NOTES ON INDUSTRIAL SECURITY MANAGEMENT
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Security Defined:
Is an act of being secured, freedom from fear, assurance or certainty (De Leon, Sixto).

TYPES OF SECURITY

1. **Physical Security** - is the broadest branch of security because it covers all types of security.

Major Areas of Industrial Security Management:

1. Physical Security - Is the sum total of all physical protection employed or installed to secure assets.

2. Personnel Security – Is the sum total of procedures followed, inquiries conducted, and criteria applied to determine the work suitable of a particular employee.

Example:

a. Procedure – Complete or partial background investigation is conducted to determine whether or not, of the same investigation is conducted to determine whether the employee should remain in his present position or to be transferred to less or non-sensitive position.

b. Inquiry – It is a process of determining the loyalty, honesty, integrity, reputation, and others of a particular applicant or employee.

c. Criteria – Enumerated standard like education, experience, age, citizenship, and family background, potential are being verified if true or not.

PHYSICAL SECURITY

Physical security measures are being used to defined, protect, and monitor property rights and assets. These measures consist of barriers and devices that would detect, impede, and prevent unauthorized access to equipment, facilities, material and espionage, sabotage, damage and theft.

Concept of Physical Security:

A. **Enemy agents must have access** – In most cases, espionage, acquisition of information is the ultimate result, and means and form in which information is obtained is merely an operational detail. Normally, information on tapes and film is as usable as the original documents. Therefore in considering access, one should think not only of current physical access, but also access to the discussion of the matter by the use of clandestine listening device.

B. **There is no impenetrable barrier** – In an unfriendly government or organization is willing to devote enough time, money, personnel, materials and imagination to passing barrier, it can do so. So we attempt to build defense in depth by using then one barrier.

C. **Surreptitious vs. Non-surreptitious entry** – The possibility of surreptitious entry is the greatest hazard from the standpoint of counterintelligence security because it is usually difficult to neutralize the act of espionage because surreptitious entry is not usually detected.

D. **Each installation is different** – ‘since each installation is different, each will have different problems to overcome. The security procedures will not be adequate for all installations.

2. **Communication Security** - is applied to prevent or delay enemy or unauthorized persons in gaining information through communication system.

a. Transmission Security - applied to protect the transfer of communication from interception, traffic analysis, and imitative deception.

b. Crypto Security - other component of communication security that resulted from the provisions of technically sound Crypto-systems and their proper use.

3. **Hotel Security** - specialized physical security wherein aside from uniformed guards assigned, they also employed hotel detectives. Their primary concern is the peace atmosphere of the hotel. Since there are lot of types of people entering the hotel, guards should possess good human relations.

4. **Bank Security** - another type of physical security. The main concern of the bank guards is to protect the bank assets, the volume of cash inside the bank. Security in the bank should have specialized training.

5. **Document Security** - involves the protection of documents and classified papers from loss, access by unauthorized persons, damage, theft, and compromise through disclosure. Inadequate and non-continuous background checks of people handling the document seem to the primary reason of compromise.

   Is the sum total of all policies, regulation, practices, enforce to safeguards the contents and integrity of any classified information or document from compromise or loss.

6. Personnel and VIP Security – the protection of top ranking officials of the government, visiting persons of illustrious standing and foreign dignitaries is no easy job. Protection of officials especially during travel or public appearances is no easy task.

7. **Crises Security** - allied if not part of VIP Security, involves in the protection of VIP's like dignitaries, rich scions, industrial magnates, and political leaders against kidnapping.

8. **Industrial Security** - is physical security applied to business groups engaged in industries like manufacturing assembling, research and development, processing, warehousing and even agriculture. Usually, big industrial enterprises are located in a complex, with separate buildings for work, storage, administration, and other activities. The entry of outsiders into the complex, the contract workers, the storage of highly valuable supplies, material equipment, and finished products, the hazards of fire, pilferage, losses, and sabotage all add up to the need of security, specially industrial security.

9. **Operational Security** – is part of physical security that deals primarily with the protection of processes, formulas, patents and other activities. The highly competitive automotive industry maintains one of the best operational security measures.

10. **Other Types of Security** - due to peculiarities of different business activities, specialized types of security appeared. These types are adaptations, variations, innovations and/or modifications of physical security. These are the following:

    a. **Air Cargo Security** – brought about by voluminous movement of supplies and materials by aircraft the world over. The objective of this type of security is to minimize if not prevent losses of cargo during transit, storage or transfer.

    b. **School Security** – involves the protection of children, buildings, faculty members, and school properties. This specialized type of work came about due to rampant campus riots, vandalism, activism and wide use of dangerous drugs and narcotics among the school population. Security personnel of the school are combating the problems of pilferage, vandalism, and the use of prohibited drugs.

    c. **Supermarket Security** – has emerged due to rampant pilferage in these big institutional stores. Security for department stores, warehouses, ports and piers, and storage depots are by themselves peculiar work activities requiring special treatment.

    d. **Personnel Security** - involves in the background checks of the individuals commensurate with the security requirements of their work. Pre-employment checks of personnel are undertaken by agencies to determine their character, credit and social standing, and professional competence. This background is based from the individual's personal history records. Places of residence, schools attended, former employment, loaning institutions and club memberships are checked to determine the individual's integrity and reliability to handle classified documents. If a person will handle sensitive or high supervisory positions, **complete background investigation or CBI is initiated.**

Known in the Industrial Security as Physical Security:

a. Perimeter barriers
b. Protective lighting
c. Guarding

"Deploy intelligence men in pilferage prone areas to catch the culprits" – is the best choice of action by the security chief of an industrial firm if inventory shows that pilferage is rampant in the warehouse.

As a security officer, you cannot prevent nor predict natural hazards like storm, earthquakes, floods and the like. In order to reduce the disastrous effects of these natural hazards, "**prepare a disaster or emergency plan for these hazards for the firm".**

Whether to put up its own security guards to the firm or have contractual agency guards have individual merits and disadvantages. To determine which types of guarding system an industrial firm will require, management must consult **"a security consultant not connected to or owning a security agency or part hereof**".

The main reason for personnel security i8nvestigation is **"to preclude assignment to sensitive positions for those who are security risks".**

Physical Security - defined as a system of barriers placed between the matters protected and the potential intruder.

File Room - is installed as part of the building which holds up to 10,000 cubic meters of essential items and at least 12 feet in height, with enough ventilation and fire proof of at least I hour.

ALARM

An alarm is an aural or visual signal given by the annunciator to security when intruder actuates device in a protected area. An annunciator is a visual or audible signaling device which initiates conditions of associated circuits.

PROTECTIVE ALARM

It assists the security in detecting, impeding or deterring potential security threat in the installation. Basically, its function is to alert the security personnel for any attempt or intrusion into a protected area, building or compound. Each type of alarm activated in the event that an intruder tampers circuitry, a beam or radiated waves. In short, intrusion alarms can be electrical, mechanical or electronics.

Three (3) Basic Parts of Alarm System:

1. Sensor or trigger device - it emits the aural or visual signals or both.
2. Transmission line - a circuit which transmit the message to the signaling apparatus.
3. Enunciator - it is the signaling system that activates the alarm.

Types of Protective Alarm System:

1. **Central Station System** - a type of alarm where the control station is located outside the plant or installation. When the alarm is sounded or actuated by subscriber, the central alarm station notifies the police and other public safety agencies.

2. **Proprietary System** - centralized monitor of the proprietary alarm system is located in the industrial firm itself with a duty operator. In case of alarm, the duty operator calls whatever is the primary need; firefighters, police, an ambulance or a bomb disposal unit.

3. **Local Alarm** - this system consist of ringing up a visual or audible alarm near the object to be protected. When an intruder tries to pry a window, the alarm thereat goes off.

4. **Auxiliary Alarm** - company-owned alarm systems with a unit in the nearest police station so that in case of need, direct call is possible. The company maintains the equipment and lines both for the company and those in the police, fire and other emergency agencies by special arrangement. The auxiliary system can be availed of by radio, landlines, or cell phones.

5. **Local Alarm Chance System** - this is local alarm system in which a bell or siren is sounded with no predictable response. These systems are used in residence or small retail establishment which affords a response system. The hope is that a neighbor or passing patrol car will reach to the alarm and call is purely a matter of chance.

6. **Dial Alarm System** - this system is set to dial a predetermined number or numbers when the alarm activates. The number selected might be the police or the subscriber's home number, or both. When the phone is answered, a recording states that an intrusion in progress at the location so alarmed. This system is relatively inexpensive to install and operate, but since it is dependent on general phone circuits, it could fail if line were busy or if the phone connection were cut.

Kinds of Alarm:

1. **Audio Detection Device** - it will detect any sound caused by attempted force entry. A supersonic microphone speaker sensor is installed in walls, ceilings and floors of the protected area.

2. **Vibration Detection Device** - it will detect any vibration caused by attempted force entry. A vibration sensitive sensor is attached to walls, ceilings or floors of the protected area. This is economical and easily installed, high salvage value, and flexible in application.

3. **Metallic Foil or Wire** - it will detect any action that moves that foil or wire. An electrically charge strips of tinfoil or wire is used in the doors, windows or glass surfaces of the protected area. This is consistent trouble free service, and causes few nuisance alarms.

4. **Laser Beam Alarm** - a laser emitter floods a wall or fencing with a beam so that when this beam is disturbed by a physical object, an alarm is activated.

5. **Photoelectric of Electric Eye Device** – an invisible/visible beam is emitted and when this is disturbed or when an intruder breaks contact with the beam, it will activate the alarm.

6. **Microwave Motion Detection Device** - a pattern of radio waves is transmitted and partially reflected back to an antenna. If they strike a moving object, they return at a different frequency which results in initiating an alarm signal. Very effective for protection of interior areas. These have food coverage and not affected by air currents noise sound.

Other Kinds of Activating Device:

Foot Rail Activator:

Foot rail activators are placed on the floor in such a position that tellers may activate the alarm placing the front of their foot to engage the activation bar.

Bill Traps:

Bill traps or currency activation devices are usually place in the teller's cash drawer and connected to the alarm system using a wire connector. When currency is removed from the devices, the alarm is activated.

Knee or Thigh Buttons:

These are installed inside the desk or teller station which can be activated by knee or thigh pressure. They are commonly found in location where personnel usually perform their duties from seated position.

Foot Button:

Like the foot rail permit alarm activation in relatively safety while both hands remain clear in view of the robbers.

Double Squeeze Buttons:

Required pressure on both side of the device and therefore the probability of accidental alarm is reduce.

BARRIERS

Refers to any physical structure whether natural or man-made capable of restricting, deterring, delaying or preventing illegal and unauthorized access to an installation.

Purpose of Barrier:

The purpose of protective barriers in safeguarding the areas, building, and the proper utilization of lighting at night have contributed to modern man's attempt to discourage intruder, pilfer, and other entrants devious intent.

Minimum Acceptable Requirements for Fence Used as Security Barrier:

a. Height - Eight (8) feet at minimum.
b. Slack at the bottom - not exceed two (2) inches, if the fences is not taut then it should extend even closer to the ground.
c. Wooden fence post -minimum horizontal dimension of four inches by four inches.
d. Steel fence post - the round type should be at least two inches in a diameter and the H-beam type must measurable no less than two inches at the smallest diameter.
e. Fence posts - fence post should be set in concrete or in firm soil using commercial drive anchors, to a depth of three feet; Maximum distance between posts is ten feet.
f. Fence top - there should be something on the top of the fence to deter persons attempting to go over the fence good example would be the use of barbed wire-wire should be two feet long and should be extended at 45 degree angle in the direction of the expected approach.
g. Fence area - the area surrounding the fence should be clear of trees and vegetation and debris or other materials which would offer concealment to the intruder or would aid him in scaling.
h. Fence gate - gates should be limited to the number necessary for efficient and safe operation of the installation.
i. Fence opening – all opening in the fence in excess of 96 inches must be lock, barred, or screened in such away that they may only be unlocked and opened from the inside and only by selected personnel.
j. Multiple fences - if used, multiple fences should be at least ten feet apart and the overhang on the top of the inner fence should point outwardly.

Two General Types of Physical Barrier:

1. Natural Barrier – Such as rivers, cliffs, and ravines, etc. which delay or make more difficult the entry of the intruder.
2. Man-made Barrier – are structural construction like fences, walls, floors, roofs, grills, bars, road blocks, or other physical means to deter or impede penetration.

Kinds of Barrier:

1. Natural barrier - it includes bodies of waters, mountains, marshes, ravines, deserts or other terrain that are difficult to traverse.

2. Structural barrier – these are features constructed by man regardless of their original intent that tends to delay the intruder. Examples are: walls, doors, windows, locks, fences, safe, cabinets or containers etc.

3. Human barrier - persons being used in providing a guarding system or by the nature of their employment and location, fulfill security functions. Examples are guards, office personnel, shop workers, etc.

4. Animal barrier – animals are used in partially providing a guarding system. Dogs are usually trained and utilized to serve as guard dogs. German shepherds are best suited for security functions. Goose and turkeys could also be included.

5. Energy barrier – it is the employment of mechanical, electrical, electronic energy imposes a deterrent to entry by the potential intruder or to provide warning to guard personnel. These are protective lighting, alarm system and any electronic devices used as barriers.

Three Lines of Physical Defense:

1. First line of defense – perimeter fences/barriers
2. Second line of defense -doors, floors, windows, walls, roofs, grills and other entries to the buildings.
3. Third line of defense - storage system like steel cabinets, safes, vaults and interior files.

PERIMETER BARRIER

A medium or structure which defines the physical limits of an installation or area to restrict or impedes access thereto. It is any physical barrier used to supplement the protection of an inside or outside perimeter.

The main purpose of perimeter barrier is to deny or impede access or exit of unauthorized person. Basically, it is the first line of defense of an installation. This is maybe in the form of fences, building walls or even bodies of water. The function and location of the facility itself usually determine the perimeter of the installation.

Classification of a Barrier:

1. Inside Perimeter - a line adjacent to protected area, and passing through points of possible entry into the area, such as doors, windows, skylights, tunnel or other points of access.
2. Outside Perimeter - a line of protection surroundings but somewhat removed from a protected area, such as a fence.

Types of Perimeter Barrier:

1. Wire Fences
2. Walls
3. Bodies of Water

A. WIRE FENCE

Wire fencing can be barbed wire, chain permanent structure, barbed wire is for semi-permanent, and concertina for the least permanent and also can be used as a temporary road block or impediment during strikes and crowd control. Wire fences are attractive and low maintenance cost; they offer less hazard to people because of the absence of barbs, and the openings are small to prevent passage of pilfered article.

Types of Fence:

1. **Solid fence** – constructed in such a way that visual access through the fence is denied. Its advantage is that if it denies the opportunity for the intruder to become familiar with the personnel, activities and the time scheduled of the movements of the guards in the installation.

2. **Full View Fence** – it is constructed in such a way that visual access is permitted through the fence. Its advantages are that is allows the roving patrols and stationary guard to keep the surrounding area of the installation under observation.

Types of Full-View Fence:

A. Chain Link Fence

1. It must be constructed of 7 feet material excluding top guard.
2. It must be 9 gauges or heavier.
3. The mesh openings are not to be larger than 2 inches per side.
4. It should not be twisted and barbed salvage at top and bottom.
5. It must be securely fastened to rigid metal or reinforced concrete.
6. It must reach within 2 inches of hard ground or paving.
7. On soft ground, it must reach below surface deep enough to compensate for shifting soil or sand.

B. Barbed Wire Fence

1. Standard barbed wire is twisted, double-strand, 12 gauge wires with 4 point barbs spaces on equal distance apart.
2. Barbed wire fencing should not be less than 7 feet high excluding top guard.
3. Barbed wire fencing must be firmly affixed to post high excluding top guard.
4. The distance between strands will not exceed 6 inches and midway between parts.

C. Concertina Wire Fence

1. Standard concertina wire is commercially manufactured wire coil of high strength barbed wire clipped together at intervals to form a cylinder.
2. Opened concertina wire is 50 feet long and 3 feet in diameter.

B. BUILDING WALL

Walls, floors, roofs or their combination serve as barriers and they should be of such construction to provide uniform protection just like the wire fencing.

Masonry walls as perimeter barrier should have the same heights as the chain link and surmounted by the barbed wire top guards; if the height of the masonry is less than the prescribed, additional chain link as "topping".

C. BODIES OF WATER:

Bodies of water like river, lake, marsh, cataract, sea pond or any other bodies of water forming a part of the wall, building or fencing should never be considered adequate natural perimeter barrier. Additional security measures like wire fence, concrete walling, security patrolling and floodlighting at night may be necessary for the portions of the perimeter.

Perimeter Barrier Opening

1. Gates and Doors – When not in use and controlled by guards, gates and doors in the perimeter should be locked and frequently inspected by guards. Lock should be change from time to time and should be covered under protective locks and key control.
2. Side-walk Elevators – These provide access to areas within the perimeter barrier and should be locked and guarded.
3. Utilities Opening - Sewers, air intakes, exhaust tunnels and other utility openings which penetrate the barrier and which have cross sectional areas of 96 square inches or more should be protected by bars, grills, water filled traps or other structural means of providing equivalent protection to that portion of the perimeter barriers.
4. Clear Zones - an obstructed area or a "clear zone" should be maintained on both sides of the perimeter barrier. A clear of 20 feet or more is desirable between the barriers and exterior structures and natural covers that my provide concealment for assistance to a person seeking unauthorized entry.

Additional Protective Measures:

1. Top Guard - additional overlapping of barbed wire placed on vertical perimeter fences upward and outward with a 45 degree angle with 3 to 4 strands of barbed wires spaced 6 inches apart. This increases the protective height and prevents easy access.

2. Guard Control Stations -this is normally provided at main perimeter entrances to secure areas located out-of-doors, and manned by guards on full-time basis. Sentry station should be near a perimeter for surveillance at the entrance.

3. Tower Guard – this is a house-like structure above the perimeter barriers. The higher the tower, the more visibility it provides. It gives a psychological unswerving effect to violators. By and large guard towers, whether permanent or temporary, must have a corresponding support force in the event of need. Towers as well as guard control stations should have telephones, intercoms, and if possible two-way radios connected to security headquarters or office to call for reserves in the event of need.

4. Barrier Maintenance – fencing barriers and protective walls should always be regularly inspected by security. Any sign or attempts to break in should be reported for investigation. Destruction of fence of sections thereof should be repaired and guard vigilance should be increased.

5. Protection in Depth – in large open areas or ground where fencing or walling is impractical and expensive, warning signs should be conspicuously placed. The depth itself is protection reduction of access roads, and sufficient notices to warn intruders should be done. Use of animals as guards and intrusion device can also be good as barriers.

6. Signs and Notices – "Control signs" should be erected where necessary in the management of unauthorized ingress to preclude accidental entry. Signs should be plainly visible and legible from any approach and in an understood language or dialect.

CLOSED CIRCUIT TELEVISION

Closed Circuit Television (CCTV) - is a surveillance tool which provides an added set of eyes. If this equipment is on the site you are surveying, it is your job to evaluate its operation and effectiveness.

Lighting and Security

What would happen if we shut off all the lights at night? People prefer to do criminal acts in darkness. Such a foolish act would create an unsafe environment. Darkness can cover them in all things they do and whenever possible, nobody could identify them. It would have an immediate outbreak of thefts and vandalism.

Four (4) General Types of Outside Security Lighting:

1. **Continuous Lighting** - the most familiar type of outdoor security lighting, can be designed to provide two specific results: glare projection or controlled lighting.

The glare method of continuous lighting originated in prisons and correctional institutions where it still used to illuminate walls and outside barriers. It has been described by some security experts as **barrier of light** and is particularly effective for lighting boundaries around a facility and approaches to the site.

2. **Standby Lighting** - a second type of outside lighting is standby lighting. Standby lighting systems generally consist of continuous systems, but are designed for reserve or standby use, or to supplement continuous systems. These systems are engaged, either automatically or manually, when continuous system is inoperative or the need for additional lighting arises. A standby system can be most useful to selectively light a particular portion of a site should prowlers or intruders be suspected, or to light an area merely for occasional use.

3. **Movable or Portable Lighting** -a third type of system uses movable lighting hardware. This system is manually operated and usually is made up of movable search or flood lights that can be located in selected or special locations which will require lighting only for temporary period. The movable system can also be used to supplement continuous or standby lighting. This type of system would be particularly useful at a construction site.

4. **Emergency Lighting** - emergency light may duplicate any or all of the other three types of lighting. Generally, the emergency lighting system is used in ties of power failure or other emergencies when other systems are inoperative. The unique feature of the emergency system is that it is based on an alternative power source such as a gas power generator or batteries.

GENERAL SECURITY PLANNING

Planning Defined:

Is an act of choosing goals to be attained in the future, methods of attaining goals, the allocation of resources to carry-out those methods, and methods of determining the extent or degree to which the goals are attained.

According to the gook on the “Principles of Management and Organization and Behavior” states that failure to plan leaves one ignorant of trends and development of affecting any business operation.

In the concept of hiring guards to protect a particular establishment, it requires planning. If a business is mostly single-proprietorship with a handful of employees, security was not much a problem.

Planning is a corporate and an executive responsibility.

TWO MEASURES INVOLVES IN SECURITY WORK:

1. Active Measures – are the physical barriers, security lighting, use of vaults, locks and others.
2. Passive Measures – are those that will deter man from committing such acts for fear of being caught, charged in court, or get dismissed, Employees can be made to realize that acts of omission and commission at work can lead to felonious acts and therefore punishable.

TWO ACTIVITIES THAT ARE PART AND PARCEL OF SECURITY PROCESS:

1. Investigations – serve also as deterrents on those involved, as the same time ways and means can be evolved of the cause or causes of such violations can be found
2. Audit – is the discovery of weaknesses of the system in use and the adoption of countermeasures to forestall or prevent similar occurrences of similar errors.

THREE (3) FACTORS IN SECURITY PLANNING:

1. Cold Hard Facts
2. Statistics
3. Estimate

THE SECURITY PLAN

The preparation of the security plan of industrial establishment requires the sanction of the management. A written authority will be best, although an informal written memo prepared by the security staff officer with the corresponding approval will suffice to serve as basis to start the planning work.

A plan when being prepared can assume many names. It can be called:

- A proposal
- A project study
- An outline
- A feasibility study or
- Even under a code name

In the preparation of the plan, the planner must always consider the proper and economical utilization of personnel and material resources, at the same time the plan must be **suitable**, **acceptable, feasible, and flexible.**

Contents of the Plan:

1. The Situation –It will be explained in a short paragraph, the historical background of the organization of its security picture.

2. **The Mission** - This will cover what the plan is all about and what it intends to do in general terms. It can be protection of the area, safeguarding of processes and documents, special securing of building for sensitive activities, or access control of personnel for a specific locations in a work complex.

3. **The Execution** – This will explain how the plan will be carried out using the various aids to security, the human guard force, and the soft wares. Enumerated under this subtopic will be task of those involved in the project. The tasks will be enumerated so that responsibility can be made definite. In the initial planning period, the plan can be classified **confidential** and later downgraded to **"restricted**" upon implantation.

4. Administrative and Logistics Portion - This will involve the listing of security equipments like, intrusion alarms, fire alarms, automatic fire extinguishers, flashlights, and other aids. The supplies, materials, and parts needed to implement the project will likewise be enumerated as "Annex" with their respective costing.

5. Command and Signal - This pertains to the channels of communication needed when implementing the project until in its full operation. This part also includes the types of reports the project officer or Chief of Security will render from time to time to top management like summary, progress, and evaluation reports.

Security Survey and Plan

In the course of planning, many pertinent information may not be available. This is also premised on the fact that too many assumptions will not make the plan practical and suitable for use.

Security Survey

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

Five Major Components of Security Survey:
1. Anticipation
2. Recognition
3. Appraisal
4. Crime Risk .
5. The Initiation of Action to Remove or Reduce a Crime

3 Basis Types of Surveys:
1. Building Inspection
2. A Security Survey
3. A Security Analysis

The Best Time to Conduct the Survey
1. after a crisis within the corporation;
2. after a breaking and entering or major larceny;
3. upon request.

Classification of Survey Recommendations:
1. Maximum Security
2. Medium Security
3. Minimum Security

Special Plans – are additional if not subordinate plans not covered in implementable detail by the general plan.

Completion and Submission of Plans

A security plan when completed will be submitted to the top management for approval and therefore effort should be exerted just like in the report.

GUARD AND GUARDING SYSTEM

A. Function that must be accomplished by this guard system:
1. Detect intruders;
2. Sound alarm;
3. Apprehend unauthorized personnel; and
4. Identify authorized personnel.

B. **Human Barriers:**

1. Guard Procurement: Selection criteria:

a. Must be eligible for security clearance;
b. Vigorous and physically able to serve in the capacity of a guard;
c. Intelligence necessary to accomplished the guard function;
d. The ability to make rapid decisions and react in a calm way to emergencies;
e. Loyalty and discretion are required attributes; and
f. Experience is highly desirable although not usually mandatory.

2. Guard Training: Programs of training should include:
   a. General orientation
   b. Instruction in security procedures of the installation, first aid, and communication;
   c. Instruction in traffic control, riot control, self defense;
   d. Weapons qualifications to include maintenance and safety;
   e. Refresher course and advance training in specific subjects.

3. Guard Employment: Two basic techniques of guard employment:
   a. Fixed post
   b. Patrols

4. Guard Supervision:
   a. Personal supervision
   b. Artificial supervision:
      1. Recorded tour
      2. Supervisory tour

5. Guard Communication:
   a. Primary Communication – direct line telephone or in some instance, a radio
   b. Emergency Communication – ex. Messengers.

   In counter-intelligence security consideration, there are two outstanding energy barriers:
   a. Protective lighting
   b. Protective alarms

Protective Lighting

The idea that lighting can provide improve protection for people and facilities is as old as civilization. Protective lighting is the single most cost-effective deterrent to crime because it creates a psychological deterrent to the intruders.

Types of Protective Lighting:

1. **Continuous Lighting** - the most popular type of outdoor security lighting. This is designed to provide two specific results: glare protection or controlled lighting. It consists of a series of fixed luminaries at range to flood a given area continuously during the hours of darkness.

   a. Glare Protection Type - the intensity is focused to the intruder while the observer of guard remained in the comparative darkness, the lighting is toward of the approach of an entrance to an installation.
   b. Controlled Lighting - the lighting is focused on the pile of items, rather than the background. The width of the lighted strip can be controlled and adjusted to suit the security needs.

2. **Standby Lighting** - it is designed for reserve or standby use or to supplement continuous systems. A standby system can be most useful to selectively light a particular area in an occasional basis.

3. **Movable of Portable Lighting** - this system is manually operated and is usually made up of movable search or floodlights that can be located in selected or special locations which will require lighting only for short period of time.

4. **Emergency Lighting** - this system is used in times of power failure or other emergencies when other systems are inoperative.

General Types of Lighting Source:

1. **Incandescent Lamp** - it is the least expensive in terms of energy consumed and has the advantage of providing instant illumination when the switch in on.

2. **Mercury Vapor Lamp** - it is considered more efficient than the incandescent and used widespread in exterior lighting. This emits a purplish-white color, caused by an electric current passing through a tube of conducting and luminous gas.

3. **Metal Halide** - it has similar physical appearance to mercury vapor but provides a light source of higher luminous efficiency and better color rendition.

4. **Florescent** - this provides good color rendition, high lamp efficiency as well as long life. However, it cannot project light over long distance and this are not desirable as flood type lights.

5. **High Pressure Sodium Vapor** - this has gained acceptance for exterior lighting of parking areas, roadways, buildings and commercial interior installations. Constructed on the same principle as mercury vapor lamps, they emit a golden white to light pink color and this provide high lumen efficiency and relatively good color rendition.

Types of Lighting Equipments:

1. **Floodlights** – these can be used to accommodate most outdoor security lighting needs, including the illumination of boundaries, fences and buildings and for the emphasis of vital areas or particular buildings.

2. **Street Lights** - this lighting equipment received the most widespread notoriety for its value in reducing crime.

3. **Search Lights** - these are highly focused incandescent lamp and are designed to pinpoint potential trouble spots.

4. **Fresnel Lights** – these are wide beam units, primary used to extend the illumination in long, horizontal strips to protect the approaches to the perimeter barrier. Fresnel projects a narrow, horizontal beam that is approximately 180 degrees in the horizontal and from 15 tp 30 degrees in the vertical plane.

Three Categories of Security Guards Belonging to the "Blue Army"
1. Agency guards
2. Company guards
3. Government security guards

INTERNAL THEFT CONTROL

It is sad, but true, that virtually every company will suffer losses from internal theft-and these losses can be enormous. A well-informed security superintendent of a nationwide chain of retail stores has estimated that it takes between forty and fifty shoplifting incidents to equal the annual loss caused by one dishonest individual inside the organization.

What is Honesty?

Before considering the issue of dishonest employees, it is helpful to understand the concept of honesty. Honesty is difficult to define. Webster says that honesty is "fairness and straightforwardness of conduct, speech, etc.; integrity; truthfulness; freedom; freedom from fraud." In simple terms, honesty is respect for others and their property.

The Theft Triangle

A simplified answer to the questions of why employees steal is the theft triangle. According to this concept, theft-much like fire-occurs when three elements are present: (1) motive, (2) desire, and (3) opportunity.

Danger Signs

The root causes of theft are many and varied, but certain signs can indicate that a hazard exists. The conspicuous consumer presents perhaps the most easily identified risk:

a. An employee who habitually or suddenly acquires expensive cars and clothes, and who generally seems to live beyond his or her means should be watched.
b. Employees who show a pattern of financial irresponsibility are also a potential risk.
c. Employees caught in a genuine financial squeeze are also possible problems.

KEY CONTROL

Is a very important factor in conducting a survey. Check whether the clients are in the habit of picking up keys from employees at their termination or if they have an accurate record if who has which keys.

Almost every company has some sort of master key system, the reason being that many people must have access to the building without the inconvenience of carrying two dozen keys around every day. Master keys are required for company for company executives, middle managers, security department, as well as the maintenance department.

Guidelines for Key Control:

1. Purchase a large key cabinet to store and control the many keys which are in your possession.

2. Two sets of key tags should be furnished or obtained with the new key cabinet.

A. One tag should read "file key", must not be loaned out."

B. Second tag should read "Duplicate."

ORGANIZATION OF GUARD FORCES

Usually, a security force has a chief and for each shift, there is a supervisor. If there is no shift in-charge, the senior guard can assume the supervisory functions. Whatever is the arrangement, there should be an in-charge or unit leader.

Guards can perform the following functions:

a) Fixed post
b) Patrol
c) Reserve
d) Administration work

Guard Shifts

Guard forces are organized for duty into three shifts on an eight (8) hour period. Change of shifts is variable but normally should be made not on **peak hours** of activity.

SECURITY GUARD FORCE

Human Guard – is the key element in the security system of a plant of installation.

- Without this human element, all the mechanical, electrical and electronic protective aids as well as security techniques would be worthless.
- The selection of guards must be done with care and meticulousness. Such a guard to effective and useful must physically able, mentally alert, morally responsible and reliable.
- He must intelligent enough to know his duties and responsibilities, and must be stable under pressure.

Guard Force – is a group of forces of men selected, trained and organized into a functional group for the purpose of protecting operational processes from those distributions which facility, institution of special activity.

Types of Guard Forces:

1. Company or organic
2. Private or contractual
3. Government

PERSONNEL IDENTIFICATION AND MOVEMENT CONTROL

In every installation, the use of protective barriers, security lighting, communication and electronic hardware provides physical safeguards but these are insufficient to maximize the effort of the guard force. A control point must be established for positive personnel identification and check system. This is to ensure that only those persons who have the right and authority will be given the necessary access to the area.

The most practical and generally accepted system of personnel identification is the use of identification cards, badges or passes.

Type of Personnel identification:

1. Personal recognition
2. Artificial recognition – identification cards, passes, passwords, etc.

Use of Pass System:

1. Single pass system - the badge of pass coded for authorization to enter specific areas is issued to an employee who keeps it in his possession until his authorization is terminates
2. Pass exchange system - an exchange takes place at an entrance of each controlled area. Upon leaving the personnel surrenders his badge or passes and retrieve back his basic identification.
3. Multiple pass system - this provides an extra measure of security by requiring that an exchange take place at the entrance of each restricted area.

PROTECTIVE LOCKS AND KEY CONTROL

Lock is one of the most widely used physical security devices in the asset protection program of an installation. It complements other physical safeguards of the installation against any possible surreptitious entry. However, the owner of the installation or his security officer needs to understand the weakness and strength of each type of lock including the door, window or walls to be used to achieve maximum benefits from its application. This is because highly skilled burglars more often concentrate on the lock and its surrounding mechanism in order to make a forcible entry. It is for this obvious reasons that locks are considered as delaying devices which can not really top a determine intruder from destroying the lock just to launch an attack. Hence, knowledge of the basic principles of locking systems will enable the installation owner or the security officer to evaluate any lock and determine its quality and effectiveness in a particular application.

Lock

A lock is defined as a mechanical, electrical, hydraulic or electronic device designed to prevent entry into a building, room, container or hiding place.

Peterman

A term in England for lock picker, safecracker, and penetrator of restricted areas or room.

Types of Lock

1. **Key operated mechanical lock** – it uses some sort of arrangement of internal physical barriers (ward tumblers) which prevent the lock from operating unless they are properly aligned. They key is the device used to align these internal barriers so that the lock may be operated.

   Four General Groups and Key Control:

   a. Disc tumbler lock – Designed for the use of the automobile industry and are in general use in car doors today, because this lock is easy and cheap to be manufactured, its use has expanded to other areas such as desk, files and padlocks. The delay afforded is approximately ten minutes.
   b. Pin tumbler lock
   c. Lever lock – are difficult to define in terms of security, since they are vary greatly in their effectiveness. These locks are used in safe deposit boxes and are for all practical purposes, pick proof. The least of these locks are used in desk, lockers and cabinets and are generally less secure than pin tumbler lock.
   d. Warded Lock - other very little security, this type of lock must therefore be use only to have privacy, but not to provide a degree of security.

2. **Padlock** - a portable and detachable lock having a sliding hasp which passes through a staple ring and is then made fasten or secured.

3. **Combination Lock** - instead of using the key to align the tumblers, the combination mechanism uses numbers, letters or other symbols as reference point which enables an operator to align them manually.

4. **Code-operated Lock** - a type of lock that can be opened by pressing a series of numbered button in the proper sequence.

5. **Electrical Lock** - a type of lock that can be opened and closed remotely by electrical means.

6. **Card-operated Lock** - a type of lock operated by coded card.

Types of Key:

1. Change Key - a specific key, which operates the lock and has a particular combination of cuts, or biting, which match the arrangement of tumblers in the lock.
2. Sub-master Key - a key that will open all the lock within a particular area or grouping in a given facility.
3. Master Key - a special key capable of opening a series of lock.
4. Grand Master Key - a key that will open everything in a system involving two or more master key groups.

Security Cabinet

The final line of defense at any facility is in the high security storage where papers, records, plans or cashable instrument, precious metals or other especially valuable assets are protected. These security containers will be of a size and quantity, which the nature of the business dictates.

In protecting property, it is essential to recognize that protective containers are designed to secure against burglary or fire. Each type of equipment has a specialized function and it will depend on the owner of the facility which type that is going to use.

Three Types of Security Cabinet:

1. Safe - a metallic container used for the safekeeping of documents or small items in an office or installation. Safe can be classified as either robbery or burglary resistance depending upon the use and need.

- At least 750 lbs. anchored.
- Any safe that weigh less than 750 lbs. should be anchored to a building structure.
- Its body should at least one inch thick steel or equal.
- Safe to be made of steel and at least 11/2 thick.

2. Vault - heavily constructed fire and burglar resistance container usually a part of the building structure used to keep and protect cash, documents and negotiable instruments. Vaults are bigger than safe but smaller than a file room. The vault should be made of steel at least 6 inches in thickness.

3. File Room - a cubicle in a building constructed a little lighter than a vault but of bigger size to accommodate limited people to work on the records inside. The file room should at most be 12 feet high.

SECURITY HAZARDS

A security hazard is any act or condition, which may result inn the compromise of information, loss of life, less or destruction of property or disruption of the objective of the installation.

Before any security can be made, the existence or possibility of interferences with the operational processes of the installation from within and without should be determined. Recognition of all hazards is mandatory if proper security measures can be evolved to control, eliminate or neutralize such hazards. The extent and degree of risks will dependent in THE DEGREE OF SECURITY REQUIREMENTS:

Relative Criticality - refers to the importance of the establishment with reference to the national economy and security.

Relative Vulnerability - it is the susceptibility of a plant or establishment to damage, loss or disruption of operations due to various hazards.

TYPES OF HAZARDS
1. Natural Hazards
2. Man-made Hazards

TRAINING OF GUARDS

Need for Training

The security organization that does not have an adequate and continuing training program for its personnel will not be able to offer efficient and reliable security services. It is not only dangerous but a criminal act to assign a guard who has not been properly indoctrinated and trained. Trained guards may require reorientation if not training due to new or revised job requirements. Proper training can gap the difference between inherent ability and job requirements.

Kinds of Training

1. Pre-Licensing Training
2. In-Service Training
3. Specialized Training

WOMEN SECURITY GUARDS

Years ago, it would be preposterous to employ women as police officers. Many factors contributed tot the use of women not only in police and guard work but also in many jobs in industrial plants formerly held by men.

When may firearms issued to private security agencies be confiscated?
Answer:
a. When the firearm has been used or is about to be used in the commission to a crime.
b. When the firearm's caliber is not among those prescribed by law for use.
c. When the firearm is carried or used outside the property or compound serviced by the agency without proper authority.

IMPORTANT POINTS TO REMEMBER:

Close-in Security - refers to the working protective detail that provides close physical security on the principal.

25 Years Old - the minimum age requirement for Security Manager or Operator of a Security Agency.

1,000 - The maximum number of guards for company guard forces.

2000 - The minimum number of guards allowed for private security agencies.

30 - The minimum number of guards allowed for company guard forces.

Perimeter Defense - It includes barriers, perimeter fences or guards at the gate.

Barrier - refers to a natural or man-made structure which is capable of delaying illegal access to a facility.

Central Alarm System - is a type of alarm system utilizes a station outside the compound.

Chief PNP - exercises the power to revoke, for causes licenses issued to security guards.

Clear Zone - is the exterior and interior parallel area near the perimeter barrier of an individual compound to afford better observation and patrol movement.

Cylinder Lock - usually installed at residences. It is also called night latch and is operated by a key on the outside and a knob on the inside.

Dry Run - is the practical exercise or test of a plan or activity to determine its effectiveness.

Facility - is a plan, building, office, institution of any commercial or industrial structure or complex with all the attendant structure and functions that are of an integrated operation.

Fence - it is an independent structure designed to control physical and/or visual access between outside areas, usually classified as solid and plain view.

Flood Lights - it projects light in concentrated beams, and ideal to use in the illumination of buildings, perimeter areas and boundaries.

Geese - animals used by people in England to protect their compound which was proven to be effective and cheaper to maintain.

Grand Master Key - refers to a key that will open everything in a system involving two or more master key groups.

Local Alarm System - a type of detection system wherein when the security has been breached, the siren is sounded to remote stations located in the immediate vicinity of the installation.

Perimeter Barriers – the first line of physical defenses that industrial establishments must establish.

Personnel or Employee - considered as the weakest link in the security chain.

Personnel Security - it includes all measures designed to prevent individuals of doubtful loyalty, character and integrity from gaining access to classified information and sensitive facilities.

PNP SAGSD - a government agency responsible to issue licenses to private and government security guards.

Peterman - a term used in England for lock pickers, safe combination crackers.

Physical Security - is a system of barriers placed between the potential intruder and the object/matters to be protected. Basically, this is simply a denial of opportunity and access to object of protection.

Recon Vehicle - a vehicle always in fronting the principal's vehicle to neutralize any possible threat.

Restricted Area - is an area wherein access is limited only to authorized personnel.

Securities and Exchange Commission - a government agency where the registration of a security agency took place.

Security Education - refers to means and ways that trains personnel and employees making, them security conscious.

Security Survey - is the first measure undertaken before a comprehensive security program for an industrial plan could be developed.

Top Guard - is an outwardly inclined fixed structure, usually barbed wires placed above a vertical fence to increase physical protection from intruders of a certain area.

Towers - house-like structures placed above the fences installed to provide additional view to human guards around the perimeter.

Trade Secrets - it consists of devices, patterns or compilation of information which is used in one's business and gives the user advantage over competitors.

Vault - a heavily constructed fire resistant storage facility and is always part of the building structure.