in this schedule of duty will only be made in writing and by the management of this company.
- The basic duty requirements contained in this schedule of duty shall be diligently conducted in a manner consistent with the requirements therein, unless in situations demanding special measures or techniques where you will be required to use your experience or discretion.
- The conditions of employment shall apply to you and your colleagues within the same rank profile.
- Discipline is the backbone of any security operations. You are strictly instructed to be disciplined and respect all the statutes affecting your official responsibilities, and equally avoid irresponsible behaviour capable of discrediting your image or the image of the company.
- You are strictly expected to keep yourself neat and fit at all times of your official appearance on duty.
- You will, from time to time, be expected to take decision affecting life and property. You are therefore strictly advised to use tact and intelligence, and do not do anything capable of jeopardizing security of life, property or good industrial relations.
- You will respond promptly to any call by your superior officers to perform overtime, wherever situations demand.
- You will learn and acquaint yourself with the inconveniences of working alone in the night, and not entertain the fears of personal danger, which you cannot avoid by either hiding or running away.
- You will acclimatize yourself to wearing your symbolic uniform which will make you stand out and attract questions to which you will be expected to know the answers.
- You will from time to time, come under the instances of extreme provocation, and you will in such circumstances, have to control your temper.
- Always remember that in security practices, the first impression is very important. Therefore always dress smartly, neatly, move briskly and respond to questions intelligently and confidently.
- Whenever you are in doubt of anything ask your superiors.
- Do not conceive mutiny or conspiracy to cause disharmony to the company. Report secretly and discretely such plots whenever it comes to your hearing. However, do not engage in rumour-mongering, gossiping or blackmail in order to be noticed or elevated.

3.2 Proforma Schedule of Duty for Supervisory Staff

This schedule of duty is meant to acquaint superiors with their responsibilities. Supervisors should then be encouraged to read and memorize them. They are as follows.

- You, as a supervisor, must uphold a high standard of competence, good conduct, cleanliness, respectable appearance and integrity in a manner which reflects the best credit of the company.

- You are to supervise and ensure that no guard neglects his duty by sleeping, fallout, absenteeism, late-coming, unreasonable delay or failures to carry out his tasks, conducting personal affairs during working hours, refusing to render assistance or cooperate in the conducts of security operations during working hours.
- You are to ensure that there will be no disorderly conduct, use of abusive language, quarrel, intimidation, harassment or any disruptive activities which directly or indirectly interfere with the normal and efficient security operations.
- You are to ensure that no member of the guard-force team under your supervision possess, sell or consume intoxicants, drugs, or any substance capable of intoxicating, while on duty on the beat location.
- You are to ensure all guard-force under your supervision maintain a high level of loyalty, honesty, dedication, patience, reliability, respect and discipline in their daily activities in the beat location.
- You are to supervise and inspect all access areas and, pontential penetrating points i.e. fence, gates, windows, perimeter walls and locks to detect vulnerabilities that can easily be used by intruders.
- You are to ensure stability by seeing that all Instructions are carefully studied, understood and considered before issuing them.
- You are to preserve balance by ensuring a proper economy of efforts and resources to all allocated tasks within the job parameter, without ambiguity or confusion.
- All reports should be clearly, concisely and conscientiously written with efficiency.
- You are to guard against and -discourage sycophancy, redundancy, gossiping, double deception, misdemeanor and laziness during security operations in the beat location.
- You are to ensure that daily working orders, post orders, general orders statement and standing orders are clearly defined and stipulated for everyone to understand.
- You are to ensure that flexible working arrangements are clearly studied and disseminated, so that no tasks fall between two jobs at the same time or clash of personality is recorded.
- You can delegate power, responsibility or task at lower, medium or higher grade in absolute trust and confidence, so that you have sufficient time to tackle other problems. However, that shall not be a guarantee for you to dodge your responsibility or become a boss.
- You are to ensure that while delegating duties and responsibility, the individual's capability is used as a yard stick for delegating such task and responsibilities.
- You shall closely monitor the guard-force in your locations according to their degree of skills, degree of discipline, degree of concentration, ability to work on conditions surrounding the job, degree of neatness, ability to work with less or no supervision, pleasing personality to customers and visitors, degree of tolerance, degree of patience, degree of courage, and degree of mental and manual efforts.
- You shall as a supervisor, develop a community of interests between the individual guard in the team and the company as a whole.
- You shall, as a supervisor, make the individual on the team to feel the success of
 - the team is his own success, and the failure of the team his own failure.
- You shall equally ensure that the team in which you belong realizes its potentialities as a whole, and each individual recognizes the part to play within the team as an integral whole.
- You shall daily supervise all safety systems and equipment and ensure that the daily precautionary measures are taken.

- You shall properly induct, instruct, guide, assist and supervise new guard-force members in your locations, until they develop enough experience and good working knowledge to fit in the company's operational standard,
- You are to ensure that the duties and the security of the beat locations are duly handed over to the incoming team before leaving the premises.
- You are to ensure proper record-keeping of documents, information, correspondents and matters relating to the routine security operations in our beat location.
- During the visit of any of the company's executive, you shall ensure that extra security measures are taken in and around vulnerable points of strategic security significance, until the departure of the executive.
- You shall maintain absolute degree of fairness, justice, high sense of logical reasoning while arbitrating between parties in beat locations.
- You shall be a leader, not a boss, and prepare to lead by example by showing charismatic abilities, greater dexterity, wise counsel and offering to do first what ought to be done by all
- You shall learn to speak confidently, gently, respectably and courteously to both your superiors and subordinates and remember only animals bark and shout.
- All instructions on security matters given to you by your superiors from time to time are confidential matters, and shall not be discussed or communicated to anyone outside the security department or the company.
- You are expected to keep yourself informed of all instructions affecting your duty and of any amendment(s) that may be made in respect of changing operational policies and procedures in the company, as may be directed or redirected by the management.
- You are expected, through practice, training, seminars and workshops to make yourself more proficient in all matters of security operations.
- You will be required from time to time to attend internal or external training or courses to improve your proficiency.
- All additions and amendments in this schedule of duty will be made in writing by the management of this company.
- The basic duty requirement contained in this schedule of duty shall be diligently conducted in a manner consistent with the requirement therein, unless in situations demanding extra measures or techniques where you will be required to use your experience or professional expertise.
- The conditions of employment apply to you and your colleagues within the same rank profile.

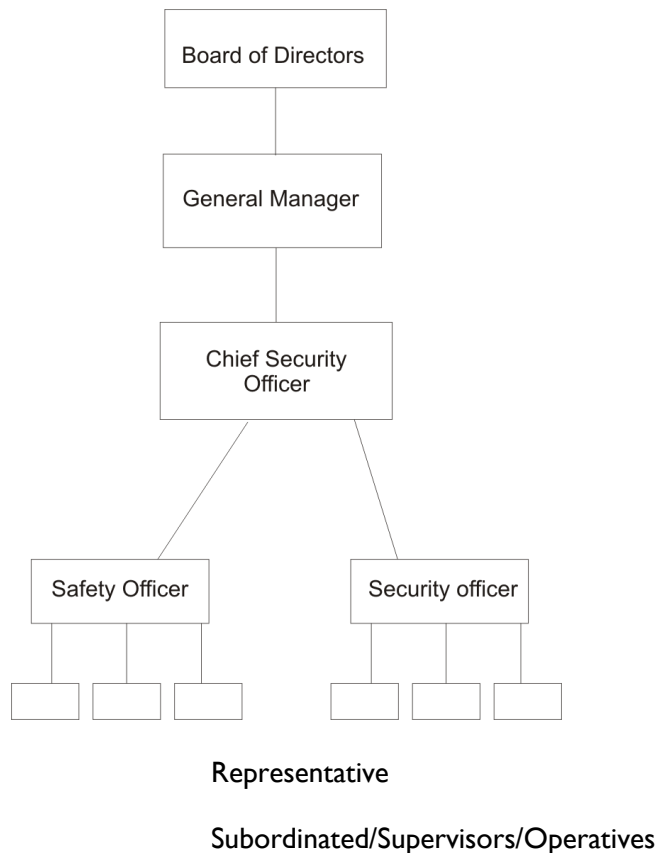
Self- Assessment Exercise

Ineffective supervisory control can breach the security operations. “Is it true”?

3.3 Structural Organization Chart of Industrial Security Management Department

Generally, there is no uniform structure of industrial security management department as it differs from business to business, chain to command and relationship to other office executives. But in practice the following illustration can be deduced.

Organization Chart of Industrial Security Department



3.4 Academic Research for Security Knowledge

This involves technical theory, knowledge of the law, company rules and regulations, theoretical routine to be followed in any given circumstance, alternative lines of action open, knowledge of equipment, its use, advantages and disadvantages and systems which are 'table in one circumstance but useless in another.'

3.5 Knowledge of Security

This includes, knowing how to apply that technical theory, the understanding of security problems and the methods employed in using them to solve these problems. It also includes the way to handle people and situation, and understand the practical approach, which obtains results calmly and efficiently, without embarrassment to the company or worsen industrial relations. Without a deep and purposeful study of the theory and practice of industrial security, a security officer cannot get his knowledge of security right. Practical works are only possible against sound theoretical background.

3.6 Training Functions of the Security Manager

In order to ensure maximum co-operation and co-ordination of translating common policy of the department, into a programme of action for the survival and growth of the undertaking, the security manager must do the following.

- Provide his employees with information necessary for a clear understanding of matter that directly affect them, so as to secure and maintain their interest, develop loyalty and imbibe in them a sense of participation and responsibility.
- Adopt- regular training programmes for efficiency and professional growth, self-development and advancement.
- Establish an equitable basis of work allocation and impartial disciplinary rules that will create confidence and raise level of moral.
- Provide a sympathetic outlet for grievance so as to prevent frustration and avoid atmosphere of discord.
- Introduce rational and enlightened policy of retirement welfare scheme, to create a feeling of security of tenure.
- Establish scheme for consultation within and outside the department, so as to provide a means of exchanging information and viewpoints that will foster a sense of group harmony.
- Formulate security principles and policies for effective result, which must abide towards co-ordination of activities to achieve corporate goals objectives.

In addition to the above, the security manager must do the following:

- Organize the systematic supervision and patrolling of all boundary fences of the factory, storage areas, offices and buildings to ensure the safekeeping of company assets.
- Make recommendations to management on all matters concerning security of company plant, buildings, /materials, personnel, and visitors etc, that need improvement. He will have similar responsibility in connection with property of any company employee (but where there is no legal liability on the company for such matters), only on an advisory capacity to help the individuals without obligation.
- Be responsible for the recruitment and the day-to-day administration of the security department/office, issue instructions on various aspects of security duties, and ensure the maintenance of a suitable standard of efficiency, and commitment. He must also take steps to provide them with facilities to participate in a period of first-aid and security training, to keep their abilities in the field to the factory level, in consistence with the Factors Act CAP 66 and factories Decree No. 16 of 1987.
- Ensure that security staff are fully conversant with the operation of all equipment of the company, that such equipment are fully and adequately maintained, that satisfactory liaison is created and maintained, and fire occurring in the company is fully investigated and reported upon.
- Organize duties at all gatehouse to ensure that company's rules and regulations relating to entry and exit of employees, contractors, visitors and vehicles belonging to the company and other parties are observed. This will include the discretionary search of persons and vehicles.
- Cause such books to be kept in the gatehouse as, are necessary to ensure permanent record of commercial and private vehicle in and out of the premises with notation of purpose or load. He will also cause a day-to-day daily to be kept for reference purposes and such other records, as he deems essential for the efficient functioning of the security department.
- Responsible for the guarding of wages after receipt from the bank and during distribution to employees.
- Prepare annual estimate of expenditure to be incurred on the upkeep of the security staff/department, installations and equipment should be included in the annual budget.
- Keep in touch with development in mechanical, electronic and other aids to security, by maintaining contact with persons in parallel position in other companies and professional

associations, through training and sharing experience in prevention of crime and the detection of offenders. The ability to train, organise and supervise the duties of security staff is required.

- The aims of setting up of security department are prevention, protection and preservation, effectiveness of the security department in carrying out these objectives depends on two factors namely: co-operation of the workforce and banking of the management.
- The moment the workers realize that the company's security policy safeguarding their interest in the first place is by protecting them and their working environment, they would co-operate.
- There must be a written standing order, which spell out the bounds of security authority, which is the company's directive to the security department and by which the company must stand absolutely.
- The chain of command, naming the individual managers to whom the security department should report must be clearly spelt out. And, on no ground must anyone alter or vary any of the routine instructions without the consent of the management.

3.7 Qualities of Industrial Security Manager

Below are some qualities of an industrial security manager:-

1. Be bound by code of ethics or conduct of security practitioners.
2. Possess relevant credentials. The components of credentials are- education, experience and or membership of a professional body like the Nigerian Professional Security Association, Nigeria Institute of Industrial Security, The America society for Industrial Security, etc. He must keep himself abreast of new ideals and new literature in his field. He should constantly be re-educating himself. He should endeavour to expand his own horizons.
3. Be a well-informed business executive, and must possess five additional important characteristics as follows:
 - He should be constantly alert to possibility of error on the part of others. He should always check and crosscheck thoroughly.
 - He should anticipate problems. He should be able to foresee, avoid and prepare for problems before they occur. He should possess the necessary experience and foresight.
 - He must be action-oriented. He should be fast in studying problems, situations, and quickly make move to tackle them.
 - He must be able to take decisions with confidence.
 - He must be able to finish a job within a given deadline.

Self-Assessment Exercise

Examine the two objective factors of effective security department.

4.0 Conclusion

This unit has briefly created the awareness of the basic security knowledge and Academic research. You are also expected to understand that the broad equipment of supervisory staff and security managers are too diverse to be adequately enumerated. However the fundamental aspect of security surrounding the functions of security manager, supervisory

staff and security staff, is to ensure that compliances with programmes of action for survival and growth of the security department is adequately operational.

5.0 Summary

It is interesting that all standards are set and there is constant flow of operational information and a regular check on performance against operating result, which provide room for quick response and adjustments.

6.0 Self-Assessment Exercise

1. State five duties of security staff.
2. State ten responsibilities of security supervisor.
3. Illustrate the organization chart of industrial security department.
4. Differentiate between security knowledge and knowledge of security.
5. Discuss some qualities of industrial security manager.

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Unit 4 Patrol Procedures and Techniques

1.0 Introduction

Patrol may be defined as the act of watching, protecting or safeguarding a facility by moving continually around and through it. It involves walking or, riding a given route to observe the condition of the facility. The perimeter is an important patrol, as are warehouse areas, or open yard storage areas.

2.0 Objectives

At the end of this unit, you should be able to:

- detect and prevent fire outbreak
- detect and prevent criminal intrusion
- ensure company rules regarding safety and security are observed
- prevent automobile and industrial accidents in the premises
- detect and prevent damage and wastage to company properties
- identify and rectify vulnerable points round the premises
- detect and prevent illegal disposition of subversive materials near sensitive areas.

3.0 Main Content

3.1 Security Patrol Duties and Responsibility

The following duties and responsibilities are very crucial to every successful Patrol man.

- Ensure that the area is secured from intrusion and all gates and other entrances as prescribed are closed and locked.
- Interior spaces must be checked to see that all doors, windows, skylights and vents are locked and secured against intrusion as well as possible damage from the weather.
- Turn-off lights, fans, heaters and other electrical equipment when its operation is not indicated.
- Check for unusual conditions, including accumulations of trash or refuse, blocking of the fire exits, access to fire-fighting equipment, etc. Any such conditions if not immediately corrected, must be reported to higher authorities.
- Check for unusual sounds and investigate their source. Such sounds might indicate attempted entry, the movement of unauthorised personnel, the malfunctioning of machinery, or any other potentially disruptive problem.
- Check any unusual odours and report them immediately, if the source is not readily discovered. Such odours frequently indicate leakage or fire.
- Check for damage to doors, tracks or weight guards, in cases where doors have been held open by wedges, tiebacks or other devices.
- These should be removed and their presence reported at the end of the tour of duty
- Check for running water in all areas, including wash rooms.

- Check whether all processes in the area of the patrol are operating as prescribed.
- Check the storage of all highly flammable substances such as fuel, kerosene, volatile cleaning fluids, etc., to assure that they are properly covered and properly secured against ignition.
- Check for cigarette or cigar butts. Report the presence of such butts in no smoking areas.
- Report the discovery of damage or any hazardous conditions, whether or not they can be corrected.
- Exercise responsibility control over watchman and fire alarm keys, and keys to those spaces as may be issued.
- Report all conditions which are the result of violations of security or safety policy. Repeated violations of such policies will require investigation and correction.

3.1.1 Patrol System

Several systems of organizing effective patrol are as follows.

3.1.2 Fixed Route System

This is the system whereby a security operative is detailed to patrol along a given route, and to be at a definite place at a definite time.

3.1.3 Semi-Discretionary System

This patrol system allows the security operative to be in a certain place, at a certain time but other than that, he patrols the place at his own discretion and is not tied to a definite route,

3.1.4 Aberdeen Patrol System

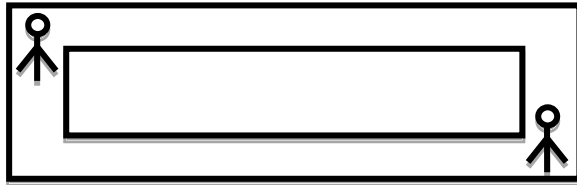
This system is normally adopted where and when the area or premises of the establishment is very large and there is shortage of manpower. The available staffs are usually conveyed in patrol van to a part of the area where they disembark and patrol for between 30 minutes and 1 hour, and are later taken to another part of the area to do the same thing continually until the duty hours are over.

3.1.5 Follow-Up System

This system is brought into use when the area is of moderate size and there is shortage of manpower. The available staff are made to patrol at distance of 100 meters apart of each other around the area continuously, until the expiration of the duty hours.

3.1.6 For Information and Further Action, Fifa, System

This system applies to warehouse only. In this situation two security guards are put in a place - each guard at a diagonal end of the building, where they would maintain vigilance for the duration of their duty.



Self- Assessment Exercise

Why is it necessary for a security guard to patrol his beat?

3.2 Rules for Patrolling Beat

The following rules are pertinent for beat patrolling:

- Ensure neatness and be neatly turned out
- Impress the workers and members of the public with your bearing and alertness.
- Never patrol in a hurry unless necessary.
- Patrol at a speed of about 3 kilometers per hour.
- Pay particular attention to property left without deterrence (closed property).
- Be polite when dealing with people.
- Be extra vigilant in the early hours of the morning 2 to 4 a.m.
- Do not idle away, gossip, sit or lie down or sleep while on patrol duty.
- Give special care to the aged and children.
- Pay careful attention to all properties and protection of lives.
- Do not leave your tour unless you are properly relieved.

3.3 Types of Patrol

There are broadly four types of patrols namely:

1. Day patrol
2. Night Patrol
3. Dog Patrol
4. Radio Patrol

3.4 Day Patrol

As the name implies, this is patrol undertaken during day time

3.5 Duties during Day Patrol

- The patrolman must have knowledge of the business concern, how its products are made, which are vulnerable areas and who works in what departments or section.
- The patrolman politely uses friendly words here, a nod and a smile there, a short consultation with a supervisor and a briefing on the site from the security chief

- The patrolman uses his personality to create confidence for himself, to invite confidence from others, and to sell security as a service to the company and its employees.
- The patrolman takes a look at the fire appliances and the First-Aid Boxes, to see whether they have been used and replace empty or half to their normal places.
- It is the practice in some companies to allocate the appliances in a particular section of the premises to each day patrol guard as his special responsibility, so that each patrol guard develops a sense of pride to ensure that when required in emergency, he or his department or shift is not going to be found wanting.
- The patrolman warns visiting drivers about exceeding the speed limits, and to point out to them that the limit is not the order from the security department but the wishes of the workforce in the interest of safety.
- Extending patrols to employees' car park is good security practice, because it exhibits a security interest in the welfare of the employees and can have beneficial effects when keys left in cars are removed and kept for security reasons. Or when a telephone call is made to the driver that his lights are on or that he has got a flat tyre.
- Employees car parks are also a target for outside thieves. They should be deterred by regular uniform patrol to car parks.

3.6 Night Patrol

This is somewhat more relaxed period but is known to be of more responsibility because it is during the night that company's trust in security guards integrity, sense of duty and conscientiousness comes into reality.

3.7 Duties during Night Patrol

- The Patrolman now works alone in vast empty buildings and amidst silent machinery; using his sense of sight, hearing and smell to their fullest extent to seek out possible intruders, dangers and defects.
- The patrolman decides in the circumstances whether there should be more light over and above the lorry parked at the other end or not, whether all the lights in the office block should be on or off, now that the cleaners have all gone.
- The Patrolman checks if cleaners have left the fire on when they made tea during working hours. He listens to running water that may have been left behind by unsuspecting cleaners and messengers.
- The Patrolman must suspect any car parked near the premises: Sometimes a couple could stay there to discuss. It could mean, surveillance, activity by a suspected armed robbery gang. Get the car number and other descriptions.
- No company property should be removed by night unless on special instructions by the management, or during an emergency. No member of staff should be allowed into the premises at night except on special permission, or during an emergency. In an emergency or special permission the patrol security guard must follow the person into his office and possibly open and lock the office.
- The Patrolman should use the service of the walkie-talkie to transmit messages to the other side of the premises.
- The Patrolman should be particularly careful during night hours. Any unusual sound may represent the break-in of the warehouse. Do not take things for granted.

- Sleeping is dangerous. If you are awake and alert, you stand the chance of running for your dear life and go onto raise alarm in a safe place. This may be to deter more armed robbers.

3.8 Dog Patrol

Dog patrol is very effective only when the dog and the handler train together, and they are very familiar with each other. Dog could see, perceive odour and so they are sometimes more effective than the handler, especially at night. Dogs make patrolling more thorough, as one will discover a lot of security breaches with the dog. The handler must not repeatedly call the names of his dog at the beat or while on perimeter patrol.

3.9 Guard Dog

Dogs commonly used for security are the Rottweiler, Doberman pinscher, bullmastiff, German shepherd, boxer and the American pitball terrier. Among these, the most popularly used is the German shepherd, also known as the Alsatian. The Alsatian has hunting and guarding in its genes and it dates back to world War one, when the Germans used the dog to help rule the Third Reich. For solely security purposes, Rottweilers are the best because of their body size, jaws and their aggressive nature.

Dogs are different range of security altogether and there are different kinds of canines that are trained just to fish out hoodlums.

Guard dogs need special care and attention. Canines are carnivores, but living amongst human beings has enabled them become slightly omnivorous. Training them to obey instructions and to attack intruders can revive the hunter's instinct in dogs.

All persons and organizations that provide dogs for security purposes for hire or reward should do the following:

- Keep a register readily available for all dogs in which details of each dog are recorded.
- Keep a log book for all hiring which should include the names of the dogs and handlers.
- Be adequately insured against all claims.

The following conditions must also prevail for an effective usage of dogs for patrol purposes.

1. No dog should be used for security purposes unless it is fully and properly trained to such a standard.
2. Dogs should be kept in a healthy condition, properly kenneled, fed and watered.
3. Every dog should be given close supervision at all times. (Preferable accompanied by a suitably trained handler).
4. Unless under the immediate control of the handler, dogs should be used only on premises or areas that are reasonably proof against escape and unauthorised entry.
5. Dogs should be transported only in vehicle which afford adequate protection against escape or injury to the dog.
6. Dogs should be in a compartment, separated from the driver.
7. Warning notices should be displayed where dogs are being used for guarding purposes.
8. Do not use or permit the use of a guard dog at any premises unless a trained handler, who is capable of controlling the dog is present at the premises, and the dog is under his control at all times, while it is being so used, except where it is secured so that it is not at liberty to go freely about the premises.

9. The handler of a guard dog should keep the dog under his control at all times while it is being used as a guard dog at any premises except:
 - while another handler has control over the dog.
 - while the dog is secured, so it is not at liberty to go freely about the premises.
 - no one should use or permit the use of a guard dog at any premises unless a notice containing a warning that a guard dog is present, is clearly exhibited at each entrance to the premises.

3.10 Radio Patrol

Today, the patrolman has exposure to several equipment. One of these is the two way walkie-talkie electronic Patrol Radio. The benefits to be derived from this equipment include as follows.

- It provides for a Patrolman to maintain contact with his colleagues in all site locations, and under conditions. He is no longer alone on patrol and therefore has the courage and feeling of security to go into situations which he would not attempt, but for his radio link.
- The patrolman can call up assistance without leaving the spot upon which he makes that decision. This may be a fire or accident, incident and observation or confrontation with intruders and/or suspects. It could be incident in which he is already injured or in personal danger; or it could be that he has come up on an unusual object demands investigation as a possible explosive device.
- It provides for the Patrolman to seek advice and guidance from a more experienced colleague or from his superior or manager. It is more efficient to take instructions on the spot through radio telephone than to expend time on a long trail back to the security office to obtain instructions.
- The radio provides for a supervisor or a manager to direct the movement of his patrolman to meet changing situations and to deal with incidents.

4.0 Conclusion

We have tried to discuss one of the most important aspects of security functions and responsibilities area which is patrol. It is therefore very vital for security operations to acquaint themselves with the meaning, importance and method of carrying out patrol duties for effective detection, prevention of Criminal activities and other offences against the company interest.

5.0 Summary

By the end of this unit students should be able to think that Security personnel on patrol must take their tours on routes or in areas assigned by the supervisor in charge. They must be fully aware of all policies and procedures governing their tour as well as those that govern the area patrolled. They must be alerted to secure the facility against any potential threat, and keep marauders and itinerant thieves from reducing the profit margin of the company.

6.0 Self-Assessment Exercise

1. Discuss the six routes systems of patrol
2. Explain why night patrol is more sensitive than day patrol.
3. List the four types of Patrol.

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Unit 5 Loss Prevention and Control

1.0 Introduction

Every business enterprise or company is exposed to loss directly or indirectly, and the total of this loss is what determines the growth prosperity or decadence of the company. Remember also, nobody for whatever reason imaginable will like to operate business at a loss no matter how tolerant and sympathetic the proprietor is. But surprisingly enough, very few companies are seriously concerned with loss prevention, and control efforts around their business which is part and parcel of security countermeasures

2.0 Objectives

At the end of this unit, you will be able to:

- pronounce that security personnel should be well trained and supported with reasonable security policies
- Investigate suspicious or reported occurrences with depth and seriousness
- Indicate search clause in the employees letter of appointment to avoid confusion when the need arises and to:
 1. help you to use the techniques of under – cover investigation to detect any inconsistency, conspiracy or collaboration likely to occur around any business enterprise.
 2. expose you to demonstration the use of security equipment to detect and apprehend criminals i.e. Alarm, CCTV system etc.
 3. make you to be sure that perimeter fence, access points and gates or entrance are also properly manned by competent security force.
 4. assist you ensure that doors, windows, locks and keys are not broken and left to the advantage of an intruders or internal criminals.
 5. help you try the use of Alarm on vulnerable and unprotected points.
 6. assist you avoid employing local things or youth gangs into company employment or security department.
 7. make you rotate security staff regularly to deter any undue familiarization with the internal employees.
 8. expose you to consider very carefully the employment of two or more members of the same family in the same area where goods can easily be removed or hidden inside trash.
 9. educate you on vehicles carrying trash are not parked near valuables or stores.

3.0 Main Content

3.1 Selection of Countermeasures

There are four possible cures or countermeasures for every risk:

- Procedural controls
- Hardware (fences, gates, locks, keys, barricades etc)
- Electronic systems (access controls, alarms, CCTV, etc.)

- Personnel.

One of the important ongoing responsibilities of the security Director or manager will be to evaluate, select, and recommend appropriate deterrents for each significant risk from these four categories of countermeasures.

3.1.1 Procedural Control

Policy tells us what we must do, whereas a procedure tells us how we are going to do it. Procedural controls are intended to define how any activity is to be carried out in such a way as to prevent or expose any violation of policy (and attendant potential for loss). This method is often the least expensive since it is often easy and involves little or no additional expense, to establish a controlled procedure as an uncontrolled one.

3.1.2 Hardware

Many loss risks can be significantly reduced by the simple application of some form of hardware, from a padlock on the company's gasoline pump, to a perimeter fence with adequate lighting. Hardware is most common in the average person's defensive strategy in his private life. Lockable suitcases, chains and locks to protect bicycles, bars or decorative screens on residence windows, front door peepholes, night latches, outdoor lighting constitute hardware.

In the business environment, such physical protective measures may become more sophisticated, progressing to security containers (safes, lockable file cabinets, and vaults) and other equipment or devices. Still hardware is the second least, expensive among the four basic countermeasures.

In modern applications, security hardware is often combined with electronics; for example, a truck gate monitored by closed-circuit television (CCTV) that is electronically (and remotely) controlled, or a fence whose protection as a physical barrier is supplemented by an intrusion alarm.

3.1.3 Electronics

In addition to CCTV, electronic countermeasures include such devices as automated access control systems, and the whole spectrum of alarms. These include intrusion alarms, motion detecting alarms, sound or vibration alarms, smoke detectors, heat detectors, and water--flow alarms. Electronic devices constitute the fastest growing category of security countermeasures. While initially more expensive both to purchase and install than procedural controls or basic hardware, they have become a fact of life for almost, all businesses large or small.

Alarms in particular were originally designed to replace the people who were previously deployed and utilized to provide precisely the same kind of alarm or warning service. Electronic alarms have proved to be more reliable than people for a number of reasons. They are less costly compared to annual salaries of personnel required to perform the same function; they will not fall asleep; they are always on the job and they are honest.

3.1.4 Personnel

Ironically, the utilization of people as a security countermeasure can be the most efficient and effective strategy or, depending upon the circumstances, the poorest.

Because of the ongoing expense of personnel (not only for salaries but also for fringe benefits, vacation and sick leave, supervision, and replacement,) every effort should be exercised to cure risks whenever possible by means other than utilizing people. The rule of thumb is to use people only in those areas where procedural controls, hardware, or electronics cannot be employed more efficiently.

Obviously, there are security functions for which people are the best and sometimes the only countermeasure. The greatest attribute of people, one which can never be replaced, is their ability to exercise judgment. In that capability lies a critical factor in the decision to use people.

Wherever judgment is essential in carrying out a security function; people should be utilized. A common example might be the job of overseeing employees as they leave work in a production plant, by inspecting lunch pails and other containers. Personnel are essential for a variety of other roles that cannot be affected by procedures, hardware, or electronics. Among these functions are guard post and patrols, inspections, investigations, prevention of criminal attacks, maintaining order, and crowd control, etc.

Self- Assessment Exercise

Electronic alarms have proved to be more reliable than people for a number of reasons “Do you agree?”

3.2 Personal Movement Control

Perimeter barriers alone in an organization are not enough security. A positive personnel movement control system must be established and maintained, to preclude unauthorized entry. Access list, personnel recognition, security identification cards, and badge exchange procedure and personnel escorts, contribute to the effectiveness of movement control system.

An identification system should be established at each organization to provide a means of identifying all staff and visitors. Provisions of identification by card or badge should be included as part of the physical security plan.

3.2.1 Protective Barrier

Protective barriers are used to define the physical limits of an organisation. The use of barriers offers two important benefits to physical security posture:

- They create a psychological consideration for anyone thinking of unauthorised entry.
- Barriers have a direct impact on the number of security posts needed, and on the frequency of use for each post.

3.2.2 Protective Lighting

Protective lighting provides a means of continuing, during hours of darkness and offers a degree of protection, approaching that maintained during daylight hours. This safeguard also has considerable value as a deterrent to thieves and vandals, and may make the job of the saboteur more difficult. It is an essential element of an integral physical security Programme. The principles on which protective lighting is based, is that it should enable guard forces, personnel to observe activities around or inside the installation without disclosing their presence. Adequate lighting for all approaches to an institution or organisation not only discourages attempted unauthorized entry, but also reveals person with the areas.

3.2.3 Intrusion Detection System

It is very important that all structures designed for the storage of firearms or cash are protected with an intrusion detection system, or be under close circuit television etc. Alarms must be enunciated at the security duty room from where a designated response force can be immediately dispatched. The intrusion detection system should remain in continuous operation during non-operational hours of the protected area, if they are to be effective.

3.2.4 Lock and Key System

The lock is the most acceptable and widely used security device of the basic safeguards in protecting organizations. Therefore, all containers, rooms, buildings and facilities containing vulnerable or sensitive items should be locked when not in actual use. However, regardless of the quality, or cost, locks should be considered DELAY DEVICE only and not positive bars to entry.

There are quite a number of locks but the recommended ones are as follows.

- Key locks
- Conventional combination locks
- Manipulation resistant combination locks
- Other combination locks
- Relocking devices
- Cypher locks.

3.2.5 Security Forces

The security force of any organization provides the enforcement medium in the physical security programme. This force consists of person specifically organized, trained, equipped to protect the physical security interest in the organization. This is the most effective and useful tool used for comprehensive integrated physical security programme.

3.2.6 Security Control Post

Security control room or post is a prerequisite and indeed, must be integrated with intelligence in the overall strategy in planning the defense of an organization. The security post should co-ordinate policies and procedure for organizations physical security programme. It should also be responsible for administering and maintaining the programme,

and for conducting physical security inspection such as ID cards and cars going in and out of the organization or company.

The security men should carry out surveys as a part of the overall physical security programme. The security post should also establish and maintain a current priority list of critical activities and facilities within the institution or company.

3.2.7 Security Education

Any security programme or system designed to combat the security threats will prove ineffective unless it is supported by an effective security education programme. Security personnel cannot effectively accomplish their mission without the active interest and support of everyone in the establishment. Such interest and support can be secured only through an active security education programme.

The objective of security education programme include amongst others to acquaint all personnel with the reasons for security measure, and to ensure their co-operation. The assumption by unit personnel that they are not concerned with security, unless they work with classified matters or in a restricted area, must be overcome. It must be impressed upon them and be continuously reiterated that a locked gate or file cabinet does not constitute an end in itself, but is merely an element in the overall security plan.

A continuous programme should be presented to select audience (primarily supervisors and other key personnel on timely and applicable topics) to develop and foster a higher degree of security consciousness.

3.3 Hints on Security in Office

- Doors leading to offices must be properly locked and keys handed down in designated place when closing or leaving the office.
- All appliances must be properly switched off before leaving the office
- In a computer network, access to strategic information should only be granted to authorized users e.g. production data.
- Sensitive information should not be published on the company's website to avoid information tapping.
- Computer usage in a network system must be pass-worded to restrict log-in.
- Unwanted documents should be well destroyed if possible through shredding.
- Restrict company's discussions to limited areas.
- Faulty doors and windows should be reported promptly and followed up immediately.
- Make a list of all valuable items in your office and check periodically
- Have recognizable and unique marks on all valuable items.
- Avoid leaving your visitor alone in the office especially when there is money in your drawer.
- Do not leave workmen, cleaners, hawkers etc, alone in the office.
- Avoid keeping shared keys under foot-mat or other places to avoid unauthorised duplication.
- Avoid monetary transactions, especially cash payment- in the office.
- Make it a habit to cover up sensitive documents before admitting visitors to your office
- Lock up portable items of valuables when not in use

- Question every situation that appears to be a breach of security.

3.4 Hints on Security at Home

- Do not live alone (a case study is the murder of the first Nigerian female pilot)
- If you must need a house help, ensure that you demand for his or her photograph (full length) and passport size, written application with both his/her signature and finger prints and must provide guarantor(s). He/She must not harbour strangers or friends in the house.
- Ensure that security lights can be switched on and off from inside the house. It is also important to switch on the lights outside and switch off the ones inside the house. These arrangements give you an edge over an intruder.
- Remove any object such as trees, stick, ladder, drum, etc close to the fence of your house that can assist intruder from gaining entrance into your house.
- Help to raise alarm if your neighbour is in distress, as this gives a general feeling of security among neighbours.
- Demand for identification card from anybody claiming to be from water works, NEPA, NITEL, Estate services or security Personnel. Often armed robbers and tricksters usually impersonate as officials to commit crime.

3.5 Hints on Security Outside Home (Public)

- Endeavour not to count your money openly or spraying at public functions such as marriages, burials, naming ceremonies, etc. It could be reasons why armed robbers trail you home.
- Do not patronize strange women or strange men. They could be agents to armed robbers, or those dealing in Human parts. Do you want to die in pieces? Besides HIV/AIDS is real.
- Avoid going out alone if possible.
- Try to vary the timing and your route home. Do not create a regular pattern of going and coming home as this enables an attacker to know your movements and plan an attack
- If you suspect that you are being followed, enter any busy public place such as a restaurant or library, etc. and call for assistance.
- When traveling, ensure that your valuables are close by; as a matter of fact within reach. In short, sleep with only one eye closed.
- Dump the habit of eating from people you do not know especially when traveling. You could be drugged.
- It is very important you seriously observe the looks and movements of the occupants of a taxi or bus before entering. Often people recount, tales of how they lost valuables to hoodlums or thrown out of a moving taxi or bus.
- Immediately you come out of a bank, do not board any waiting motorcycle or taxi; most are known to be agents to armed robbers.
- While in the bank, make sure you do not use your residential (home) address at the back to your cheque; instead use your official address especially when cashing large sums of money. Most times armed robbers' trail the owner home.
- Avoid giving lifts to strange faces including uniformed security personnel.
- It is advisable not to travel alone at night.

- If confronted by armed robbers, co-operate fully. Thereafter report to the nearest police station.
- Cooperate with bonafide security agents at checkpoints.
- Tell somebody to whom you are going to visit; and when you are expected back.
- Be security conscious at all times. Think security, dream security and practice security.

4.0 Conclusion

It is imperative that every security system should have a set of define goals and responsibilities. This unit also emphasized on the need for security management to establish an organizational system to carry them out, and identify potential areas of loss and development, and install appropriate security countermeasures.

5.0 Summary

We have been able to establish how the loss prevention and control were made possible cures for every risk. We concluded with the recommendation that the responsibility of the security director or management will be to evaluate and select the significant risk of counter – measures, for easy to remember if contacted (ERIC) operations.

6.0 Self-Assessment Exercise

1. Explain the reason why loss prevention is important.
2. Discuss the role of security protection in the office.
3. Mention the possible counter – measures for every risk.

7.0 References/ Further Reading

Alla, O. (1997). *Security and Safety: Setting up Industrial Security Business*. Lagos: Spectrum Books Ltd.

Acha, K. (2003). *Security Manual*. Port Harcourt: Sakeche Publishers.