NATIONAL OPEN UNIVERSITY OF NIGERIA

CSS 245

**Security Planning,
Development &
Management**
Course Guide

CSS 245 (Security Planning, Development and Management) Course Guide

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Introduction

Security Planning, Development and Management: CSS 245 is a semester course of 2 credit unit that provides students with the various topics on issues in Security Planning Development and Management. It is prepared for students in the first year of study in Criminology and Security Studies in the National Open University of Nigeria (NOUN).

Security Planning Process is the modern challenges for the study of Risk Analysis, Security Surveys, Financial Planning and Decision making for the development of Security programmes and counter measures of securing the country and maintaining its citizens' rights. This guide provides the students with simple understanding of the role of the Security Manager in the identification, analysis and response to variety of human and natural crisis.

To study this course, and the various units, students need to be ready to think critically. They need to develop constructive minds and use situational analysis, case studies and other research oriented approaches carefully, to buttress arguments in the study of security management situations.

In this course, aims and objectives will be explained. The module provides some useful advice on the reading system, the role in using the course guide, the structure of the module, and guidance for the assessment.

Course Aims

- to demonstrate an understanding of the application of security knowledge and techniques to the protection of life and property.

- to apply the main theories and concepts of risk analysis and risk management in the security industry.

- to outline and critically analyze contemporary issues related to corporate and organizational security asset protection.

- to examine the rights guaranteed to individuals by the Nigerian constitution, and how these rights and precedents affect private security personnel.

- to critically evaluate and demonstrate the ability to communicate students programmes through a combination of written papers and oral presentations.

Course Objectives

- to introduce students to the concept of security planning, development and management

- to expose students to the various methods for security professionals including the security information technology criteria for purchase, installation and maintenance of computer and networking equipment, including prevention of thefts of data.

- to identify vulnerabilities in federal, state and local infrastructure.

- to acquaint students to be conversant with routine management of security issues and principles of loss prevention, and needs for incident reaction.

- to teach students how to develop an appreciation of potential legal consequences, both criminal and civil, of training and supervision of security management personnel.

- to highlight the major pinpoints salient changes on how the nation and security management must prepare, respond, manage, and mitigate mega-terrorist incidents.

Working through this Course

To complete this Course, students are advised to check the study units, read the recommended books as well as other course materials provided by the NOUN. Each unit contains Self-Assessment Exercise (SAE) and Tutor Marked Assignments (TMAS) for assessment purposes. There will be a written examination at the end of the course. The course should take students about 14 weeks to complete. You will find all the components of the course listed below. Students need to allocate time to each unit to finish the course successfully.

Course Materials

For this course, students will require the following materials:

- the course guide
- study units which are fifteen (15) in all
- textbooks recommended at the end of the units
- assignment file where all the unit assignments are kept
- presentation schedule.

Study Units

There are fifteen (15) study units in this course broken into 3 modules of 5 units each. They are as follows:

Module 1

Unit 1 Introduction and general background

Unit 2 Planning and Importance of Security Planning.

Unit 3 Company Business Interest

Unit 4 Private Security Operation in the Past

Unit 5 Difference between Public and Private Security and their Relationship

Module 2

Unit 1 Design of Security Survey System

Unit 2 The State or National Interest

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

Unit 4 Patrol Procedures and Techniques

Unit 5 Loss Prevention and Control

Module 3

Unit 1 Management -Basic Principles of Management

Unit 2 Security Policy and Design

Unit 3 Evaluation of Protection Programme

Unit 4 Administration and Documentation of Security Records and Reports

Unit 5 Samples of Security Procedures for Access Control at the Gate

Each unit contains some exercise on the topic covered, and students will be required to attempt the exercises. These will enable them evaluate their progress as well as reinforce what they have learned so far. The exercise, together with the tutor marked assignments, will help students in achieving the stated learning objectives of the individual units and the course.

References/Further Reading

Students may wish to consult the references and other books suggested at the end of each unit to enhance their knowledge of the material. This will enhance their understanding of the material.

Assessment

Assessment for this course is in two parts, Tutor-Marked Assignments, and a written examination. Students will be required to apply the information and knowledge gained from this course in completing their assignments. Students must submit their assignments to their tutor in line with submission deadlines stated in the assignment file. The work that you submit to your tutor for assessment will count for 30% of your total score.

Self-Assessment Exercise

In this course, you will be required to study fifteen (15) units, and complete tutor-marked assignment provided at the end of each unit.

The assignments carry 10% mark each. The best four of your assignments will constitute 30% of your final mark. At the end of the course, you will be required to write a final examination, which counts for 70% of your final mark.

The assignments for each unit in this course are contained in your assignment file. You may wish to consult other related materials apart from your course material to complete your assignments. When you complete each assignment, send it together with a tutor marked assignment (TMA) form to your Tutor. Ensure that each assignment reaches your tutor on or before the dead line stipulated in the assignment file. If, for any reason you are unable to complete your assignment on time, contact your tutor before the due date, to discuss the possibility of an extension. Note that extensions will not be granted after the due date for submission unless under exceptional circumstances.

Final Examination and Grading

The final examination for this course will be two hours, and count for 70% of your total mark. The examination will consist of questions, which reflect the information in your course material, exercise, and tutor marked assignments. All aspects of the course will be examined. Use the time between the completion of the last unit and examination to revise the entire course. You may also find it useful to review your tutor marked assignments before the examination.

Course Marking Scheme

ASSESSMENT	MARKS
Assignments	Four assignments, best three marks of four count at 30% of course marks
Final Examination	70% of total course mark
Total	**100% of course marks.**

Course Overview

Assignment file consists of details of the assignments you are required to submit to your tutor for marking. The marks obtained for these assignments will count towards the final mark you obtain for this course. More information on the assignments can be found in the assignment file.

Course Overview and Presentation Schedule

Module 1	Title of Work	Weeks Activity	Assessment (End of Unit)
Unit 1	Introduction and General Background	week 1	
2	Planning And Importance Of Security planning	Week 2	
3	Company Business Interest	Week 3	Assignment 1
4	Private Security Operation in the Past	Week 4	
5	Difference between Public and Private Security and their Relationship	Week 5	
Module 2			
Unit			

1	Design of Security Survey System	Week 6	Assignment 2
2	The State Or National Interest	Week 7	
3	Operational duty for Security Staff, Supervisors, and Management Functions	Week 8	
4	Patrol Procedures and Techniques	Week 9	
5	Loss Prevention and Control	Week	10
Module 3			
Unit			
1	Management- Basic Principles of Management	Week 11	Assignment 3
2 CSS 245	Security Policy and Design	Week 12	COURSE GUIDE
3	Evaluation of Protection Programmes	Week 13	
4	Administration and Documentation of Security Records and Reports	Week 14	
5	Samples of Security procedures for Access Control at the gate	Week 15	Assignment 4
16	Revision	Week 16	
17	Examinations	Week 17	
18	Total	17 Weeks	

How to Get the Most from this Course

In distance learning, your course material replaces the lecturer.

The course material has been designed in such a way that you can study on your own with little or no assistance at all. This allows you to work, and study at your place, and at a time and place that best suits you. Think of reading your course material in the same way as listening to the lecturer. However, you are advised to study with your course material in the same way a lecturer might give you some reading to do. The study units give you information on what to read, and these form your text materials. You are provided exercise to do at appropriate points, just as a lecturer might give you an in-class exercise.

Each of the study units follows a common format. The first item is an introduction to the unit, and how a particular unit is integrated with the other units and the course as a whole.

Next to this, is a set of learning objectives. These objectives let you know what you are required to learn by the time you have completed the unit. These learning objectives are meant to guide your study. The moment a unit is finished, you must go back and check whether you have achieved the objectives. If you make this a habit, it will improve your chances of passing the course significantly.

The main body of the unit guides you through the required reading from other sources. This will usually be either from the reference books or from a reading section. The following is a practical strategy for working through the course. If you run into difficulties, telephone your tutor. Remember that your tutor's job is to help you when you need assistance, do not hesitate to call and ask your tutor for help or visit the study centre.

Read this Course Guide thoroughly is your first assignment.

- Organize a study Schedule, Design a "Course Overview" to guide you through the course. Note the time you are expected to support on each unit and how the assignments relate to this unit. You need to gather all the information into one place, such as your diary or a wall calendar. Whatever method you choose to use, you should decide and write in your own dates and schedule of work for each unit.

- Once you have created your own study schedule, do everything to be faithful to it. The major reason students fail is that they get behind with their course work. If you get into difficulties with your schedule, please, let your tutor know before it is too late for help.

- Turn to unit 1, and read the introduction and the objectives for the unit.

- Assemble the study materials. You will need the reference books in the unit you are studying at any point in time.

- Work through the unit. As you work through the unit, you will know what sources to consult for further information.

- Before the relevant due dates (about 4 weeks before due dates), access the Assignment file. Keep in mind that you will learn a lot by doing the assignment carefully, they have been designed to help you meet the objectives of the course and pass the examination. Submit all assignments not later than the due date.

- Review the objectives for each study unit to confirm that you have achieved them. If you feel unsure about any of the objectives, review the study materials or consult your tutor.

- When you are confident that you have achieved a unit's objectives, you can start on the next unit. Proceed unit by unit through the course and try to pace your study so that you keep yourself on schedule.

- When you have submitted an assignment to your tutor for marking, do not wait for marking before starting on the next unit. Keep to your schedule. When the Assignment is returned, pay particular attention to your tutor's comments, both on the tutor-marked assignment form and also the written comments on the ordinary assignments.

- After completing the last unit, review the course and prepare yourself for the final examination. Check that you have achieved the unit objectives (listed at the beginning of each unit) and the course objectives (listed in the Course Guide)

Tutors and Tutorials

There are 15 hours of tutorials provided to support this course. Tutorials are for problem solving and they are optional. You need to get in touch with your tutor to arrange date and time for tutorials if needed. Your tutor will mark and comment on your assignments, keep a close watch on your progress and on any difficulties you might encounter and provide assistance to you during the course. You must submit your tutor-marked assignments to your tutor well before the due date (at least two working days are required). They will be marked by your tutor and returned to you as soon as possible.

Do not hesitate to contact your tutor by telephone, e-mail, or discussion board. The following might be circumstances in which you will find contacting your tutor necessary.

- You do not understand any part of the study units or the designed readings.

- You have difficulties with the exercises.

- You have a question or problem with an assignment, with your tutor's comments on an assignment or with the grading of an assignment.

To gain maximum benefits from this course tutorials, prepare a question list before attending them. You will learn quite a lot from participating in the discussions.

Summary

The course guide has introduced you to what to expect in Security planning, development and management. It examines the general background of Security Planning and importance of Security Planning, differences between public and private security and their relationship, operational duty for security staff supervisors and management functions, loss prevention and control.

The course also discusses the security policy and design, basic principles of management, administration and documentation of security records and reports and samples of security procedures for Access Control at the gate. Upon completion you should be equipped with the foundation for analyzing and researching security planning and security management issues.

We wish you success with the course and hope you will find it engaging, practical and rewarding.

References/Further Reading

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Inbau, F. & Arnold, A. (1998). *Protective Security Law*. (2nd ed.). London: Butterworth Heinemann Books Ltd.