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Department of State Services

National Headquarters P.M.B. 253 - Abuja

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Date: 17th January, 2020
Director

Information Technology Dept.
24 JAN 2020
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Central Bank of Nigeria, Abuja
Sign.....

ITD ✓

Governor,
Central Bank of Nigeria,
Central Business District,
Abuja.

Sir,

FORWARDING OF KIDNAPPING HANDBOOK

Following in-depth assessment of kidnapping trend across the States of the federation in recent years, and the seeming lack of awareness of basic preventive tips and guidelines among the populace, this Service, as part of its proactive measures against the crime has produced a handbook, aimed at sensitizing Very Important Personalities (VIPs).

- Attached herewith are five (5) copies of the handbook titled "Kidnapping, Why Me and My Family" for your perusal and considered action.
- Kindly accept the assurances of the DGSS' esteemed regards.

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Ahmed SALISU
For: Director General SS

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As seen and
send to all HODs
in their staffs
30/1/2020*

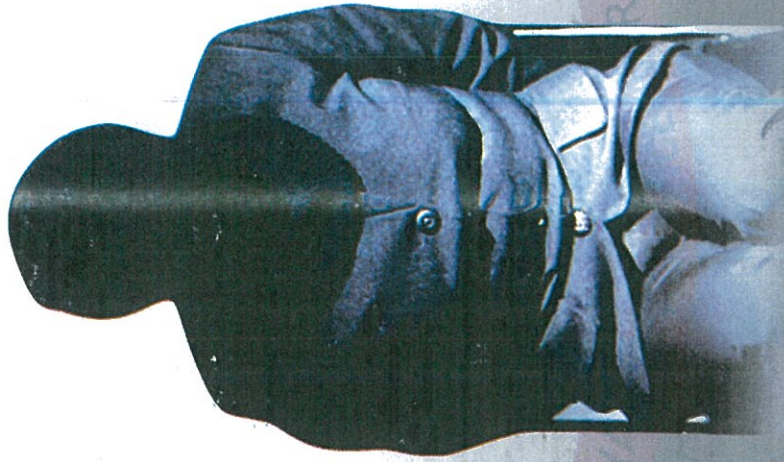
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KIDNAPPING

WHY ME AND MY FAMILY



NOT FOR SALE

Anti Kidnap Coordination Unit (AKCU)
Department Of State Services (DSS)
National Headquarters, Abuja

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KIDNAPPING:

WHY ME AND MY FAMILY



INTRODUCTION

The disparity between the rich and the poor coupled with greed and inordinate ambition by idle youths to amass wealth in the society has led to increasing spate of criminality across the country. Prominent among these crimes is kidnapping which has become very attractive to some unscrupulous elements owing to its low-risk and high financial yield. Given the pecuniary motive driving kidnapping activities, the affluent in the society become easy targets of attack. However, with appropriate application of relevant security tips and guidelines, the vulnerability of Very Important Personalities (VIPs) to attacks can be reduced to its barest minimum. This handbook is therefore designed to specifically acquaint VIPs of important tips that would enhance their personal security and that of their family members.

WHY YOU AND YOUR HOUSEHOLD MAY BE TARGETS OF KIDNAPPING

The following if not well managed could expose you to dangers of kidnapping:

Your appearance and disposition;

Your level of popularity;

Occupying sensitive and important positions in the society;

Having flippant and unguided aides;

Engaging inadequately vetted household employees;

Inordinate business transactions involving one's bank accounts without adequate knowledge about intentions;

Entrusting confidential and personal matters into others;

Inappropriate disclosure of one's itinerary; and

Living a flamboyant lifestyle and inappropriate display of wealth.

WHAT YOU SHOULD KNOW

SELF-AWARENESS

Recognise your self-worth, assess the threat level of your environment, and the perception of others about you in any given location.

SECURITY AIDES

Your security aides are there to secure you and your household. They are also to educate you and your household on security related issues.

Ensure you obtain intelligence relating to security situation of places you intend visiting for public functions or personal purposes.

Be humble enough to see things from your security aide's perspective when you are advised not to visit an area.

Your aides are your buffer against danger, take care of them.

BE VIGILANT

Vigilance keeps you at alert when others are not. It entails being conscious of every activity/happening around you and your family.

DRESS MODERATELY

Dress to avoid being noticed. Do not stand out by wearing clothes and jewelries that are either too conspicuous or culturally inappropriate at vulnerable locations. This could draw unnecessary attention to you.

BE FAMILIAR WITH YOUR SURROUNDINGS

Identify buildings, structures of importance and other prominent features; such as police stations and military bases. Have adequate information about your places of interest and work locations.

VOICE CONCERNS ABOUT CRIME

Alert local security agencies of any suspicious activities in your environment for preventive measures, but avoid raising false alarm.

Do not wait until you are kidnapped or allow a breach of security to occur before taking action.

Citizens are in a better position to identify inappropriate behaviours and activities that are out of the ordinary in their residence or workplace. Such unusual behaviors should be promptly reported to security agencies.

KEEP YOUR PERSONAL ITINERARY SECRET

Do not show your itinerary to anyone who does not have the need to know.

CHANGE OF ROUTINE

Avoid routine. Identify and use different routes to your home or place of work.

Do not take same route for your daily work-out; eat in the same location; drive or go to work at the same time using the same route on daily basis.

AVOID REVEALING PERSONAL DATA ON SOCIAL MEDIA

You never can tell who is monitoring you on social media.

Be careful not to reveal too much details about yourself or your family on social media.

Avoid flaunting new cars, houses and other luxurious assets on social media platforms.

Never reveal addresses and places you frequent on social media.

EDUCATE YOUR HOUSEHOLD

Regularly educate and remind your household (children, house-help, drivers and other employees) not to reveal personal and family information to the public and strangers.

Guide your children and wards not to discuss their itinerary or yours with strangers.

Educate them on the need to be conscious of their discussion while on phone.

Make sure members of your immediate family are properly educated on the contents of this handbook.

INSTALLATION OF CCTV CAMERAS

Installation of CCTV cameras at residences and workplaces (where possible) is strongly advised. This often serves as an important source of information for both security, preventive and investigative measures against crime.

Initiate collaborative efforts with neighbours in your area with a view to installing and maintaining CCTV cameras on your street.

MAINTAIN A MODERATE LIFESTYLE

Check your lifestyle if you have been living loud, try to live in moderation by not wearing extremely expensive wears that announce your presence. Looking expensive all the time can make you a target for kidnappers.

DO NOT DISCUSS FINANCIAL ISSUES CARELESSLY IN PUBLIC

Try to avoid phone calls that involve discussing money especially huge sums in public places. When you discuss huge amounts of money in public, you send signals to people around including kidnappers.

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DO PROPER CHECKS BEFORE EMPLOYING WORKERS

Before you employ your new house keeper, driver or any other employee; do a proper background check about that person. Know their family members and let the intended employee provide the name of a guarantor that can stand in for him or her in case of any eventuality.

KNOW YOUR NEIGHBOURS

To avoid living close to a potential kidnapper, get acquainted with those living in your immediate environment. Find out details such as, the identities of those in your neighbourhood, their acquaintances and job description.

Neighbourhood association should also be encouraged.

KEEP EMERGENCY NUMBERS

It is important to keep emergency contacts like numbers of security operatives or agencies that can promptly respond to distress calls whenever you sense you are being monitored by strangers or you notice any strange activities around you.

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FOREIGNERS

Foreigners coming into the country, especially volatile areas should seek adequate security advice and necessary protection (where applicable) to insulate them against kidnappers.

ALWAYS KEEP YOUR PHONE WITH YOU

Keeping your phone with you at all times is very important as it can be a source of help when there is a threat of kidnap.

COPING TIPS FOR HOSTAGE

In case you are kidnapped:

Try to stay calm; It's not the end of the world; Decide who to nominate as a point of contact (as much as possible, avoid nominating celebrity and renown/wealthy persons); Keep track of every information about the incident for easy share with the selected contact and members of the family;

Do not provoke the kidnappers; your life is at stake; and be sensitive to your environment as the knowledge while being held may become useful later.

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COPING TIPS FOR RELATIONS

In case a member of your family or relation is kidnapped:

Stay calm and remain stable;

Make immediate verbal report and follow-up with written report of the incident;

Be honest about your concerns with security officials.

Cooperate with Security Officials, especially sharing every useful information at your disposal with them; they have experience and expertise that could help save the victim's life.

In case you are contacted by kidnappers, enquire to know if the victim is alive. This is to avoid negotiating for dead hostage(s).

Remember the life of your loved one(s) is at stake; do not use provocative or abusive language against the criminals during negotiations.

Do not give details about the case and investigation to everyone, there may be an insider agent.

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SUPPORTING RELATIVES OF HOSTAGE

It is vital that the family get the right support, both from specialists and also from close relatives and cronies.

Relatives of victims might be reluctant to ask for support while the hostage is being held, but it is essential that they get both financial and emotional support. This is because, constant worries by victim's loved ones may result in dire health situations.

WHAT TO EXPECT FROM SECURITY AGENCIES?

Since each case is different; response standard is not fixed. However, Security agencies would most likely observe the following:

Assign a Case Officer to work with the closest relation of the hostage(s) to manage the crisis.
Handle the case professionally to avoid divulging sensitive information to possible insider agents, especially among family and friends.

Where expedient, refer hostage's family members to experts such as psychologists, Psychiatrists, Media experts, Lawyers, Financial advisors, Forensic scientists among others.

INFORMATION REQUIREMENT OF THE DSS

Details of the hostage, which include Names, Date of Birth, Description (Height, complexion, mannerism, disability etc.)
Place, Date and Time of incident;
Recent photograph of the hostage;
Hostage's Nationality; and
Health status of Hostage(s).

HANDLING OF SOCIAL MEDIA ACCOUNTS

You need to think carefully about using social media during a kidnap.

As soon as you learn about the kidnap incident, consider closing the social media account of the hostage and immediate family members.

At the very least, reset privacy settings to limit the number of people that can get access to photos and comments on these accounts.

Families have also been victims of cyber bullying on social media. This can be very disturbing. It is

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If you decide to pay a ransom, this will constitute a safety risk and logistical challenges. There is also the danger that you will be the victim of a "double dip" where a second ransom is demanded after the first has been paid.

Experience also show that people that give in to ransom demand quickly, are prone to future attack by the same gang.

Ransom payment is also a form of empowerment to the criminal.

WHAT HAPPENS WHEN THE HOSTAGE IS RELEASED?

Make the hostage available for debriefing by appropriate security agencies like the DSS or Police. This is important for effective investigation, and prevention of recurrence.

Take the hostage(s) for Medical and Psychological examinations as well as treatments where necessary. Once the hostage is at home, be patient with them

therefore advised that due to the overwhelming information and rumours pouring out on social media, you might give yourself "time out" from the internet and social media each day.

WHAT CAN I DO TO HELP?

Keep a family or personal diary; this will help you to put your thoughts together.

Work closely with the negotiator(s) and other security agents/agencies.

DSS strongly advises against bringing victim's relations from other countries into Nigeria where the victim is held, unless you are advised to do so by those handling the negotiations. This is to avoid dangers associated with such movement..

SHOULD I PAY RANSOM

DSS recognizes that, decision on payment of ransom can be very difficult for a family to make. The DSS has a policy of not making substantive concessions to hostage takers.

while they gradually come out of Post-Traumatic Stress (PTS), which emanates from very stressful, frightening or distressing events.

Expertise advise from a Post-Traumatic Stress Disorder (PTSD) manager could also be required, especially when the hostage display some form of psychological disorder or when the hostage was sexually assaulted while being held.

There are a number of potential issues that you should look out for; the hostage may suffer extreme guilt at having to put their family through the ordeal, and the family might also feel guilty for having to get on with life as normal throughout the crisis period.

Be patient, take life day by day and do not be disappointed if life does not return to normal in the first few weeks.

WHAT IF THE HOSTAGE IS A CHILD?

There is need for specialist support if the hostage is a child.

The child should be taken to a pediatrician and child psychologists for medical investigation and care. A child's adverse reactions may be delayed quite considerably from the time of the abduction.

Children do not display the same post traumatic reactions as adults. They tend to express their distress through play and behavioural problems. This should be monitored overtime.

Their reactions have a tendency to be worse if the abduction was perpetrated by a trusted figure.

