

DEPARTMENT OF THE ARMY  
FORT BELVOIR  
Fort Belvoir, Virginia 22060-5928

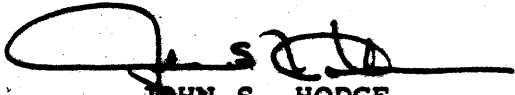
FB Regulation 190-31

6 March 1998

Military Police  
CRIME PREVENTION

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History. This publication was last printed on 15 December 1994. This printing publishes changes made since that date.

Summary. This revised regulation, establishes responsibility for monitoring, supervision, and general management of the Installation Crime Prevention Program with the Provost Marshal Office, Physical Security/Crime Prevention Section. It aligns crime prevention and physical security planning with operations security planning.

Applicability. This regulation applies to all units, activities, organizations, and tenant activities on or serviced by Fort Belvoir.

Suggested Improvements. The proponent of this change is the Provost Marshal Office, U. S. Army Garrison Fort Belvoir. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to the Provost Marshal Office, 9650 Theote Road Fort Belvoir, VA 22060-5406.

\*This regulation supersedes FB Regulation 190-31, dated 15 December 1994.

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1. PURPOSE. Fort Belvoir Regulation 190-31 prescribes policies and responsibilities of the Fort Belvoir Crime Prevention Program which applies to all units, activities, organizations, and tenant activities on or serviced by Fort Belvoir.

2. REFERENCES.

a. AR 25-55, Department of the Army, Freedom of Information Act Program.

b. AR 380-5, Department of the Army, Information Security Program.

c. AR 420-90, Fire Protection.

d. AR 530-1, Operations Security (OPSEC).

e. FC 19-122, Operations Identification.

3. OBJECTIVE. This regulation is designed to provide Fort Belvoir units and activities with local regulatory guidance for the establishment and operation of their individual crime prevention programs.

4. CONCEPT. Physical Security (PS), Crime Prevention (CP), and Operations Security (OPSEC) will not be originated or administered as independent programs. They will form a single unit program for security which encompasses both PS and CP. OPSEC will be the primary program. All plans will be staffed through the Directorate of Plans, Training, Mobilization & Security (DPTMS) OPSEC Officer and PMO Physical Security Section for comment and approval.

5. EXPLANATION OF TERMS. Operations Security (OPSEC) is the protection of military operations and activities resulting from the identification and subsequent elimination or control of vulnerable areas which are susceptible to hostile exploitation. Physical Security and Crime Prevention is responsible to implement the installation PS and CP Program, conduct inspections and surveys, and make recommendations for improvements.

6. RESPONSIBILITIES. Commanders are responsible for establishing and maintaining a crime prevention program in their unit or activity. Commanders of units or activities will appoint, in writing, Crime Prevention Officers, (E-6/GS-5 or above) at all levels of command down to and including battalion sized units, separate detachments, activities, companies, directorates. Large directorates may appoint separate branch/division Crime Prevention Officers to assist the Primary Crime Prevention Officer. Appointments will be published using the informal memorandum format as prescribed in Army Regulation 25-50. Copies of all current crime prevention officer appointments will be forwarded to the Provost Marshal Office (PMO) Physical Security Section not later than the first duty day annually, or whenever a change occurs. Duties of the Crime Prevention Officer will include, but are not limited to the following:

Maintain incident statistics for their individual units. Statistical information may be obtained by review of the Military Police Desk Blotter, extract furnished to the unit or activity, or through prior coordination with the PMO, Administrative Section. Based upon review and analysis of the statistical information, unit or activity crime prevention programs will be adjusted accordingly.

7. CRIME PREVENTION COUNCIL. Units and activities should consider establishing crime prevention councils at the battalion or equivalent level, chaired by the commander. These councils should meet at least quarterly. The purpose of these councils is to address their unique crime prevention topics, and those introduced at higher level meetings. This would allow units and activities to approach these topics in greater, more pertinent detail, achieving results which are tailored to that unit or activity's specific needs.

8. VISITOR CONTROL.

a. Notices will be permanently and clearly posted at entrances notifying visitors that they are to report to a designated area and must sign in with the unit in which they are visiting. Notices will also notify personnel that unit or activity areas are not open to the public; that they are off

limits to personnel not assigned to or employed by the unit. All personnel should challenge persons that they do not recognize and escort them to where they want to go.

b. A DA Form 1594, Daily Staff Journal or Duty Officer's Log, will be established and maintained as a visitor log. Visitor's will be identified by their full name, unit or home address, person visited, time in, signature of escort, time out, and initials of the Orderly Room or Reception Area representative. The log will be filed under FN 1d. This file's disposition is: Destroy after 6 months.

#### 9. ENTRANCE AND EXIT CONTROLS.

a. To the maximum extent possible, a primary door will be established for all buildings. The primary door will be the first door opened and the last door secured each duty day. All other exterior doors will be afforded locking hardware which can only be operated from inside the building.

b. To the maximum extent feasible, entrances and exits of buildings will be limited to one door for troop billets and not more than four for administrative and office buildings. All other exterior doors will be secured with locking devices limiting their use to emergency exits only. These doors will be clearly posted as emergency exits only on both the interior and the exterior. All exterior door handles and locking hardware will be removed or not installed on these doors. Consideration will be given to installing local alarm devices on these doors.

c. The exterior of all entrances, primary, secondary, and emergency will be illuminated during the hours of darkness and checked daily by responsible personnel to make sure they are operational and that they are bright enough to the degree that personnel in their immediate vicinity can be easily identified. These lights should be afforded photoelectric cells to conserve both energy and the fixtures themselves by ensuring that they are only on when necessary, and during the hours of daylight.

d. The number of stairwells available for general use will be limited to one in troop billets, and a maximum of two in administrative and office buildings. The use of additional stairwells will be limited to emergency exits only, and the doors entering them from above the ground floor should be secured and posted in the same manner as other emergency doors in the building.

e. All windows readily accessible from the outside will be covered with standard screening. Screening will be in good condition and not removable from the outside. This is to deter unauthorized entry, and give indication of same. Windows accessible from the outside will not be left open and/or unsecured when the rooms are unoccupied. Where ventilation is a concern, windows will be afforded the means necessary to allow them to be secured in an open position not greater than six inches between the window and sill.

f. Small, pilferable property will not be left within arm's reach of a window or door.

g. Personal property (i.e., purses, wallets, watches, walkman, etc.) will not be left unsecure when a room is unoccupied. All personal property should be secured either on your person or some type of lockable container to which only you have the key or combination to gain access.

h. An important part of crime prevention is the key and lock control program. Fort Belvoir has instituted a program which can be easily managed and which is not time intensive for key custodians. It reinforces DA policy and establishes forms to be utilized to ensure that keys and locks are properly safeguarded and accounted for at all times. Establishing two primary forms ensures uniformity throughout the installation that is comprised of various tenant organizations, DOD activities, and different MACOMS.

(1) A FB Form 371, Key and Lock Inventory, is utilized to record information that the key custodian must have in order to properly account for all keys and locks in the system. The form serves as the index, and as such, is to be protected as are other FOUO documents.

(2) A FB Form 372, Key Control Register, is utilized to record the sign out or return of keys. Active forms used for routine transactions are reconciled at the end of the duty day. Completed forms are to be filed under FN 1v. This file's disposition is: Cut off when page is filed. Destroy after 90 days.

10. PROGRAM SUPPORT. Fort Belvoir personnel requiring information or assistance on crime prevention and physical security matters may direct their requests to the Provost Marshal Office, ATTN: ANFB-PM (Physical Security Section) 9650 Theote Road, Fort Belvoir, Virginia 22060-5406 (Telephone Number 806-4026/4040).

11. OPERATION IDENTIFICATION. This program is a deterrent to theft and a means in which to positively identify the owner when missing property is recovered. Participants should mark their high value and pilferable property with an engraver or metal stamp. Markings should be readily visible and positively identify the property's owner by name and social security number.

a. Crime prevention officers will ensure electrostatic markers and/or metal stamp kits are made available to unit or activity personnel for marking Government and personal property for identification.

b. Crime prevention officers will further ensure that all unit property is clearly and permanently marked for positive identification.

12. TRAINING. Units and activities will develop and administer crime prevention programs. Programs will, at a minimum, familiarize personnel with the unit or activity program and this regulation; address the major offenses which occur at Fort

Belvoir, to include traffic offenses; the consequences of violating laws and regulations at Fort Belvoir; individual crime prevention measures; local criminal threat and the use of crime prevention techniques as a defense against the threat. All newly assigned personnel will be briefed within 30 days after their arrival within the unit. All unit personnel will receive refresher briefings twice annually. Conduct of the crime prevention briefings will be recorded on an informal memorandum as prescribed in Army Regulation 25-50, and will identify the date of the briefing, name of the individual who conducted the briefing, and names of the individuals briefed. These records will be filed under FN 640a. This file's disposition is: Destroy 1 year after transfer or separation of the individual.

13. RELATED CRIME PREVENTION PROGRAMS.

a. Procedures for security of other government funds are found in Appendix A.

b. Procedures for security of personal funds in unit areas are found in Appendix B.

c. Procedures for the building security plan are found in Appendix C.

d. Procedures for security of personal property are found in Appendix D.



APPENDIX A  
SECURITY OF OTHER GOVERNMENT FUNDS

1. Funds will be stored in an approved safe, as prescribed in Army Regulation 37-103, Disbursing Operations for Finance and Accounting Offices. Any safe weighing less than 500 pounds will be secured to the building. The safe will be located in a secure storage room, as prescribed in Army Regulation 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive). Keys and combinations related to the safe and its secure storage room will be strictly controlled and accessible to the absolute minimum number of personnel necessary.
2. Activities and units are authorized to store a maximum of \$5,000 in safes without a guard. Activities and units which have an intrusion detection system (IDS) protecting the safe and its secure storage room are exempt from this limitation.
3. Safe combinations, locks, and keys associated with the security of government funds will be controlled in accordance with the Fort Belvoir Physical Security Plan (1992), Annex E (Installation Lock and Key Control).
4. Money escorts meeting or exceeding the established threshold will continue to receive military police escorts. Those non-appropriated fund and commercial-type businesses and organizations are required to contract with an established bonded courier service. Activities making cash deposits in excess of \$10,000 will contact the Fort Belvoir Provost Marshal Office in advance in order to obtain a military police escort. Although amounts less than \$10,000 do not require a military police escort, activity managers may obtain escort service due to the isolation of the activity or time of bank deposit (hours of darkness).
5. After normal banking hours, the use of night deposit boxes is encouraged.



6. All funds for deposit will be carried in a locked banking bag. This bag should be placed into a container such as a briefcase secured by the activity representative acting as its courier. The courier will verify the deposit with the activity manager or their representative, and document the transaction. The transaction record should include the bank bag number and signature of the courier. Military Police under normal circumstances will not act as couriers.

7. If a military police escort is used, the courier will remain in the building until the escort arrives. The courier will ride in the rear seat of the military police vehicle to the banking facility. The Military Police will accompany the courier into the bank and then transport the courier to the point of pick up after all transactions have been completed.



APPENDIX B  
SECURITY OF PERSONAL FUNDS IN UNIT AREAS

1. Personnel are discouraged from storing \$500 or more in cash in their barracks room. Funds of \$500 or more should be deposited in a financial institution or the unit safe. All funds stored in the unit safe will be stored there only as a last resort.
2. The following procedures will be followed for the storage of funds in unit safes:
  - a. Funds will be placed in individual sealed envelopes with the name of the owner written on the outside. The owner will be provided a receipt. A separate inventory listing of funds being secured in the unit safe will be maintained in a separate container.
  - b. Funds will not be stored in unit or activity safes for more than 72 hours.
  - c. Security containers used for the storage of personal funds will not be used to store classified materials or other government property.
4. If there is more than \$5,000 in cash, negotiable instruments or both stored in the unit safe, a unit guard must be posted on the safe. This guard must maintain constant surveillance of the safe and under no circumstances will he/she be assigned other duties.
5. If more than \$15,000 in cash, equivalent negotiable instruments or both are stored in the unit safe, the Provost Marshal Office must be contacted and arrangements made to keep the safe at the Military Police Station overnight. The unit will be responsible for transporting the safe to the Military Police Station, and for providing a guard to guard it. The unit will be responsible for making other, adequate arrangements for security or disposition of the funds within 24 hours of the safe being moved to the Military Police Station.



APPENDIX C  
BUILDING SECURITY PROGRAM

1. Purpose. Establishes procedures and policy to enhance building security on the installation.

2. Applicability. This appendix applies to all units, and activities located on the installation. Included are the interiors of buildings, which if vandalized would result in monetary losses to the Army.

3. Objectives. Aid commanders and directors in developing physical security measures and procedures to ensure or enhance the security of buildings and property.

4. Concept.

a. Building security is a command responsibility requiring the combined efforts of all personnel. The opportunity for criminal activity in buildings can be minimized by the application of a concerted and continuing program of "self protection".

b. The following guidelines will be followed to maintain building security:

(1) Inspect all exterior doors and windows to ensure that they are in good condition and afforded adequate locking devices. FM 19-30, Physical Security, Chapter 5, Protective Barriers, may be used as a guide, but requests for further information and assistance are encouraged. Contact the Provost Marshal Office Physical Security Section at 806-4026/4040.

(2) Barriers identified as inadequate will be replaced or repaired as necessary. DA Form 4283, Facilities Engineering Work Request, will be prepared and submitted through the Provost Marshal Physical Security Section for comment, to the Directorate of Installation Support.

(3) Units and activities will establish an end-of-day security check for their buildings and areas. Security checks will be conducted at the close of each duty day to ensure that materials, areas, and buildings are secure prior to the departure of responsible personnel. Standard Form 701, Activity Security Checklist, will be posted adjacent to the primary door and used to conduct and record the security check. Completed SF 701 is destroyed upon completion of first entry on new form.

(4) A FB Form 379, Unaccompanied Access/Emergency Notification Listing, will be completed for each unit, activity, building and/or area located on the installation.

(a) FB Form 379 will be resubmitted every 90 days or whenever a change in personnel or reported information occurs. FB Form 379 can be obtained from Publications and Blank Forms, building 315.

(b) Completed FB Form 379 will be brought to the PMO, PS Section, room 18, building 1131.

(c) Upon receipt of properly completed FB Form 379, FB Form 20, Emergency Notification Card, will be issued to the unit/activity.

(d) One FB Form 20 will be posted on each exterior door of the building. FB Form 20 will be protected from the elements and posted so that it may be easily seen and read from outside the building.

(e) FB Form 20 will reflect the unit/activity name and building number only. It will be replaced only as necessary. If more than one unit or activity occupy the same building, a separate FB Form 20 will be posted for each.

(5) Exceptions:

(a) Buildings which house multiple activities that close at different times, or do not close at all, may not be able to readily comply with the paragraphs above. Activities in this situation will recognize one activity as the most responsible for



building security. This activity will coordinate with the PMO Physical Security Section to determine the most effective security plan for their particular situation.

(b) Buildings, which are not occupied or entered daily, do not require daily security checks. Security checks of these buildings will be conducted only when they are occupied or entered, or once a month, whichever is more frequent.

## 6. Policies.

a. Military Police will maintain building security checklists which will be used by patrols to conduct and record checks of buildings or areas during non-duty hours. Buildings may be included on these checklists per request of unit commanders or activity directors, or based upon recommendations made by the PMO Physical Security Section. Listed buildings will be checked at least twice every eight hours during non-duty hours. All requests for buildings to be added to the checklist must be submitted in writing.

b. Buildings found unsecure by the Military Police will be searched to determine the presence of unauthorized personnel or evidence of criminal activity. Upon completion of the search the person listed on the FB Form 379 for the building/activity will be contacted, and requested to secure the building. If no responsible person can be contacted, the Military Police will secure the building by whatever means available.

c. Incidents of unsecured buildings and immediate actions taken will be reflected in the Military Police Journal. An informal memorandum will be forwarded through command channels to the commander or director responsible for the unsecured building. Unit commanders or activity directors responsible for the unsecured building will be required to reply by endorsement to the PMO Physical Security Section. The reply will identify the cause of the incident, and what corrective action has been taken to prevent future recurrences.

APPENDIX D  
SECURITY OF PERSONAL PROPERTY

1. Incidents of lost, stolen, and found personal property indicate that emphasis must be focused toward this area. Security of personal property is a high priority and an individual responsibility.
2. Commanders will incorporate and emphasize security of personal property to all personnel during initial inbriefings and have all personnel complete DA Form 4986, Personal Property Record.
3. The following basic security procedures will be utilized:
  - a. Bicycles. When unattended, bicycles will be secured with a lock and chain (or similar cable lock device), to a permanent object. Examples are a tree, railing, bicycle rack, or light pole. If not available, they should be secured in a locked storage shed, garage, or inside of quarters. When using cable locks or chain, ensure that the chain is secured to the frame and not just a wheel.
  - b. Children's Toys. When toys are not being used and at night, they should be locked in a storage shed, garage, or inside of quarters.
  - c. Tools, charcoal/gas grills, and other miscellaneous items used outdoors should be properly secured in methods as previously stated.