

PHILIPPINE NATIONAL POLICE HANDBOOK
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**HANDBOOK
ON
PERSONAL SECURITY
FOR
CANDIDATES OF ELECTIVE POSITIONS**

JANUARY 2013



CODE - P

THE PNP STRATEGIC FOCUS FOR 2013 and Beyond

STRATEGIC FOCUS 1: COMPETENCE

- Intensify Policy Reform;
- Review and pursue legislative agenda;
- Improve the Field Training Program (FTP) with emphasis on Field Training Exercise (Patrol, Traffic and First Responder);
- Standardize Specialized Courses for Operational Support Staff/Units/Teams;
- Improvement of existing Non-Uniformed Personnel (NUP) courses and development of competency courses for NUPs; and
- Enhance operational procedures and practices.

STRATEGIC FOCUS 2: ORGANIZATIONAL DEVELOPMENT

- Streamline the Organization;
- Implement the concept of "My IP is the Key", at all levels nationwide;
- Standardize recruitment, selection and placement of police personnel;
- Instill leadership down to the lowest level to communicate and implement change; and
- Complement or support organizational development through efficient resource management.

STRATEGIC FOCUS 3: DISCIPLINE

- Establish mechanism to determine the level of discipline of PNP personnel;
- Institutionalize reforms and mechanism to fast track the resolution of admin cases against PNP personnel; and
- Enhance Counter-Intelligence efforts against erring PNP personnel.

STRATEGIC FOCUS 4: EXCELLENCE

- Integrate the 'Subukan N'yo Po Kami' SMS Center with the PNP TXT 2920;
- Establish an effective feedback mechanism as the basis for evaluation and assessment on the performance of field units;
- Fully implement the adopted ICT-assisted based systems to support administrative functions, investigation and police operations;
- Redesign the PNP uniforms and institute safeguards against unauthorized manufacture and use; and
- Provide quality service to the people and the community.

STRATEGIC FOCUS 5: PROFESSIONALISM

- Standardize Placement and Promotion System based on merit and fitness, at all levels;
- Develop various levels of expert professionals in the organization;
- Rationalize Rewards and Incentives System and Enhance Morale and Welfare Program;
- Continuously review and update police operational procedures and other policy manuals; and
- Improve internal and external communications through proactive media program.



REPUBLIC OF THE PHILIPPINES
**DEPARTMENT OF INTERIOR AND
LOCAL GOVERNMENT**

A. Francisco Gold Condominium II
EDSA cor. Mapagmahal St. Diliman, Quezon City

MESSAGE

I wish to convey my congratulations to the Philippine National Police for coming up with the Handbook on Personal Security for Candidates of Elective Positions.

I am glad that the PNP and the COMELEC have continuously strengthened their partnership after laying a solid foundation during the last 2010 National Elections. However, both organizations have their work cut out for them for the 2013 National Elections.

Several incidents have been recorded and it is high time that everyone concerned should take a more proactive stance with regard to the issue of safety and security. In this light, the efforts of the PNP and the COMELEC have taken a significant step forward through the creation of this Handbook on Personal Security for Candidates of Elective Positions.

I am optimistic that this handbook will be a useful tool for election candidates. I enjoin the PNP and the COMELEC in realizing our goal of secured and fair elections.

MAR A. ROXAS
Secretary



Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

MESSAGE

On May 13, 2013, the National and Local Elections will be held for candidates vying for Senatorial, Partylist and Local Government seats.

As in the previous elections, violent incidents try to disrupt the conduct of electoral exercises. A number of violent incidents involving the killing of politicians/candidates have already transpired prior to the election period.

The Handbook on Personal Security for Candidates of Elective Positions initiated by the PNP Task Force SAFE 2013 comes at the most opportune time as this will empower electoral candidates, including their families, colleagues and staff to protect themselves from criminality and other forms of lawlessness. Likewise, this will greatly minimize election related incidents and will help law enforcement and other concerned agencies pursue perpetrators.

The Commission on Elections is committed to continue serving the public with utmost competence and transparency along with its primary mandate of ensuring credible, honest, and peaceful conduct of elections.

The COMELEC fully enjoins the Philippine National Police in its efforts to ensure Secure And Fair Elections (SAFE). The COMELEC is also optimistic that Credible And Reliable Elections (CARE) can be achieved if all the agencies and individuals concerned remain united.

Sixto S. Brillantes Jr.
Chairman



Republic of the Philippines
Department of the Interior and Local Government
National Police Commission
NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp Crame, Quezon City

MESSAGE

The 2010 National and Local Elections is considered as the most peaceful elections in the recent years. The number of election related incidents in 2010 was considerably lower compared to the number of incidents that transpired during the 2004 and 2007 elections. This success now serves as the gold standard which the Philippine National Police seeks to achieve for the 2013 National Elections.

The PNP has been continuously addressing election related incidents and the creation of the PNP Task Force Secure And Fair Elections (SAFE) 2013 intensifies our efforts to ensure the safety and security of the public during this critical event. Moreover, the creation of the Handbook on Personal Security for Candidates of Elective Positions is a strong manifestation of our commitment to effectively realize our goals.

With this handbook, candidates are now provided with the essential information on personal security that will guide them as they go about their activities. I am also confident that this handbook can help minimize, if not prevent, election related incidents and can help save someone's life.

I commend the Directorate for Operations and the members of the Technical Working Group for doing a great service not only to the institution but more importantly to the public that we are bound to serve and protect.

This is indeed "Serbisyong Makatotohanan" at its finest.



ALAN LA MADRID PURISIMA
Police Director General
Chief, Philippine National Police



Republic of the Philippines
Department of the Interior and Local Government
National Police Commission

NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
OFFICE OF THE DEPUTY CHIEF PNP FOR OPERATIONS
Camp Crame, Quezon City

MESSAGE

The personal safety and security of every candidate during the election period always pose a challenge to law enforcement agencies. Moreover, these concerns serve as a test of the capability of the police force. But in as much as the police practices a high level of alertness, PNP personnel cannot possibly monitor and secure all candidates of elective positions.

In this regard, the creation of the Handbook on Personal Security for Candidates of Elective Positions will be a great help to both law enforcers and candidates.

There is truly an urgent need to craft a practical guide for candidates and as the old adage goes, "An ounce of prevention is better than a pound of cure."

I therefore commend the members of the Directorate for Operations headed by its Director, PCSUPT ALEX PAUL I. MONTEAGUDO and the members of the Technical Working Group for answering this need and for their hard work in the preparation of this handbook.

I am confident that with this initiative as well as the joint cooperation of the PNP through the efforts of the Task Force SAFE 2013 and the COMELEC, we are more capable of ensuring the safety and security of the general public during this most crucial time.

AGER P. ONTOG, JR., CEO VI
Police Director
The Acting Deputy Chief PNP for Operations/
Commander, PNP Task Force SAFE 2013

HANDBOOK ON PERSONAL SECURITY FOR CANDIDATES OF ELECTIVE POSITIONS

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ACKNOWLEDGMENT

I would like to acknowledge the PCOs, PNCOs, NUP, other members of the Preparation Committee of the Directorate for Operations (DO) who endeavored in crafting the Handbook on Personal Security for Candidates for Elective Positions.

This handbook was developed as an effort to lay down ideas and pointers on how election candidates can better protect themselves and their families. While security tips are intended to arm and empower candidates, much effort remains in the hands of a candidate to take utmost precaution considering that “Personal security is a personal concern.”

May this handbook strengthen cooperation between the candidates and the PNP for secure and safe elections.

A handwritten signature in black ink, appearing to read 'ALEX PAUL J. MONTEAGUDO', with a large, stylized flourish at the end.

ALEX PAUL J. MONTEAGUDO, CESE
Police Chief Superintendent
The Acting Director for Operations

CHAPTER 1

INTRODUCTION

Previous elections were characterized by intense partisan political rivalries that resulted in violent incidents. For the last three elections, in 2004, 2007 and 2010, a total of 658 election related violent incidents with 719 casualties were recorded. Of the total casualties, 162 were politicians/candidates (104-killed and 58 wounded) or 25% of the targets were politicians/candidates.

Recently, a mayor from a northern province was killed in Quezon City. This incident proves that an assassin can make good on his information gathering, thus he can strike anywhere. He will exploit any opportunity and a single misstep can cost you your life.

Records show in the previous elections that unscrupulous candidates running for elective positions employ criminal groups/elements to undertake their nefarious activities to influence the outcome of the elections. Most of these groups use firearms to pursue their illegal activities.

With regard to the 2013 mid-term elections, ten validated election related incidents were already recorded prior to the start of the election period in which seven politicians/candidates were killed. From January 13, 2013 which is the start of the election period to January 24, 2013, six suspected election related incidents were recorded.

Reports disclosed that the election related incidents were all shooting incidents at close range perpetrated by motorcycle riding criminals or gun-for-hire while the targets were in their workplaces, in transit, and near their workplaces or residences.

In order to minimize if not prevent the occurrence of violent incidents that may disrupt the conduct of elections in 2013, the PNP shall intensify and sustain law enforcement, security and public safety operations before, during and after the elections.

The police, however, can never secure every single citizen every minute of the day. But studies suggest that some of the deaths brought about by assassins could have been prevented if a few basic precautions had been followed. It is for this reason that the PNP has launched this effort to lay down ideas and pointers on how election candidates can better protect themselves and their families.

CHAPTER II

PNP TASK FORCE SAFE 2013

The National and Local Elections will be held on May 13, 2013 and as in previous elections, the Commission on Elections (COMELEC) deputized the PNP and other law enforcement agencies in securing a peaceful and safe midterm elections.

The PNP, as deputized by the COMELEC, activated National Task Force (NTF) SAFE to ensure a **Secure And Fair Elections (SAFE) 2013** on May 13, 2013. NTF SAFE 2013 provides strategic direction and supervision of all police operations and creation of provisional units from the national down to provincial levels to foster coordination in addressing election-related concerns.

In pursuit of the goal for a successful 2013 elections, the PNP conducts focused and sustained police operations. Part of the preparations of the PNP is the intensified internal security operations to protect candidates, their followers and

economic key points hence the crafting of the **PNP Task Force SAFE 2013 Handbook on Personal Security for Candidates of Elective Positions.**

The **PNP Task Force SAFE 2013 Handbook on Personal Security for Candidates of Elective Positions** intends to inform election candidates, among others, the basic dictum that **Personal Security is a Personal Concern**. This Handbook contains measures intended to protect election candidates from the commonly employed attacks. The handbook includes the DO's and DON'Ts that the person and his family can do to help protect themselves not only from possible assailants but also from other common crimes that may put their lives at risk. This also includes techniques on how to recognize vulnerable situations and the measures to take when faced with one.

The PNP Task Force SAFE 2013 Handbook on Personal Security for Candidates of Elective Positions is designed to orient and educate election candidates on the possible threats against their lives and the measures to be undertaken to reduce that threat. It is intended to counteract the draw backs brought about by predictability and form a **“ring of protection”** around you as a possible target. The Handbook will focus on the following:

- 1) the target's **residence and environs** - as the weakest point of personal security;
- 2) the target's **place of work**; and
- 3) the target's **movements**.

Most importantly, it also focuses on improved communications between candidates and their families on one hand and the local PNP on the other hand.

This handbook is designed to protect you at home and at work. But it will never be effective if you will not cooperate for your own safety and protection. **You are the key player.**

Your dependents are likewise important to your security as well as their own. You are oftentimes at home only in the evenings and weekends and your dependents generally know more about what is going on in your neighbourhood than you do. Impress upon them to immediately report to you or to the local police any suspicious activity or persons in the vicinity. These reports, while seemingly meaningless on their own, could indicate a significantly dangerous situation when combined with other information of which you may not be aware of. Should such a situation develop, you will be the first one to know about it.

Nevertheless, for better appreciation of your predicament and of the situation, it is advised that these matters be referred to your provincial/city police office's **Director** or his **Intelligence Officer**.

CHAPTER III

SCOPE AND LIMITATION

Many of the precautions mentioned herein are the same as those we all have to practice to protect ourselves against crime and violence in the streets and in our homes. The significant, additional precautions included are intended to protect you against the type of attacks most commonly employed. These special precautions are tailored to the method of operation of these assassins.

The contents of this handbook are a compilation of ideas, measures and practices on security which were culled from the experiences of our national security forces and friends.

Although security is of universal application, some situations have to be revised to meet local conditions and a few may not apply to any particular situation.

At the outset, it is imperative to state that the advice outlined in the handbook should serve as a **GUIDE** only. No one is more concerned with the protection of your life and property than **YOU** are. Therefore, the greater the effort you put into the task, the greater will be the degree of your safety.

Moreover, the precautions required of a given situation would depend mostly on the nature of the threat which may be assessed on several factors. It is impossible to stay on full alert on a twenty four hour basis. It is therefore necessary to gear one's precautions to the possibility of attack. For example, some people are vulnerable when opening doors to visitors; when preparing to drive off in their cars or motorcycles; or at times, when one's movements can be anticipated.

It is therefore important to recognize situations wherein you are most vulnerable. Although, in an actual situation you may not always be able to avoid it, **YOU SHOULD NEVER BE TAKEN ENTIRELY BY SURPRISE.**

CHAPTER IV

PREDICTABILITY: YOUR GREATEST ENEMY

Human beings are **creatures of habit**. Our lives are **cyclical and follow a set of routine activities**. The 19th century work ethic insists that we have a time-clock mentality. The cycles of our lives, being predictable, eliminate a great deal of decision-making which will otherwise cause stress which, in turn, adversely affects our mental and physical stability. Any significant, necessary and permanent change in our life cycles, while initially creating stress, can be eventually

surmounted by the new life cycles created by the change. Unfortunately, the threat of attack forces us to dramatically alter our cycles if only to significantly reduce the risk to our lives. We must be unpredictable wherever and whenever it is practical, our level of predictability determines how easily we can be identified as a target.

There are, of course, significant constraints in our efforts to be unpredictable. We have to live at the same place, we generally have to work at the same place, and we have to go to meetings or make some deliveries within time frames which are imposed upon us by others. But we can also take steps to compensate for the drawbacks of necessary predictability. Let us examine how a criminal uses predictability as a consideration in selecting a target and the measures the individual can take to enhance his personal security.

CHAPTER V

PRACTICAL TIPS AND MEASURES FOR PERSONAL SECURITY

Section 1 - GENERAL

In the previous sections, we showed your vulnerability as a target. If the target is assessed as too difficult to hit, the assassin may call off the plan. This also applies to the common thief or burglar. The following chapters list some DOs and DON'Ts designed to defeat the bad guys by making YOU, your home and office “too difficult a target to hit”.

1.1 BE SMART AND BE SAFE

Real life isn't like the movies where dangerous situations always come with ominous background music to warn us that something is going to happen. And chances are you won't be seeking out shady side streets for a midnight stroll either.

But the truth is, crimes don't just happen in places that look or feel dangerous. While some places do have higher crime rate than others, crimes can, and do happen regardless of time and place.

The last thing you want to worry about is what to do if you're attacked. But though it might be scary, the possibility of becoming a target of a crime is very real. Fortunately, there are few things that you can do to reduce your chances of becoming a victim.

a. **Trust Your Instincts**

You might dismiss an uneasy feeling as paranoia, but when it comes to personal safety, a little of paranoia can be a good thing. If you feel like someone is following you, you should quickly change your route and find a safe place in case of emergency. If you feel uncomfortable with your surroundings, don't hesitate—it's probably a good time to leave.

When it comes to protecting yourself from danger, it's typically a good idea to trust your instincts. A great deal of what we learn is stored in our unconscious mind. If you get a feeling about something such as danger, the unconscious part of your brain might be picking up on something that your conscious mind hasn't noticed. It might also be making connections to previous experiences or learning. If your instincts are telling you to get out, that's a warning you should not ignore.

b. **Be Aware**

One of the best ways to protect yourself is to be aware of your surroundings, even in places you think you know well. When you enter a new area, the first thing you should do is survey your surroundings. Pay attention to people acting unusual or moving in your direction. If anybody around you

makes you feel uncomfortable or nervous, this can be a big sign that something is not right and it is time to leave.

It's difficult to be aware of what's going on around you if you're talking or texting on your cell phone or listening to music through headphones. You'll only be distracted and you'll be a prime target for violence. Assassins usually target targets who are preoccupied with a phone or lots of bags, or fumbling for keys or dealing with children.

Just as important as staying alert is looking alert. Walk confidently and constantly look around you. If criminals know you're paying attention, they might think twice about coming after you.

c. **Be Discreet**

Being discreet means guarding your personal information. It is important that you keep information about where you're going and what you're doing under wraps. Don't talk on your cell phone in a public place. Don't advertise where you're going or what you'll be doing because you never know who is listening.

Being discreet also means not drawing attention to yourself.

d. **Be Prepared**

Before going somewhere, be prepared by planning your route so you won't get lost or have to ask for directions. Note safe places to stop along the way, such as grocery stores, police stations or fire stations. When choosing a route, avoid unfamiliar residential areas, alleys and places with poor lighting. Stick to main roads and areas where there will be plenty of people.

When walking to your car or house, you can also be prepared by having your keys out and ready. If you have a cell phone, make sure to always have it charged, turned on

and with you in case of emergency. Store a few emergency numbers as speed dial in case you need to quickly call someone for help.

Lastly, being prepared means knowing what to do if you are attacked. Learning a few self-defence moves can be very helpful – it will also help you to feel more secure when you're out and about.

e. **Travel in Groups**

One of the best ways to protect yourself from crime or violence is to make sure you're not alone. Whenever possible, stick with other people. Assassins are more likely to target people who are alone than those who are with a companion.

If you need to move a short distance by yourself, such as from the mall to your car, ask a security guard or police officer to escort you, especially if it's dark or you're carrying a lot of bags.

If you have a larger distance to cover, stick to well-lit, well travelled areas where there are lots of other people. In other words, avoid alleys and side streets that are dark, empty and unfamiliar. The more people around, the greater the chances of getting someone's attention if you need help.

CHAPTER VI

THREAT DETECTION AND THREAT ASSESSMENT

Section 1 - Threat Detection

Threat detection operation is in reality being performed by highly trained police security officers. However, in this handbook, you will be oriented on threat detection as you are the key player—the target. As the target, it is rational and logical that it is you who can best provide details of the

circumstances of threat and in order to support the conduct of threat assessment which would be facilitated by the police. Bear in mind that you are not an expert in threat detection but this handbook will definitely help in identifying probable threats against you.

The single most important element of threat detection is an accurate threat profile (identification of the threat) and other details surrounding the threat. This will be useful eventually in the conduct of assessment on what type of attack will be employed by the assassins. With an accurate and up-to-date threat profile in hand, the operation is easily configured to meet the prevailing threats.

Here are some measures that will aid you in detecting threats as an election candidate.

DOs

1. In your routine work, always make assessments of persons capable of extending harm to an individual in terms of resources and manpower.
2. Write down details of any suspicious actions or person/s you have observed or noticed. Notes help us remember what had transpired in our observation.
3. Refer to your family members, colleagues or bodyguards, if you suspect or observe a person conducting surveillance on you.
4. Consider also your personal dealings as a possible source for someone to harm you or your family.
5. Advise your family and the neighborhood to report to you any person asking details about you. Ask them to write down details of the person and other pertinent information.

6. Educate your family members, household personnel and colleagues on security awareness.

DON'Ts

1. Don't trust your memory, write down immediately your observations specifically on the 5 Ws & 1H (Who, What, When, Where, Why and How).
2. Don't play the role of a secret agent or a detective. If you see someone conducting surveillance on you, observe him, look at him in the eyes if possible to let him know that you saw him and you will remember him the next time you meet. Write down the details.
3. Don't accost or confront the individual conducting surveillance on you, he might already be the assassin and that would only give him the opportunity to kill or harm you.
4. Don't take for granted any threat as it may cost you your life and/or that of your family.
5. Don't try to handle any situation by yourself, always consult and refer to your bodyguards and eventually to the police.

Section 2 - Threat Assessment

Threat assessment is a research-based process designed to help security individuals and the police distinguish between what is a real threat and what may only appear that way. This assessment is generally performed by a trained police security/intelligence officer to help election candidates in identifying if there is an actual threat on their lives.

The conduct of a threat assessment separates likely threats from perceived (conceivable) or even imagined (irrational) ones. Based on the information you have noted in the threat detection phase, the police (**PNP Intelligence**

Officer or the PD/CD of your locality) will now be able to consider the threat, possibly identify who is trying to harm you and the risk that will entail in warranting protective response or threat management planning by the PNP.

CHAPTER VII

SURVEILLANCE DETECTION

Section 1 - Surveillance

Surveillance which comes from the French word for “watching over”, is the monitoring of the behavior, activities, or other changing information, usually of people and often in a surreptitious manner. Assassins always conduct extensive surveillance prior to an attack in order to establish your routine and evaluate your security consciousness. Your points of vulnerability are being determined by the assassins during these pre-attack surveillance which may include your: **1) place of work, 2) residence, 3) the places where you frequently travel, 4) the vehicles you often use, and 5) places where campaign activities are conducted.** Generally, it is not intended to be the actual assault/attack on the potential target.

Area familiarization of the environment will greatly help in determining where surveillance may be situated or commence, and will consequently aid in detection. It will also assist in allowing you to concentrate on your observations rather than directions and navigation. It will further enable you to make use of natural conditions and factors that will increase your ability to detect a surveillance presence.

Section 2 - COUNTER-SURVEILLANCE

Counter-surveillance is the practice of avoiding surveillance or making surveillance difficult.

Your best chance of avoiding a serious incident is to spot pre-attack surveillance. The surveillance team of the assassin may not be as professional as the assassin's team and they may commit several common mistakes that could be noticed by you especially at the "surveillance pick-up point" (commencement of surveillance). Their movement or actions can be correlated to your movement or actions. The surveillance team is usually too intent on not losing sight of you to realize they are attracting your attention.

Usually, after sensing the presence of surveillance, counter actions are made against surveillance. But for election candidates, we will focus only on the detection of surveillance and the identification of people and vehicles used by the assassins' team.

Remember, your goal is to **avoid an incident**. If you can spot the surveillance, you have an opportunity to either feed them false information or send them the message that they have been detected. Report the matter immediately to the police.

Section 3 - Detection and Identification

Detecting surveillance requires a fairly constant state of alertness and, therefore, must become a habit. A good sense of **what is normal and what is unusual** in your surroundings could be more important than any other type of security precaution you may take. Watch for indications of surveillance tradecraft, or actions that may appear unusual or out of place. Above all, **do not hesitate to report any unusual event**.

It is important also to have some idea of where to look, as well as what to look for. Placing yourself on the shoes of a surveillant, constantly asking the question "**If I was doing surveillance on**

me, where would I be?” will help to identify likely locations of a surveillance presence. Normally, existence of surveillance means you are not in danger of being attacked. The following techniques can be used either on foot, or in a vehicle:

DOs

1. Immediately determine any identifying data that you can observe unobtrusively; for example, make, color of vehicle, license number, number of occupants, description of occupants, if they are armed or not, etc.
2. Consider deviating from your route slightly in an apparent normal manner in order to verify if you are being followed. You are not an intelligence operative, so do not worry about letting the surveillant(s) know that you are aware or suspicious of their presence.
3. Stopping with a purpose during foot or vehicle travel will allow you to have a logical eyeball vantage point and raise your awareness. Surveillance will stop with you and move on with you, giving you the opportunity to identify this activity.
4. Watch for the surveillance member to risk a last glance over his shoulder towards you before moving out of sight. Let him know that you have seen him following you.
5. You may seek assistance from a companion travelling with you to also verify your observations on the possible presence of surveillance.
6. The use of mirrors on any establishment windows can be helpful watching for activities and movements behind you and these will often allow you to see a potential eyeball also stop or look for a temporary eyeball position.

7. If you feel you are in danger, immediately drive to the nearest safe area (places where there are armed guards such as banks, pawnshops or police stations, or where there are plenty of people who could identify the attackers). Do not drive to your home, you may only be providing them a better place of attack. Be alert for slow-moving motorcycles as these could be attempts to slow your vehicle. Drive around them at the first opportunity.
8. If you have communications in the vehicle, notify authorities that you are under surveillance. Give your location, the direction of travel, identifying data of suspected surveillant(s) and your intentions. If you do not have radio or cell phone communications, notify police authorities or family members/security officer as soon as you arrive at your destination.

DON'Ts

1. Do not attempt to stop or take other actions to force a confrontation with the person(s) conducting the surveillance. The pre-attack surveillance you're thinking may already be the real or attack phase.
2. Do not use other actions to evade surveillance as they have the potential of placing you at additional risk.
3. Do not panic as you might raise the heightened state of alarm thereby forgetting all the necessary information and what to do in this situation which will not be helpful in the conduct of threat assessment by the police.

Counter-surveillance is making surveillance difficult for the assassins especially in the pre-attack surveillance phase. When counter-surveillance is applied effectively, it

becomes too difficult to predict the target's activities which will eventually cause the assassin's activities either to be delayed, called-off or probably be compromised at one hand, leading to their arrest by the police.

CHAPTER VIII

PERSONAL SECURITY

The main objective of this handbook is geared towards developing the necessary security consciousness among election candidates, their families, household personnel and colleagues in the interest of the preservation of their personal well-being. The following are the Do's and Don'ts you can personally employ to make yourself a "very difficult target".

DOs

1. Be alert to the suspicious conduct of persons around you or in the vicinity of your home and office.
2. Be sensitive to areas of threat arising from your personal as well as official circumstances and inform members of your family, household personnel and colleagues who should properly be aware of the situation, and, if appropriate, inform the police.
3. Remember that an attack will only succeed if you are caught unaware and a potential attacker who can see that you and your family are on your guard will be forced to stop and think, however, briefly, thereby increasing your chances of taking evasive action or summoning assistance.
4. Call for assistance at the first sign that something unusual has happened or is about to happen, by any means readily available, such as calling for help,

sounding a motor horn or blowing a whistle and if you are unable to do this for yourself, your family, or friends should be prepared to raise the alarm on their own initiative at the first sign that anything is amiss.

5. Remember that raising an alarm can effectively hinder an attacker from pressing his attack.
6. Remember that members of your family whether or not sharing your official functions may at anytime become the target of the potential attacker and in general, these safety measures are equally regarded applicable to them.
7. It may be appropriate and useful to inform your trusted neighbour when you plan to go out of town for a period of days.

DON'Ts

1. Do not establish observable patterns of behaviour which would enable a potential attacker to:
 - a) Predict your future movements;
 - b) Construct a plan based on it;
 - c) Intercept you on conditions unfavourable to you;and
 - d) Isolate you from effective assistance.
2. Do not conduct a transaction except:
 - a) With properly accredited person;
 - b) In place of business during the prescribed hours; and
 - c) In the presence of a colleague or member of your family or other trusted persons able to give or summon assistance.

3. Do not stay overnight in conditions which isolate you from persons able to give or summon assistance.

Additional Personal Security Precautions

1. Use the office as your mailing address.
2. You are requested to alert your Security Officer of any incidents you may observe which you find suspicious.

CHAPTER IX

HOME/RESIDENCE SECURITY

Residential security is a critical component of any personal security program. The following guidelines should be observed for your home security.

DOs

1. Control the keys to your residence. Refrain from giving your key to others. If you do give your domestic help a key, limit it to the key for the secondary lock. Make sure you have a secondary lock or interior bolt on your door to ensure proper control when you are inside your residence. Immediately have the lock cylinder changed on any lock should you misplace or lose a key. Fix locks to outer doors. Exterior doors should ideally be of solid construction, and should be covered with blinds or curtains. Know where you keep door keys. Use strong door chains/bars on outer door/gates.
2. Make sure all windows and doors are closed and locked before you retire for the evening. Close all drapes. Fix window locks on windows to which access can be obtained easily, especially those hidden from the view of the passers-by. Any opening windows not normally used can be permanently secured by screwing the window to the frame.

3. During the day, keep all doors locked, even though you or your domestic helpers are inside the residence. Instruct your help to lock the door each time they vacate the residence for any chore that will take more than a few minutes to complete. Check visitors before opening the door through “peephole” or if possible by means of an adjacent window. Make sure all repairmen are expected and properly identified before you or your household let them in.
4. If you leave your residence unoccupied during the evening hours, turn on lights to make it appear someone is home. Leave a radio playing. Remember to vary the number and location of lights you leave on. Light the approaches to your house and garage with exterior lights placed out of reach. See that this lighting is regularly used. Leave a “courtesy” light on in the area of the front door during the hours of darkness. Always have reserved lighting equipment on hand such as flashlights, candles or hand lamps. Consider the use of other forms of security lighting for use in emergencies or when suspicion is aroused. Lights placed in strategic points make it difficult for would-be assailants to hide in the shadows.
5. If you intend to leave your home for more than twenty four hours, have a friend or neighbour check your residence daily at irregular times. They should make sure the residence is secure and that hall and interior lights are on before dark. If you permit your help in the residence during such periods of absence, instruct them to turn the lights on and off.
6. Know where all family members are at all times.
7. Instruct all family members, including children, on the proper use of the telephone. Post emergency numbers by each telephone.

8. Keep an adequate stock of first aid supplies on hand.
9. If an incident occurs in the vicinity of your residence, do not immediately run to the window or at your house. Use caution when viewing the exterior area of your residence. At night, make sure all lights are off in the room.
10. Use extreme caution if an unsolicited package is delivered to your residence. Call the local police immediately if you are suspicious. Do not tamper with suspicious package or item found in the vicinity of your residence. Stay at least two hundred yards away from the suspicious item and take cover.
11. Report any unusual unattended or suspected abandoned vehicles to the local police. The same rings true of any suspicious individual/s.
12. Know your neighbors. Develop a rapport with them and offer to keep an eye on each other's homes, especially during trips. Always check individuals doing nothing within the premises/vicinity of your residence.
13. Report any unusual incident or activity that may occur in your neighbourhood, no matter how insignificant it may seem. Through such reporting, the local police can evaluate and possibly predict areas where criminal activity may occur and enlist the aid of the local barangay authorities to prevent it.
14. Install an alarm system. There are affordable systems available at your hardware stores. Please ensure that you are familiar with its operation and use.
15. Keep boundary fences in good repair. It should be difficult to see into rooms which are most often used.

16. Remove or trim shrubs near your house, particularly near paths and drive ways to make concealment of persons or devices difficult.
17. Treat late callers/visitors, whether known or unknown, with great suspicion.
18. Know your helper. Let them fill up Personal History Statement (PHS) or other similar forms with latest picture (if possible take their photo yourself). This will serve as deterrent for those who have devious plans. Be cautious of walk-in helpers dropping names of an acquaintance who are not readily available for consultation. Check their previous employment.
19. Consider keeping a dog. A barking dog will warn you of the presence of strangers.
20. Prepare an action plan in case of intrusion or fire.

DON'Ts

1. Do not hesitate to call for help at the first sign of anything suspicious. Do not enter your residence if you know or suspect an intruder is inside. Proceed immediately to a neighbour's residence, call the police for assistance.
2. Don't answer the door automatically - check who is there first. Do not open the door. If suspicious of any caller call for help. Discourage children from answering the door. Do not unlock or open the door until you have satisfactorily identified the visitor. Instruct your household personnel to do the same.
3. Do not advertise to a potential thief. Never leave money lying around the house. Do not place valuables such as jewelries and stereo equipment in front of windows with a public view.

4. Do not allow duplicates to be made of your keys without your permission. Do not leave a key under the mat, in the mail box or other obvious hiding places. It is better to give each adult member of the household his or her own key. Do not label your keys so that they cannot be identified by an outsider. Use a color code if you need to identify them.
5. Do not leave the house in darkness when outside, consider the use of time switch in the house and leave the garage and outside lights on. Do not switch the inside lights on when answering the front door after dark.

CHAPTER X

VEHICLE SECURITY

Your vehicle is vulnerable to attack therefore you are also vulnerable to attack. Most situations involve the interception of target's vehicle or attacking the individual as he is about to enter or depart from his vehicle. While it is true that once the attack commences, it is very difficult to escape, you can avoid placing yourself in a threat situation by being **ALERT**. Keep your vehicle in a safe operating condition and keep your gas tank at least half full. Drive defensively at all times. The **best defence** is your **COMMON SENSE** and **ALERTNESS** when confronted with immediate danger.

DOs

1. Always suspect that your car or motorcycle may have been tampered or a device or booby trap may have been attached to your car or motorcycle during your absence.
2. Look carefully around the vehicle. Cultivate the habit of inspecting your car or motorcycle before boarding it.

Check the car seat before entering the car to ensure that a possible attacker is not lurking there. Make a habit of walking around your vehicle each time you prepare to drive it. Be alert for signs of tampering or damage (flat tires, severed gas hose and electrical wirings) especially if your service is a motorcycle. Do not touch or handle any suspicious item you find in or near your vehicle. Alert the police or your security officer if there are indications.

3. Look through all the windows. Check around and behind each wheel and under the wheel arches. Look underneath the car, paying particular attention to the exhaust system, floor pan and behind the gas tank. (An angled mirror on a stick is useful for this purpose).
4. Stop if your suspicions have been aroused by:
 - a) Unusual objects in or attached to the vehicle;
 - b) Objects out of place;
 - c) Loose wiring, string or tape;
 - d) Packages left under the vehicle;
 - e) Ground disturbed around the vehicle; and
 - f) Outward signs of tampering.
5. Call for help when there is doubt.
6. If all appears in order, then continue with the search, stopping immediately if anything unusual is noticed. Check the driver's door, driver's seat, floor and controls. Check other doors, then open. Examine seats and doors, steering wheel and column. Open and inspect all closed compartments. Check all tools and open hood carefully, then examine engine compartment.
7. Make it a habit to park your vehicle (car or motorcycle) in a safe area. Park at designated parking areas and

- preferably very near the entrance and egress of building. Likewise, seek assistance from a security guard, if there is any, to keep an eye on your vehicle.
8. You may install an early warning device to your vehicle whether it is a car or motorcycle, to alert any person or security guard nearby for any tampering
 9. Tinted windows make it difficult for someone to tell who is in the car and where they are sitting.
 10. At night, always park in a well lit area of the street, if possible.

DON'Ts

1. Do not touch or attempt to start or move the car if you observe an unusual thing such as tampering.
2. If you find suspicious wires or packages in the vehicle, do not touch them, report them immediately to the proper authority. **DO NOT TOUCH THE OBJECT**, immediately call for assistance.
3. Do not leave your vehicle on the street overnight if at all possible and never leave garage doors unlocked. Check garage doors for unknown objects or strings tied to the door. **DO NOT** touch anything that looks strange to you.
4. Do not let any person be near the vehicle. The person might tamper or attach a booby trap or device to your vehicle.
5. Don't be a hero.
6. If you already suspect the presence of threat, don't let anybody drive your vehicle.
7. Parcels and other things should not be left in the car so that strange objects can be spotted quickly.

CHAPTER XI

TRAVEL SECURITY

As an election candidate, you usually go to populated areas. It is along this line that you become a potential target of the assassins.

When travelling, you must avoid going the same routes and times of movement. Past records of incidents indicate that local assassins kept their target under surveillance to discover patterns and to determine a suitable time(s) and place(s) for the attack. You are vulnerable when on the move and most vulnerable walking to and from your vehicle. Assassins will most likely choose a time you are inside or about to disembark from your vehicle. You are the target - and assassins may attack in many ways. Most of the incidents are perpetrated by assassins wearing crash helmets or bonnets to hide their identity and using a motorcycle as getaway vehicle.

Make sure the unvaried portions of the route (choke points) are as short as possible. Memorize normal activity such as vehicles that are usually parked in the area. You can be **approximately 80% certain** that any **attack will occur** in a **choke point and near your home during a routine trip**. It is important to remember that you are a better target if you are predictable - the best defense is common sense.

DOs

1. If possible, use different doors and gates when departing and entering your home or office.
2. During travel, always fasten seat belts, keep doors locked and windows closed.
3. Pre-plan your route, utilizing main roadways. Conduct a route survey and look at the choke points from the assassin's point of view. Use caution if you must use an

- unpaved short cut during the day. DO NOT utilize any unpaved short cut at night.
4. Drive your vehicle at a steady speed and keep a distance from the vehicle in front of you. Remember that you are less vulnerable when the vehicle is moving so be particularly vigilant if you have to stop. Turn away if something untoward appears to be taking place on the road ahead. Pace your driving to avoid stopping at traffic lights whenever possible.
 5. Beware of accidents and accident scenes - they may be FAKED. Do not immediately get off your car to inspect the damage as it may have been intentional. Stay inside your car and observe first. If in doubt do not get off the car. The driver and passengers MUST remain in the car. Be prepared to accelerate away at the first sign of danger. Keep doors locked and windows shut.
 6. Be constantly alert to road conditions and surroundings, to include possible surveillance by car or motorcycle riding in tandem. All passengers should be vigilant. Be suspicious of motorcycle riding in tandem persons especially riders wearing heavily tinted helmets. Generally, most assassinations are perpetrated with this kind of modus operandi.
 7. Be alert for slow-moving vehicles specifically motorcycles as these could be attempts to slow down your vehicle. Drive around them at the first opportunity. Maintain adequate distances between your car and vehicles preceding you. Avoid being blocked in.
 8. As a COUNTER MEASURE, if you know or suspect that you are being followed, make a safe detour to check. Note details of the suspect vehicle. Do not let

yourself get cornered. Keep your distance from any obstacles; ensure that you have adequate space for evasive action and maneuver if you have to slow down or stop in case of an attack. Head for the nearest police station or check point or other public place where there are security personnel such as banks, hotels, malls, gas stations (whichever is closer) and request assistance.

9. Know the location of police, hospital, military, government and public facilities or other secured areas along your routine routes. These areas can provide a safe haven in case of trouble. Know as much as possible about the stores and merchants along your normal route of travel.
10. If you are DIRECTLY THREATENED, try to keep calm and endeavor to keep the vehicle moving even if only slowly. Switch on the anti-theft siren, head lights, hazard warning lights and use a hooper to draw attention. Keep your vehicle moving at all costs, regardless of its condition: for example, flat tire, disabled cooling system, etc.
11. If it is necessary for positive action, it may be better to accelerate out of danger if the attacking vehicle drives alongside. Do not try to force the attacking vehicle off the road- the cars will only lock together making you a perfect target. At a crucial stage you will have to balance the advantages and disadvantages of your course of action. Know what your vehicle will take in terms of damage and its acceleration and turning capabilities.
12. Keep an eye out for strangers or unusual vehicles at the start and finish of your journey. Regard people

- you do not know who are standing around or working in the vicinity with suspicion. Be particularly vigilant for parked cars containing occupants, along your route or at the vicinity of your gate/house.
13. Keep your car in sound mechanical condition. A flashlight, water can, blanket, first aid kit, map and fire extinguisher should be in every car. Always lock the gas filter cap. Consider equipping your car with anti-theft device and, if installed, ensure that you switch it on whenever you leave the car.
 14. Vary your vehicle routes. Do not set a pattern. **Keep changing your routes and times of departure to avoid regularity as much as possible. Without doubt, this is the greatest contribution to your safety.** Avoid narrow and lonely streets, keep to the main route and avoid travelling in the near side lanes unless prevailing traffic conditions make this impossible.
 15. If you sense you are being tailed by assassins on board a motorcycle, always stay on the left side of them and never allow them to overtake you on the left side. This measure will cause the assassins to postpone their intent on you. Generally, 80% of assassins are right handed and a single motorcycle is frequently used as their vehicle in the trade.
 16. If you sense that the assassins on board a single motorcycle riding in tandem will make a 'hit' on you, act quickly and get away. If the attack occurs and you have no other recourse, you may have to try to bump and knock the motorcycle off the road with your car, although this should only be a last resort. Proceed to the nearest safe place such as a police station or checkpoint, malls and hospital and request for assistance.

17. Keep your vehicle locked and all windows up, even when driving. This stands true in your own parking lot or car port. Avoid leaving the car unattended in the open; garage it if possible. If no garage is available, try to leave it where it can be seen by the general public. Equip your garage with good quality locks on all doors and secure the windows so that any attempted entry is clearly visible. Check your garage before you remove your car.
18. Immediately report any vandalism situations that may affect route security or suspected surveillance of your vehicles.
19. When the back-up vehicle breaks down, the lead vehicle becomes the back-up vehicle. The principal vehicle where you are in will become lead vehicle. The same principle applies if the lead vehicle breaks down; the back-up vehicle will become the lead.
20. In a no threat situation, the motorcycle might stop and the members of the close protection team in the broken down vehicle can jump in with the new appointed back-up vehicle.
21. The driver of the broken down vehicle will stay with the vehicle.
22. When the principal vehicle breaks down, the back-up vehicle becomes the principal vehicle and the lead vehicle moves in behind the back-up vehicle.
23. In the event of a minor breakdown like a flat tire, the broken down vehicle will catch-up with the motorcade after the bodyguards have changed the tires.

DON'Ts

1. Don't make unnecessary trips. Travel in company if you can.
2. Do not pick up strangers or open doors or windows to unknown persons.
3. Do not simply accept a policeman or other official in uniform as bonafide, ask to see his identity card or other means of identification – circumstances will assist you to assess the practicability of this.
4. Do not day dream when driving. If you are a passenger, be alert to anything of suspicious nature; for example, a car you have noticed before which may be parked at the side of the road, monitoring your movements.
5. Do not stop at your residence or workplace if there are unusual persons unknown to you waiting for someone. Pass by your destination and stop at a distance and observe the actions of these persons who might be the 'assassin'. Take down details of them.
6. Do not leave personal items openly displayed in your vehicle — you are inviting a smash-and-run thief.
7. Do not leave parcels or papers in the car, so that you can quickly spot any unusual objects.
8. Do not attempt to illegally bypass traffic police checkpoints or other police road blocks.
9. Do not park in deserted or isolated areas. At night, park in well-lit areas on main downtown streets. Ensure that your windows are fully closed when parked and open only enough for ventilation. (No more than two inches when you are driving.)

10. Never pick up hitchhikers or stop to assist unknown persons in distress. Assassins have frequently utilized these operands as a trap prior to assault.
11. Do not stop unnecessarily in uninhabited areas under unusual circumstances as this may be another modus operandi of the assassins.
12. In highly urbanized cities, do not permit taxi drivers to deviate from known and desired routes. Do not always use the same taxi or bus stop. Do not take the first available cab.

CHAPTER XII

WORKPLACE SECURITY

The objective of workplace security is to protect the employees from internal and external security risks. Workplace security for employees should be adopted especially those handling critical and sensitive issues.

A fundamental element of any workplace security initiative is a security risk assessment. Risks need to be properly identified in order to establish appropriate methods, either on procedural or physical barriers and systems.

DOs

1. Designate a Security Officer in your workplace to be the focal person who can be contacted anytime and be the recorder of any unusual incidents which may have bearing on the security of any staff member.
2. Have a security guard posted at the entrance and egress of the office who may serve as your ally but a deterrent to suspected assassins.
3. Clear entry areas of garbage and debris where bombs can be placed or where intruders can hide.

4. Be watchful of unattended or left behind baggage, shopping bag, parcels, sack, briefcase, etc, as these may contain improvised explosive devices or bombs.
5. Install office alarm system.
6. Have visitors logged in, issue IDs and properly escorted.

DON'Ts

1. Avoid placing names in office doors, a number will suffice.
2. Avoid placing names in reserved parking area.
3. Do not provide ready access to sensitive areas and command offices, both day and night.
4. Do not provide your personal history data and those of your key personnel since this information could be used against you.
5. Do not provide information on travel agendas and plans of command or key personnel. Limit information to only need-to-know personnel.

CHAPTE XIII

TELEPHONE THREATS AND TEXT THREATS

Section 1 – General Guidelines

1. Place your telephone in a position where you cannot be seen from the outside through doors and windows when using it. Consider the use of a bed side telephone extension.
2. Report the fact at once if your telephone is out of order and be especially vigilant in the interim until it is repaired.

3. Keep a list of emergency numbers near your telephone.
4. Make sure that the other members of the family and especially household staff, exercise caution when answering the telephone. No information should be given regarding your whereabouts or future appointments. Take the caller's name and you personally can return the call.
5. Consider installing a caller ID system with your phone so you will have a record of the telephone number and time of the call and possibly trace them if necessary.

Section 2 - Telephone Threat Call

Anonymous calls and telephone threats are usually merely intended to lower your morale and seldom results in physical harm, but they can be very disturbing. An accurate analysis of the telephone call can provide valuable clue on which to base recommendation, action and subsequent investigation.

The natural reaction of an average person when answering telephone calls and hearing a hostile voice is to panic and probably cut off the conversation. Here are some general awareness measures you can observe concerning harassing, anonymous, obscene or annoying telephone calls:

In case of **THREAT CALLS** received, the following actions should be taken:

1. The caller must be kept talking if possible.
2. Try to identify the voice by sex, age, accent, etc.
3. Assess the mental state of the caller if possible.
4. The caller may provide clues as to the intention of the specific threat.

5. Write down the details immediately you have noted during the conversation:
- a) Date and time of threat received
 - b) Exact time of call
 - c) Exact words of caller
 - d) Ask the following:
 - What is your name?
 - Is there a telephone number where you can be contacted?
 - What is your address?
 - Why do you want to (whatever threat)?
 - e) Make special note of the following:
 - Caller's voice (calm, excited, disguised, accent, etc.)
 - Caller's sex?
 - Caller's approximate age (determined by voice)
 - Was the voice familiar to you?
 - Have you received similar calls?
 - Was there any background noise?
 - Any reason that you think the threat was made (recent trial, sentencing, civil case, etc.)
 - f) Public telephone booth or private telephone?
6. Listen for background noise which may provide valuable information.(e.g. railway station or dockland sounds, industrial noise, machinery, music, animals, market place etc).

7. Record the conversation if possible. On termination of the telephone call, inform the police if the call was threatening.
8. Do not talk back to the abuser.
9. Hang up if the caller does not say anything, on the first obscene word, or if the caller does not provide identification to your satisfaction.
10. Do not slam down the receiver or otherwise indicate that the call bothers you, just hang up, as you would normally do.
11. If a bomb threat is received, a person should immediately implement an evacuation plan. No one should attempt to search for a bomb. Evacuation plans should not include two way radios or cell phones as they could trigger a device.
12. If you receive a personal threat by telephone, please take note of the following and immediately call your security officer/employer and the local police (Intelligence Officer or PD/CD of local command).

Section 3 – Threats Through Text Messages

Mobile phones are a popular choice for bullies ('texter'). They provide bullies with the perfect means of upsetting their target with little fear of being caught. Text messages provide complete anonymity.

Many pay-as-you-go mobile phones (with pre-paid cards) can be bought over the counter and do not require proof of identity, nor is any record kept of the new owner. Likewise, calls made from these types of mobile phone are difficult to trace without the cooperation of mobile phone companies. So, what can you do?

Here are some general rules and actions you may consider in such a situation:

3.1 Never ignore or underestimate the threat.

NEVER ignore threats, either verbal or by phone or via text message. But don't respond in the way the 'texter' wants you to. "Just ignore it", by not responding to the taunts and provocation; do not engage or communicate with the 'texter', but instead take careful notes of "what is being done to you, who is doing it and how, and record all of this in a journal so you can think of a plan how to deal with it or when you will report it to the local police". The golden rule is, DO NOT RESPOND and DO NOT ENGAGE. You have a right to not respond to abusive people.

DO NOT UNDERESTIMATE the threat or harassment that may cause distress and worry on you and your family. Threat and harassment in all their forms invade your boundaries, are intrusive and damaging especially when this goes on for days, months, or even years.

3.2 Empower yourself with knowledge.

Understand what the threat or harassment is so that you can stay in control before it develops into a bigger problem. Remain calm and composed.

3.3 Recognize it early and keep records.

Learn to recognize the early signs and keep a detailed diary. Print the messages if you are able, otherwise make a careful copy of everything (including formats, abbreviations, spelling mistakes etc), the date, time, the caller-ID if

available, or the number the texter is using if unidentified. It may be distressing to make a copy of each message, so get the support of a trusted friend or close family member then report to the local police.

3.4 Stay in control

Detach yourself from the harassment early. Each time you receive a message, train yourself to NOT think of the text message but instead THINK “what is the texter revealing about himself this time?”

3.5 Understand the texter’s mindset.

The threat sender derives satisfaction from the power and control he exerts over his target. His aim is power, control, domination and subjugation. He uses provocation. If you as the target responds, it’s a sign that the sender has successfully exerted control. But if you do not respond, you deny him the sense of satisfaction. He will keep on provoking you as he wants a response whether it’s positive or negative. It is better not to respond to such provocations.

3.6 Get help and support.

It’s difficult to handle the threat or harassment by yourself, even if you are an adult. Text message bullying is similar to stalking. Contact your security officer or the local police for help. Request your telecommunications service provider for advice and assistance.

3.7 Identify the caller/texter.

Become a detective. You can find out who is calling or texting you. Get help from your security officer or the local police to call the number of the texter for identification. It is certain that you know the person who is sending you abusive text messages or calls as harassment by strangers is rare.

3.8 Take practical steps (Change your Number).

If the threat or harassment becomes uncontrollable, get a second mobile phone and only give the number to selected family members. Keep a log of those you have given your new number and oblige them not to divulge. Regard your old mobile phone as a vital source of evidence. If the threats reach to a level where you need police assistance, have them check your old mobile phone to find means to trace the calls or text messages.

3.9 Know the law and use it if you have to.

Example: Revised Penal Code Article 282 – Grave Threats;
Article 283 – Light Threats.

CHAPTER XIV

DELIVERIES AND MAIL BOMBS

Postal bombs may be sent in envelopes not thicker than one fourth of an inch or in packages up to a maximum of twenty pounds in weight. In either case, they may be of the explosive or incendiary variety. It is therefore imperative that you can easily discern suspicious mails or packages.

DOs

1. REMEMBER THAT THEY MAY EXPLODE ON OPENING, SO LOOK FOR:

- a) The Postmark: Especially if “foreign” and any name and address of sender. Do you normally get letters from there?
- b) The Writing: Which may be in “uncommon” style. Do you recognize it?
- c) The Balance: Is it evenly balanced? If the letter or parcel is lopsided, treat it as a suspect.
- d) The Weight: If this seems to be excessive for size, treat it as a suspect.
- e) The Holes: Are there any small holes or pin points which could have been made by wires?
- f) The Stains: Are there any stain or grease marks which could be caused by “sweating” explosives?
- g) Smell: Some explosives have unusual aroma of almonds, etc.
- h) The Feel: In the case of letters, it will indicate whether there is only folded paper inside the envelope (which will show that it is alright) or if there is stiffener; for example card board, or the feel of metal, in which case, treat it as a suspect.
- i) The Outline: Can you see if there are any unusual outlines if you hold it up to the light?
- j) The Flap: Is the flap of the envelope stuck down completely? (There is usually small gap). If so, treat it as a suspect.

IF IN DOUBT - CALL FOR HELP.

2. Actions to be undertaken:

- a) Place the letter or package on a flat surface away from the house or as far as possible, in an open space or, if not possible, in a room close to the door of the building.
- b) Clear the area of all persons immediately.
- c) Report to Security Staff.

DON'Ts

- a) Do not bend the envelope or package.
- b) Do not open the envelope or package.
- c) Do not place it in water.

3. Other Points to be considered when Dealing with Mail and Deliveries:

DOs

- a) Pass all threatening, insulting or crank letters and envelopes, whether anonymous or not, to the local police. Do not handle them more than you may have to nor let anyone touch them. Place them in a clean, clear plastic bag if you have one available. They may contain finger prints of the sender.
- b) Discourage leaving of parcels/packages on window sills or at the door.
- c) Check deliveries carefully before accepting them.
- d) Be suspicious of a change of newsboy, postman, electric or water meter reader or other regular delivery personnel.
- e) Encourage regular correspondents to write their name on the outside of parcels and bulky letters.

- f) Give clear instructions to the members of your household on all the above points.
- g) Use the office for your mailing address.

DON'Ts

- a) Do not accept presents or parcels from unknown persons, particularly parcels which are not ordered.
- b) Do not touch suspicious presents or parcels that are left at your premises. Call the police.
- c) Do not allow suppliers to enter your home.

CHAPTER XV

SECURITY IN RELATION TO CAMPAIGN ACTIVITIES

Section 1 - Staff Security Awareness

Staff security awareness is important to increase the effect of personnel protective measures.

1.1 Educate your people.

- a) Require all the people around you to be security conscious at all times. This is not only for your safety but also theirs.
- b) Inform them to treat everyone with courtesy, professionalism, and respect.
- c) Require them to maintain a low profile.
- d) Insist that they vary routes to and from work.
- e) Require them to take defensive and evasive driving lessons.
- f) Insist that they drive with windows closed and doors locked.

- g) Have them inspect vehicles before moving.
- h) Require them to perform roadmap reconnaissance when traveling to new destinations.

1.2 Brief your staff prior to dispatch/engagement.

- a) Remind your staff or persons who are going to be with you during campaign activities of the security measures to be undertaken particularly during public appearances where the crowd could be unruly.
- b) Conduct final security briefings since these are very important to emphasize key points in the event/engagement security plan and any last minute changes.
- c) Make codes or non-verbal communications easy for you, your group members and your security personnel to interpret. Make sure everyone has the same or uniform interpretation of such non-verbal communications.

Section 2 - Profiling Offenders

- a. **Be aware of persons who always seclude themselves in the crowd.** Offenders see to it that they can do their unscrupulous plan and leave undetected.
- b. **Observe the Body Language.** Observing a person's body language can help perceive if there is any uneasiness or discomfort in him. Tense shoulders, restlessness and excessive sweating are common to offenders.
- c. **Pay attention to the physical appearance.** As much as possible, look at how they dress up. Offenders normally wear something that can conceal their appearance such as: dark sunglasses, hooded jacket, baseball cap, and the like.

DOs

- 1) Be suspicious and inquisitive about strangers, particularly those carrying bags, parcels or other containers.
- 2) Ensure that your security team is knowledgeable, skilled and familiar in securing VIPs for easy identification of would be offenders. This will enable your security team to subdue the offenders.

DON'Ts

1. Do not disregard expectators who do not show usual “interest” in the event.
2. Do not disregard the recommendations of your security team. It is their task to cover and evacuate you in the event that an attack or other emergency may occur.

Section 3 - House-to-House Visitations

DOs

1. Make sure that your security officers have discreetly studied the area. Study the physical layout of the area to be visited.
2. Take note of the structures and facilities in the area.
3. Know the entrance and the egress of the house to be visited.
4. Select houses to visit at random.
5. Keep your visits short. The duration of your visit should be the same for all residents to avoid envy among them.
6. Try and keep a barrier (e.g. table, between you and the aggressor where practical).

DON'Ts

1. Do not conduct house to house visitations alone.
2. Do not enter a house if there is yelling, screaming, breaking glass etc. coming from within.
3. Do not panic if an aggression incident occurs. Remember to try and remain as calm as possible, speak slowly and calmly.
4. Do not stay in areas such as kitchens because there are a variety of weapons that could be used against you.
5. Do not enter a house with someone who you sense is under the influence of alcohol or drugs.

Section 4 - Miting de Avance

DOs

1. Conduct and review crime-prevention surveys/ inspections. These surveys consider the entire installation as well as the effect on the surrounding civilian locale.
2. Deploy security personnel as undercover operatives to assess the area prior to the engagement.
3. Let your security personnel as undercover operatives mingle with the crowd for easy spotting of would be offender.
4. Colleagues and persons who are identified with you or part of your entourage must be reminded of the security measures before going to the engagement.

DON'Ts

1. Do not let anyone other than your security personnel go near the site prior to the engagement.

2. Do not allow persons other than your security personnel get close to you during the engagement. Always maintain a safe distance.
3. Do not take matters into your hands when an untoward incident happens. Allow your security personnel to immediately remove you from danger.

Section 5 - Motorcade

DOs

1. Plan your itinerary.
2. Insist on accurate timings.
3. Select a route, which allows the maximum safe speed. The safest route is not always the shortest.
4. Make sure that your security officers have studied the route and have sufficient personnel to secure during the entire duration of the motorcade. Request for route security if deemed necessary.
5. Apply the “Need to Know” principle which is the restriction of data considered very sensitive.
6. The advance vehicle travels ahead but follows the same route as the motorcade.
7. The lead vehicle drives ahead of the motorcade. The security in charge of the motorcade plans the route, alternative routes, procedures, and gives a running commentary to direct the motorcade.
8. The back-up vehicle contains the temporary command operations center and transports the mobile team. They must also lend visibility to the motorcade and ensure traffic safety.

9. Follow the three vehicle formation: the lead vehicle–the principal vehicle)–back up vehicle. In case of breakdowns:
 - a) Back-up vehicle breaks down: the principal vehicle becomes the lead and the lead vehicle becomes the back up vehicle.
 - b) Lead vehicle breaks down: the principal vehicle becomes the lead and back up vehicle.
 - c) Principal vehicle breaks down: the back up vehicle becomes the principal vehicle and the lead vehicle moves in behind and becomes the back-up vehicle.

DON'Ts

1. Do not allow yourself to be caught in traffic. At traffic lights, leave enough room for maneuvering. If possible, adjust your speed when approaching traffic lights in order to avoid having to stop.
2. If something untoward appears to be taking place on the road ahead, do not stop just turn off before it is too late.
3. If you suspect that you are being followed, do not allow yourself to be overtaken or forced off the road. Take a known detour, and if still suspicious, stop at the nearest police station.

Section 6 - Social Functions

DOs

1. Apprise your host of your need for security and take appropriate measures. Your personal staff may need to give advice and assistance to a civilian host.

2. Try to arrange for all visitors during large functions to be subjected to adequate security control. Take care in the issue of invitations to such functions.
3. As much as possible, vary your time in going to places of engagement. This establishes a pattern and will make you an easy target of assassin/s.
4. For more effective security, it is recommended you have a close protection team. As a general rule, you will be safe with a seven-person team consisting of bodyguards, back-up and drivers.
5. Your close protection team must always accompany you in all your activities.
6. Your close protection team must cover and evacuate you in case of an attack or other emergencies.
7. Your main bodyguards must never leave your side during an activity. They must inform the team leader with updates on your movements and ask for clearance.
8. The team leader of your close protection team must supervise the team's activities during a protective operation. The team leader must establish a sound working relationship with you in order to assess your needs and inform you of protective measures.
9. Your advance team must plan and implement effective close protection measures at the venue, "sweeping" or examining the venue for bombs, snipers and bugging devices to keep it sterile or safe before you proceed.
10. Your close protection team must plan and familiarize themselves with your vehicle's routes to and from the

venue, including emergency routes. They must map out and study every detail of the operation with your staff.

11. Your driver must be responsible for the safe driving and upkeep of your vehicle and your escort's vehicle. Your driver must always remain with the vehicle to ensure its safety and to immediately respond at your departure from the venue.

DON'Ts

1. Do not announce your arrival or departure.
2. Do not use the same entrances and exits whenever possible.
3. The advance vehicle should not be part of the motorcade because the advance team will drive ahead of you to secure the venue.

Section 7 - Attending Fora, Speaking Engagements and Personal Interactions

DOs

1. Discuss your particular security problems with the person planning the function.
2. Travel to and from the function with escorts.
3. Carefully consider the routes to and from the function and agree with your staff.
4. Take necessary measures to ensure that you sit away from public areas.
5. Always have an exit plan.

DON'Ts

1. Do not publicize your attendance, if not necessary.
2. Do not disregard comments regarding the event,
3. Do not announce your arrival or departure.

CHAPTER XVI

SECURITY AFTER ELECTIONS

Winning the elections and being an elected official does not guarantee the safety of an individual. It must be noted that security should not be taken for granted after the elections. The case of one Board Member is an example of this notion. After winning the election, his security was taken for granted thinking that the threat to his life no longer exists. He was killed even before he was proclaimed. Remember; NEVER give your assassin/s an opportunity to harm you.

Security will always be a personal concern at all times. Again, attackers do their thing in the most unexpected time.

CHAPTER XVII

CONCLUSION

The security of election candidates and every citizen for that matter is the concern of all law enforcement agencies as well as the individual involved. The citizenry and the police must work together and coordinate with each other in order for security to succeed. By educating election candidates so that they develop the awareness on their own security, it is hoped that the PNP will have made them more safe and secured.

The methods of safeguarding the citizenry are as varied as the diversity of culture in any situation. Therefore, the methods and precautionary measures used will depend greatly on the situation called for from which plans and data are drawn and the courses of action are determined.

As candidates of elective positions, you normally employ local uniformed contract guards as part of your security team and to protect facilities such as your homes or businesses. Further, the PNP continues to formulate initiatives designed to protect you at home and at work. But these efforts will not be truly effective if you do not cooperate in your own protection. You are the key player in this activity, **BE SUSPICIOUS** and be **VIGILANT**.

Write down and render reports to help you recall the details of significant or suspicious incidents. Don't play Security Officer and attempt to determine what should or should not be reported. Your report, while seemingly meaningless on its own, could indicate a significantly dangerous situation when combined with other information of which you are not aware. By doing this measure, you will be the first to know about any information or development of a suspicious activity.

Remember, what is at stake here may not only be **YOUR LIFE** but also the safety of your **FAMILY** and **OTHERS**.

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