

Chapter 14

Crime Prevention

14-1. Responsibilities

a. BDE/GRP/SQDN/BN/Co. Level CDRs will:

(1) Establish a CP Program and monitor its effectiveness.

(2) Appoint in writing: SSG/E-6 or above as BDE/GRP/BN/SQDN CPO; or a SGT/E-5 or above as a Co. level CPO. A sample appointment order is provided at appendix F.

(3) Establish a CP SOP IAW appendix G. The chapter, although not all inclusive, will serve to develop a unit's CP SOP. BN/SQDN/Co. level CP SOPs will complement higher headquarter CP SOPs. SOPs will include responsibilities for CQ to:

(a) Conduct security checks a minimum of two times before and after midnight of unit areas, to include but not limited to; mail orderly rooms; dayrooms/equipment, billet rooms, equipment storage areas, parking lots, motor pools, etc.. Security checks will be recorded in the Staff Duty journal.

(b) Comply with fire and safety requirements.

(c) Secure all doors except the main entrance doors after duty hours and ensuring exits provide required safety, but deny entry.

(d) Properly secure and record any property found unsecured in the Staff Duty journal.

(e) Report all incidents to their chain of command and make appropriate log book entries.

(f) Immediately report observed criminal acts or suspicious activity to the Fort Bragg MP and chain of command and documenting such reports on the Staff Duty journal.

(g) Control visitor access to unit and billeting areas.

(h) Ensure building doors and windows are adequately secured.

(4) Conduct unannounced and quarterly CP inspections and assessments of headquarters and subordinate CP programs. CPOs must maintain results on file for 12 months.

(5) Ensure newly assigned personnel receive and acknowledge the unit CP in-brief (Appendix H) within 10 working days of arriving to the unit. CPOs and direct supervisors will maintain a copy of their Soldier's CP Briefing in their personnel file.

(6) Ensure CPOs schedule and conduct semi-annual CP and training. Files will be maintained for 12 months.

(7) Comply with current AR directives and this regulation regarding structural, storage, and control requirements for safes, containers, locks, key control, etc..

(8) Ensure secure storage areas are available to store Soldiers' personal property and TA-50.

(9) Ensure Soldiers with high value dollar items (\$100.00 or more) are inventoried and verified by a witness's signature on FB Form 4986, Personal Property Record when inventorying or declining to inventory their property. Completed and declined FB Forms 4986 will be maintained and updated regularly by the CPO and the Soldier's 1SG. The Soldier's copy must be secured in an inconspicuous area at all times.

(10) Ensure SDO/SDNCO duty log books contain a current billeting roster of personnel with their assigned rooms.

b. Soldiers will:

(1) Secure private and government property at all times.

(2) Be encouraged to report suspicious activity or observed criminal acts to their CDR.

(3) Ensure assigned wall and foot lockers are in serviceable condition.

(4) Request through unit Supply a new combination or replacement lock key if a combination is compromised or lock key is lost.

(5) Ensure government issued locks are not used to secure personal property.

(6) Mark all personal property.

(7) Mark property with "USA, and last four numbers of Soldier's SSN)."

(8) Not leave valuables and money in pillows, mattresses, or in unsecured night stands, desks, or lockers.

(9) Not leave easily removable items in POVs whether they are secured or not.

(10) Not store or keep MTOE inside of POVs.

(11) Refrain from carrying large sums of money (over \$100.00).

(12) Maintain Organizational Clothing and Individual Equipment (OCIE)

(a) Issued clothing will be marked IAW AR 700-84.

(b) Individual clothing and equipment of active duty, Reserve and National Guard personnel living in troop billets will be secured by use of a locked wall locker, foot locker, duffel bag, or in a separately locked room. In lieu of a separate room, access to wall lockers may be controlled by modifying the lockers to accept a locking bar or by adding a second hasp and securing the locker with a second lock. Keys to access separately locked rooms will be placed in the unit key depository and controlled by the unit Key and Lock Custodian.

c. Marking of government property shall comply with AR 190-51, appendix C.

d. Unit Supply will:

(1) Establish security control measures for the issuance of bolt cutters.

(2) Ensure high dollar items have double barrier protection, i.e. locked wall lockers inside a locked supply room.

(3) Provide a secure storage facility for personal property belonging to personnel on leave, TDY, hospitalized, deployed, AWOL, or participating in field training exercises.

(4) Permanently mark commercial/military pilferage/high dollar items as directed by the CDR. Markings should not deface or devalue the item being marked.

(5) Supply storage rooms will be designated as "Off Limits to Unauthorized Personnel".

(6) Post access rosters.

(7) Ensure electrostatic engravers or other methods are made available to Soldiers for marking personal property. Note: ID markings should be engraved wherever possible.

14-2. Health and Welfare Inspections

a. CDRs must consult their SJA office prior to conducting health and welfare inspections.

b. During routine health and welfare inspections unit representatives will attempt to detect and, if possible, make corrections for unsecured valuables, personal and government property, and keep a record of these inspections. These records will not indicate personal findings.

c. CDRs will notify the Fort Bragg MP of any prohibited/suspected item(s) found.

d. Confiscated items will be maintained by the CoC until disposition. Illegal items will be released to Fort Bragg MP as appropriate.

e. CDRs may request and coordinate in advance with PMO (K-9/narcotics team) to assist in Health and Welfare inspections.

14-3. Dayroom/Barracks

- a. Installation Off Limits Establishments/Office Limit Area signs will be posted on all unit bulletin boards.
- b. Signs warning non-unit personnel to report to the SDO room/CQ WILL be posted on all perimeter doors to the billets.
- c. Visitor sign-in logs will be used and maintained by duty/CQ for a minimum of 90 days.
- d. Visitor policies will be posted on all unit bulletin boards.
- e. All rooms will be adequately secured when individuals are asleep or not present.
- f. Dayroom televisions/DVD players and other high dollar government property will be sub-hand receipted to the Barracks or Supply NCOs. The property will be properly secured to stands or fixed objects and inventoried daily by the Staff Duty and monthly by a command appointed representative for proper accountability.
- g. POWs are prohibited in the barracks (knives having a switchblade, automatic opener, or spring loaded blade, brass knuckles, weapons, swords, etc.). Refer to FB Reg 190-11-1, chap 9 for a complete listing of prohibited weapons.

14-4. Security Measures for Privately Owned Vehicles (POV). Personnel will take the following security measures to prevent larceny of motor vehicles or their contents:

- a. Secure POVs when unattended regardless of location or time of day.
- b. Remove all valuable items in vehicles.
- c. Permanently mount DVD/CD players, CB radios or any other electronic equipment inside vehicles.
- d. CTA-50 will not be left unattended in a parked POV or military vehicle on or off-post at any time or for any reason while transporting their equipment to meet mission requirements.

14-5. Light Control Measures. Leave lights on in designated areas to reduce the potential for crime. These areas should include, but are not limited to, building exteriors, vehicle parking areas, troop paths, sidewalks, outside areas where troops congregate and those areas declared "OFF LIMITS". A Staff Duty journal must be made and chain of command must be informed of all in-operative or inadequate lighting.

14-6. Security during Deployments

- a. CDRs and supervisors are required to conduct recorded inventories of all SBE. An inventory of all barracks Soldiers' Stay Behind Property (SBP) will be secured in approved

containers, wall lockers or other secure locations. A security protective seal and padlock will be used to secure storage containers. Protective seal log procedures must comply with chapter 13 of this regulation.

b. CDRs will establish unit SOPs to secure and provide access control to designated storage areas during deployment for POVs, all terrain vehicles (ATVs), boats, recreation vehicles (RVs), etc. Designated POV storage areas will be fenced and adequately lighted.

Appendix F
Sample Appointment Orders for Unit Crime Prevention Officer

Sample Appointment Orders for Unit Crime Prevention Officer

Unit Letterhead

Office Symbol

Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Crime Prevention Officer Primary and Alternate

1. The following individual's are hereby appointed as Crime Prevention Officers for (BDE/Squadron/BN/Company/Troop/Battery).

<u>Name</u>	<u>Rank</u>	<u>Position</u>
Jones, I. B.	SSG	Primary
Good, Johnny B.	SGT	Alternate

2. Effective Date: Same as date above.

3. Authority: AR 190-13

4. Period: Until officially relieved or released from appointment or assignment.

5. Special Instructions: Perform the assigned duties IAW the BDE/Squadron/BN/Company/Troop/Battery) Crime Prevention SOP.

6. POC for this memorandum (list name and telephone of POC).

BDE/Squadron/BN/CO CDR Signature Block

Appendix G
Sample Unit Crime Prevention SOP

Sample Unit Crime Prevention SOP

Unit Letterhead

Office Symbol

Date

SUBJECT: Unit Crime Prevention Standing Operating Procedures (SOP)

1. Purpose. To establish and prescribe policies and procedures for assigning responsibilities, and provide guidance concerning security of personal and military property and reduce criminal activity risks involving personnel and property within the BCT and subordinate commands.

2. References:

- a. AR 190-13, The Army Physical Security Program, 25 Feb 2011
- b. AR 190-51, Security of Unclassified Army Property (Sensitive & Non-Sensitive), 30 Sep 93
- c. AR 710-2, Supply Police below the National Level, 28 March 2008
- d. DA Pam 190-51, Risk Analysis for Army Property, 30 September 1993
- e. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures), 31 December 1997
- f. Fort Bragg Regulation 190-13-1, Fort Bragg Physical Security Program, 8 June 2013

3. Applicability. This policy applies to all personnel in (unit).

4. Responsibilities:

- a. Commander:
- b. CPO Primary/Alternate:
- c. Soldier:

- d. Unit Supply:
 - e. Staff Duty Officer/Noncommissioned Officer (SDO/SDNCO):
 - f. Charge of Quarter (CQ):
6. Personal Property
 7. Unit Storage
 8. Inventory of Personal Property/High Value Items
 9. Marking of Personal and Government Property
 10. Electric Engravers and other Tools
 11. Prohibited Weapons
 12. Illegal Drugs
 13. Health and Welfare Inspections
 14. Visitor Policy
 15. Rape Prevention/Treatment of Rape Victims
 16. Reporting a Crime or Suspicious Activity
 17. Security Measures for Privately Owned Vehicles
 18. Off Limit Areas
 19. North Carolina Drinking Law/Drinking While Intoxicated (DWI)
 20. Light Control Measures

CDR's Signature Block

Crime Prevention Briefing Checklist

Unit Letterhead

Office Symbol

Date

SUBJECT: (LIST UNIT) CRIME PREVENTION BRIEFING CHECKLIST

I, _____ received a unit Crime
(Print Last Name, First Name, MI)

Prevention briefing/orientation which included the following topics:

<u>TOPICS</u>		<u>YES</u>	<u>NO</u>
	Unit Crime Prevention Policies		

Procedures for Securing Personal Property		_____	_____
Personal Property Record/Inventory of High Value Items		_____	_____
Accessibility and Location of Electric Engravers (or other tools)		_____	_____
Visitor's Policy	_____	_____	_____
Local Trouble Spots	_____	_____	_____
Prohibited Weapons/Items and Drug Paraphernalia		_____	_____
Off Limit Areas		_____	_____
Procedures to Report a Crime or Suspicious Activity		_____	_____
North Carolina State Drinking Law/Drinking While Intoxicated (DWI)		_____	_____

(Signature of Soldier)

(Date)

PHYSICAL SECURITY INSPECTION REPORT

1. REPORT NUMBER

IMBG-ESS-I

2. DATE OF INSPECTION

3. PREPARING AGENCY

Directorate of Emergency Services
Physical Security Office
Ft. Bragg, NC 28310

4. UNIT OR ACTIVITY INSPECTED

Bldg#
Fort Bragg, NC 28310
UIC:

5. NAME AND RANK OF UNIT/ACTIVITY COMMANDER

6. REPORT NUMBER AND DATE OF PREVIOUS INSPECTION

7. UNIT OR ACTIVITY MISSION

8. TYPE OF AREA INSPECTED

Crime Prevention

Unit CPO:

9. TYPE INSPECTION

10. HAS THE UNIT BEEN PROVIDED THE: YES | NO | NA

ANNOUNCED UNANNOUNCED

a. Installation Physical Security Plan?

Courtesy 18 Month 24 Month Re-inspection

11. FINDINGS/RECOMMENDATIONS

SEE REVERSE

* Denotes Major Deficiency.

1-Major results in Not-Adequate Rating

Five or more minor deficiencies results in Not-Adequate Rating

12. INSPECTING OFFICIAL'S EVALUATION

13. RATING: THE SECURITY OF THIS UNIT/ACTIVITY IS:

ADEQUATE NOT ADEQUATE

14. EXIT INTERVIEW (*Name, Grade or Rank, and Duty Position*)

TO PROTECT THE ARMY INTERESTS.

15a. INSPECTOR (*Name, Title*)

b. SIGNATURE

c. DATE

16a. APPROVING AUTHORITY (*Name, Title*)

b. SIGNATURE

c. DATE

17. DISTRIBUTION

2-BDE / SQDN S-2

1-CPO

1-File

**PHYSICAL SECURITY INSPECTION REPORT
CRIME PREVENTION**

REQUIRED REFERENCES:	Yes	No	NA	INSPECTOR'S REMARKS
AR 190-13, The Army Physical Security Program, 25 Feb 11				
AR 190-51, Security of Unclassified Army Property, 30 Sep 93				
AR 710-2, Supply Policy Below the National Level, 28 Mar 08				
DA Pam 190-51, Risk Analysis for Army Property, 30 Sep 93				
DA Pam 710-2-1, Using Unit Supply System (Manual Procedures), 30 Sep 98				
FB Reg 190-13-1, Fort Bragg Physical Security Program, 8 Jun 13				
ADMINISTRATION:	Yes	No	NA	INSPECTOR'S REMARKS
*1. Does the unit have a Crime Prevention Program? (AR 190-13-1, chap 2-4, FB Reg 190-13-1, paras. 1-7c(1) and 14-1a(1))				
*2. Has a unit Crime Prevention Officer/NCO been appointed in writing? (FB Reg 190-13-1, para 14-1a(2))				
*3. Is there a Crime Prevention SOP? (FB Reg 190-13-1, para 14-1a(3))				
4. Does the SOP outline Staff Duty NCO responsibilities? (FB Reg 190-13-1, para 14-1a(3)(a-g))				
a. Conduct security checks of mail orderly rooms, dayroom/ equipment, billet rooms, parking lots, equipment storage areas, and motor pools, etc.				
b. Fire and safety checks.				
c. Secure exterior doors after duty hours.				
d. Secure and make entry in duty journal of any unclaimed property.				
e. Report all incidents to chain of command.				
f. Report all criminal acts and suspicious activity to Military Police.				
g. Control visitor access after duty hours.				
h. Ensure doors and windows are adequately secured.				
5. Are new unit personnel briefed on Crime Prevention procedures within 10 working days of arrival to unit and are records maintained on file? (FB Reg 190-13-1 para 14-1a(5))				
*6. Are semi-annual Crime Prevention briefings conducted by the unit Crime Prevention Officer/NCO incorporated into regularly scheduled training and are records kept on file? (FB Reg 190-13-1, para 14-1a(6))				
7. Are there designated storage areas to ensure the security of personal property? (FB Reg 190-13-1 para 14-1a(8))				
8. Are high value items inventoried, witnessed and recorded on FB Form 4986 for every unit member? (FB Reg 190-13-1 para 14-1a(9))				
INSPECTIONS:	Yes	No	NA	INSPECTOR'S REMARKS
1. Does the BDE/GRP/BN/SQDN Crime Prevention Officer/NCO conduct announced/unannounced inspections quarterly and are records kept on file? (FB Reg 190-13-1 para 14-1a(4))				
*2. Does unit provide adequate secure storage for personal property belonging to personnel on leave, TDY, deployed, AWOL, hospitalized or on field training exercise? (AR 700-84, FB Reg 190-13-1, para 14-1d(3))				
DAY ROOM / BARRACKS	Yes	No	NA	INSPECTOR'S REMARKS
*1. Are there specific procedures/safeguards used to control unauthorized access to barracks? (FB Reg 190-13-1, para 14-1a(3)(g))				
2. Are signs warning non-unit personnel to report to the Staff Duty conspicuously posted on perimeter doors to billets? (FB Reg 190-13-1, para 14-4b)				
3. Are all rooms adequately secured when individuals are asleep or not present? (FB Reg 190-13-1, para 14-4e)				
*4. Are "OFF LIMIT ESTABLISHMENTS/OFF LIMIT AREA" signs posted on unit bulletin board? (FB Reg 190-13-1, para 14-4a)				

5. Do barrack occupants properly secure their valuables items? (FB Reg 190-13-1, para 14-1b)				
6. Are electrostatic engravers on hand for marking property? (FB Reg 190-13-1, para 14-1d(7))				
7. Are military and personal property marked to enable identification in case of theft? (FB Reg 190-13-1, 14-1d(4))				
8. Are dayroom televisions properly secured to stands and/or fixed objects? (FB Reg 190-13-1, para 14-4f)				
*9. Are privately owned weapons (POWs) prohibited in the barracks? (FB Reg 190-11-1, chap 9 and FB Reg 190-13-1, para 14-4g)				
BUILDING EXTERIOR/PARKING AREAS	Yes	No	NA	INSPECTOR'S REMARKS
1. Are building exteriors adequately lighted and are all lights operational? (FB Reg 190-13-1, para 14-5)				
*2. Are all building doors and windows adequately secured? (FB Reg 190-13-1 para 14-1a(3c))				
*3. Do designated POV parking areas have adequate lighting? (FB Reg 190-13-1, para 14-5)				
SECURITY OF GOVERNMENT PROPERTY	Yes	No	NA	INSPECTOR'S REMARKS
*1. Are procedures established limiting number of personnel requiring access to: (AR 190-51)				
a. Baggage storage room?				
b. Motor Pool?				
c. NBC room?				
d. Supply room?				
e. Tool room?				
2. Are pilferable items properly secured? (AR 190-51, para 1-4e(6))				
*3. Are thorough investigations conducted upon discovery of missing unit property? (AR 190-51, para 1-4e(1))				
DEPLOYMENT	Yes	No	NA	INSPECTOR'S REMARKS
1. Are there provisions for the security of personal property during unit deployments? (FB Reg 190-13-1, chap 14-6)				
2. Are POVs secured in the unit POV storage area during deployments? (FB Reg 190-13-1 para 14-6b)				
*3. Is there a POV storage SOP? (FB Reg 190-13-1, para 14-6b)				
FINAL NOTES:				
a. Is Crime Prevention Program adequate/inadequate?				
b. Inspector's Comments:				