

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
Headquarters, United States Army Garrison, Fort Jackson  
Fort Jackson, South Carolina 29207-5000

REGULATION  
NUMBER 190-31

9 December 2011

FORT JACKSON  
CRIME PREVENTION

1. PURPOSE. To establish guidelines for a Fort Jackson Crime Prevention Program which is designed to reduce the incidence of criminal acts on the installation and to maximize the security of the military community. The requirements listed in this regulation are minimum and are considered mandatory.

2. APPLICABILITY. This regulation is applicable to all assigned and attached Fort Jackson units, staff activities, and organizations to include Tenant Commands.

3. GENERAL. A Crime Prevention Program consists of three phases.

a. Phase I, Information and Planning; involves the evaluation of the problem(s), identifying the countermeasures and objectives to neutralize the problem(s) to include the methods and equipment to be used.

b. Phase II, Prevention Efforts; involves the implementation of the methods and equipment discussed during the information and planning phase.

c. Phase III, Program Evaluation; requires continuous review and analysis of the current plan for effectiveness and improvement.

4. RESPONSIBILITIES.

a. Crime Prevention is an individual responsibility. The Chain of Command concept provides the framework for an effective Crime Prevention Program.

b. Provost Marshal will:

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\*This regulation supercedes FJ Reg 190-31, dated 5 May 2005

- (1) Maintain statistical data of all reported crimes, which occur on Fort Jackson.
- (2) Analyze statistical data to identify problem areas and make timely recommendations to commanders concerned.
- (3) Develop and implement a Crime Prevention Program for family Quarters' occupants and on-post dependent schools.
- (4) Implement and publicize current and projected crime prevention themes and disseminate crime prevention information to all commands.
- (5) Schedule and conduct crime prevention inspections of all post units, tenant units and activities. Recommend to commanders/activity heads and supervisors, measures and procedures for minimizing and eliminating the desire or opportunity for personnel to engage in criminal activity.

c. Unit Commanders/Activity Chiefs will:

- (1) Ensure there is a written Crime Prevention Standing Operating Procedure (SOP) and that it is on file and formatted IAW Appendix A. The SOP will be tailored to the needs of the unit/activity.
- (2) Use FJ Form 113, (Crime Prevention Checklist), at Appendix B for the monthly (unit) inspections (semiannually for activities). Retain the inspection results on file for one year.
- (3) Ensure all newly assigned personnel receive a crime prevention orientation within 10 duty days after the date of assignment and semiannually thereafter. The orientation will cover the information contained in Appendix C.
- (4) Ensure crime prevention posters are displayed throughout the unit/activity in conspicuous locations. Maximum use of DA posters will be made since they show current doctrine and are available from the Physical Security Section to be copied by units for their distribution/ use.
- (5) Ensure an Office Watch Program (see page A-6) is initiated and maintained. Personnel will be instructed to keep the office areas sanitized of easily pilferable items openly displayed and to properly mark all items for identification. Instruct individuals to challenge strangers in the work place.
- (6) In military units (barracks), ensure personal cash funds of \$50.00 and over are secured as follows:

(a) In a fire resistant safe such as a field safe with a combination, three tumbler lock. Field safes not equipped with a built-in combination type lock will be secured with either of the following padlocks: NSN 5340-00-158-3805 (without chain) or NSN 5340-00-158-3807 (with chain).

(b) Safes weighing less than 500 pounds will be affixed to floors or walls with bolts or chains equipped with at least a secondary locking device. Chains used to secure safes will consist of heavy duty hardened steel, welded, straight link steel, galvanized of at least 5/16 inch thickness or of equivalent resistance of force required to cut or break an approved secondary padlock. An example of an equivalent chain is type 1, grade C, class IV, NSN 4010-00-149-5583, NSN 4010-00-149-5575, or NSN 4010-00-171-4427.

(c) Access to containers used to secure personal funds will be limited to three individuals, one of whom is the unit commander or first sergeant. A list containing the names, home telephone numbers and address of these individuals will be affixed to the side of the container.

(d) DA Form 702 (Safe or Cabinet Security Record) will be utilized to reflect when container is opened, closed, and checked.

(e) Afford members of their command an opportunity to place excess money/valuables in the unit safe. The owner and the person receiving the money/valuables for safekeeping (who must be a commissioned officer or NCO E-7 or higher) will jointly count the money in the presence of a third party, and place the money in an envelope. The owner will sign across the envelope seal. The receipt will be prepared in three copies. The original copy will be given to the individual, the second copy will be placed in the envelope with the money/valuables, and the third will be retained in the unit files. The envelope will be returned to the owner on demand or as soon as practicable. Partial withdrawals will be discouraged. Upon delivery of the envelope, a joint inventory of its contents will be taken in the presence of a third party, and all receipts destroyed.

(f) Safes containing personal funds or negotiable instruments will be under constant surveillance when contents exceed \$1,500.00. The individual may be armed at the discretion of the commander. When unit safes are used to store funds or negotiable instruments, the keys to unit areas and facilities, normally maintained in unit safes, will be relocated and secured at a separate location.

(7) Develop and provide written instructions to the charge of quarters concerning security checks to be made. These instructions will include, but are not limited to, mailboxes, dayroom equipment, and personal rooms. Security checks will be reflected in their duty journal.

(8) Ensure security checks of unit parking lots are conducted by charge of quarters at irregular times at least twice before midnight and twice after midnight during their tour of duty and the checks are reflected in the duty journal.

(9) Ensure unit parking lots are illuminated in such a manner as to deter vandalism and theft. Work order requests for lighting will be maintained in the monthly crime prevention inspection file until the work is completed.

(10) High dollar value property (over \$100.00) in the unit dayroom (i.e., stereo, microwave, television, etc.) will be secured in such a manner to prevent easy removal.

(11) Ensure that wall lockers and rooms are equipped with serviceable locking devices, which provide adequate security. Trainees will not provide a copy of their locker key or combination to a "buddy" or drill sergeant for safekeeping. If a trainee's lock has to be cut from a locker, there must be a NCO in the grade of E-7 or higher present.

(12) Ensure that the charge of quarters is provided with a visitor register and that all visitors are logged in and escorted by unit personnel while in the company.

(13) Additional locks or storage area will be provided to the charge of quarters to secure unsecured property found after duty hours.

(14) Ensure that personal and government properties are secured at all times when not actually in use.

(15) Ensure that unit members use FJ Form 4986 (Appendix E) (Personal Property Record) to record the description and serial number of high value (over \$50.00) personal property. Two copies of FJ Form 4986 will be prepared. One copy will be furnished to the individual and the other copy retained at the unit until the service member's departure. Unit commanders will attempt to persuade members to mark all high value (over \$50.00) items of personal property shown on the FJ Form 4986 with an electrostatic marker showing "USA", the first letter of the last name and the last four of the SSN of member. Example: To mark Private Smith's property, you would inscribe "USA S-1234". This will facilitate recovery of the property if stolen.

(16) Establish an Amnesty Program to further enhance the overall Crime Prevention Program. This Amnesty Program will be designed to reach company level and will include the voluntary turn-in of unauthorized weapons, contraband, drugs, and other narcotics. Amnesty boxes will be checked once a day when in-cycle and once every other day when out-of-cycle.

(17) Require reporting immediately to the Military Police, ext. 3113/ 3114, all available information concerning any crime(s) or suspicious activities which occur in area(s) of responsibility or involve unit personnel as subjects, witnesses, or accomplices (Report Control Symbols exempt Para 5-2c (4), AR 335-15).

(18) Appoint a unit crime prevention officer and NCO in writing and maintain a copy in unit files.

5. SECURITY OF PERSONAL FUNDS AND BARRACKS LARCENIES. Lack of security of personal funds and barracks larcenies continue to detract from the effectiveness of existing crime prevention programs. Unit commanders will take the following additional measures to attempt to decrease incidents concerned with loss of personal funds, negotiable instruments, and barracks larcenies:

a. Maximum effort must be exerted by commanders to ensure that all troops residing in the barracks take precautions to safeguard monetary certificates and negotiable instruments. In addition to common sense precautions already in force, each individual residing in the barracks will record the serial numbers of all monetary certificates and negotiable instruments with a face value of \$50.00 or more on two separate sheets of paper. One sheet will be carried on the individual's person at all times; the other will be placed in his SECURED WALL LOCKER. The purpose of this procedure is twofold; first, people will know that personal funds are recorded by serial number which should be a deterrent to a prospective thief; and second, should the money be lost, stolen, or misplaced, the recording of serial numbers will enhance recovery efforts and return of the property to the rightful owner.

b. In an effort to reduce barracks larcenies, all wall lockers not equipped with a three point locking mechanism will be equipped with two exterior hasps and hinges as shown in the composite drawing (Appendix D) and will be locked with two padlocks. Hasps and hinges will be installed so that bolt or rivet heads are not exposed or readily able to be manipulated by a screwdriver or other tool. Bolts or rivets will be backed on the inside of the locker with one-inch washers or other reinforcing materials to prevent them from being readily pulled out.

c. Bolt cutters and other devices which could be used to assist a thief in opening wall lockers will be kept secured under double-barrier protection. (i.e.: locked in a footlocker inside a locked room, such as a drill sergeant office.)

6. SECURITY OF PERSONAL BAGGAGE STORAGE AREAS.

a. In an effort to reduce larcenies of personal items and personal baggage, all baggage storage areas will be completely enclosed. There will be two exterior locks and hasps properly installed on all baggage storage areas not equipped with a deadbolt locking mechanism. Hasps and hinges should be of medium gauge steel construction and provide a degree of security comparable to the type of lock being used. Hasps should be mounted 15" from the top of the door and 15" from the bottom. Hasps should be mounted on a wooden door frame utilizing heavy duty wood screws with shanks long enough to go through the wooden door frame into the wall studs. Screws or bolt heads should not be exposed and should not be able to be manipulated by a screwdriver or other similar tool. For metal doorframes, hasps will be welded to the metal doorframes. This may be

accomplished by submitting a work order request to Directorate of Public Works (DPW). Hinges should be mounted on the door in the same manner as indicated above. Washers and nuts should be attached to the screws of bolts and peened to prevent manipulation with a screwdriver or other similar tool.

b. All items stored in the baggage storage area will be inventoried utilizing the same procedures used for absentee personnel IAW Para 12-12, AR 700-84. Additionally, all personal property valued at \$50.00 or higher will be marked for further identification and recorded on FJ Form 4986 (Appendix E) in three copies. One copy will be given to the individual owner, one copy will remain with the item(s), and one copy will be maintained on file in the unit. All copies will be verified by the individual's supervisor in the grade of E-5 or above.

c. Items of value such as rings, watches, necklaces, earrings, bracelets, or monies will not be stored in baggage within the baggage storage area. Items of this nature will be inventoried as required in Para b above, placed in a sealed container, and stored in the unit safe.

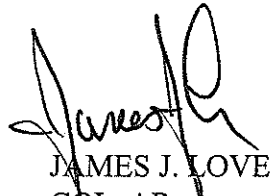
d. Key control procedures will be strictly adhered to IAW Appendix D, AR 190-51 and this regulation. Only personnel responsible for the storage area will be authorized access. A responsible individual must escort all personnel entering the storage area.

7. MANAGEMENT INFORMATION REQUIREMENTS (MIR). This publication does not require a MIR.

#### 8. REFERENCES.

- a. AR 190-11 Physical Security of Arms, Ammunition, and Explosives
- b. AR 190-13 The Army Physical Security Program
- c. AR 190-51 Security of Army Property at Unit and Installation Level
- d. DA Pam 190-51 Risk Analysis for Army Property
- e. FM 3-19.30 Physical Security

OFFICIAL:



JAMES J. LOVE  
COL, AR  
Commanding

PATRICIA KELLY-JOHNSON  
Records Management Division

- 5   Appendixes
- A   - Sample Crime Prevention SOP
- B   - Physical Security/Crime Prevention Checklist
- C   - Outline for Crime Prevention Orientations
- D   - Example of Locks for Wallockers
- E   - FJ Form 4986 (Personal Property Record)

APPENDIX A  
LETTERHEAD

OFFICE SYMBOL

DATE

CRIME PREVENTION STANDARD OPERATING PROCEDURE

GENERAL. This SOP is not intended to be all-inclusive. It contains a recommended format as well as sample program specifics. You may want to expand some areas and delete others, depending upon the specific unit needs.

UNIT CRIME PREVENTION SOP

1. REFERENCES:

- a. AR190-13, The Army Physical Security Program
- b. FJ Regulation 190-31, Crime Prevention
- c. FJ 19-18, Crime Prevention and Planning
- d. Any other useful references

2. PURPOSE. To prescribe policies and procedures, assign responsibilities, and furnish guidance for implementation of the Unit Crime Prevention Program.

3. OBJECTIVE. To create an environment that minimizes or eliminates the opportunity for crime; to educate all personnel on the do's and do not's of crime prevention; to put into effect crime prevention measures; and to identify offenders and ensure effective action is taken against them.

4. IMPLEMENTING INSTRUCTIONS.

a. All personnel will read and comply with individual responsibilities on page A-4 and sign the statement on page A-5.

b. Annually, during the period of January to February, the unit CP program will be reviewed and updated. Based on current statistics and trends, the commander will publish goals for the crime prevention program for the remainder of the calendar year.

c. The CQ will be provided, in his instructions, a detailed list of crime prevention responsibilities (page A-4).

d. Crime Prevention Inspections will be conducted monthly and recorded on the Crime



Prevention Checklist (FJ Form 113 at Appendix B).

e. The supply section will ensure that government property is marked for identification. The marking of private property is encouraged and may be done through the unit orderly room. In addition, electrostatic engravers will be made available to CQs during off-duty hours for individuals to mark their personal property.

f. All permanent party and civilian personnel will attend a crime prevention orientation at least annually. BCT/ AIT Soldiers will receive a crime prevention orientation upon arriving for BCT/ AIT training. Training must be documented and kept on file for 1 year for permanent party and civilian personnel and until completion of training cycle for all BCT/ AIT Soldiers.

g. Crime prevention information will be posted on the unit bulletin board and updated as necessary. Common areas within the billets and work areas will display Crime Prevention Posters. Original copies of posters can be obtained from the Physical Security Section to be copied by units for their distribution/ use.

## 5. RESPONSIBILITIES.

### a. Commander:

(1) Ensure refresher orientation lectures and discussion are developed, scheduled and presented. Orientation periods will be used to update and expand the knowledge of unit personnel with the emphasis on getting maximum involvement in the CP Program.

(2) Ensure barrack(s) inspections are conducted to remove the opportunity for crime (frequency determined by commander).

(3) Set annual goals for CP Program.

(4) Take swift and appropriate actions against offenders.

(5) Provide temporary storage area for monies and/or negotiable instruments in the unit safe, IAW Paragraph 4c(6), FJ Reg 190-31.

(6) Appoint in writing a Unit CP Officer/NCO.

### b. Unit Crime Prevention Officer/NCO:

(1) Ensure newly assigned personnel receive crime prevention orientation and complete TAB A.

(2) Conduct and record necessary crime prevention inspections monthly on FJ Form 113, Crime Prevention Checklist.

(3) Maintain CP file containing inspections and completed individual responsibility

forms (TAB A).

(4) Ensure government property is marked for identification and markers are available to the CQ for marking personal property after duty hours.

COMMANDER'S NAME  
CPT, IN  
Commanding

## TAB A (Individual Responsibilities) to Crime Prevention SOP

The following list contains mandatory and recommended crime prevention measures. All personnel will read this list and sign the attached acknowledgment.

### **MANDATORY CRIME PREVENTION MEASURES**

1. Secure all property containers such as wall lockers, etc., when not in use.
2. Personnel living in the barracks will register all personal property valued at greater than \$50 with the orderly room.
3. Property attractive to thieves (such as cameras, radios, etc.) must be secured when not in use.
4. Report any observed defective latches, locks, storage containers, or other physical security violations to the unit first sergeant.
5. Report any suspicious persons or activities to responsible officials.
6. Promptly report all crimes to your Chain of Command.
7. Do not "hide" keys to quarters or security containers where they are accessible to unauthorized individuals (For example, leaving a room key under a door mat).

### **RECOMMENDED CRIME PREVENTION MEASURES**

1. Mark all items of personal property with your social security number.
2. Avoid carrying large sums of money.
3. Use buddy system.
4. Maintain a listing of all serial numbered property.
5. Do not hitchhike.
6. Secure unattended POVs.
7. Periodically test effectiveness of doors, locks, and containers securing your property.

MEMORANDUM FOR COMMANDER

DATE

SUBJECT: Statement of Acknowledgment

I have received the crime prevention briefing and have read and understood the mandatory and recommended crime prevention measures. Attached is a listing of my personal property valued in excess of \$50, that I will have in my barracks room.

SIGNATURE: \_\_\_\_\_

PRINT: \_\_\_\_\_

TAB B: (CQ Crime Prevention Responsibilities) to Crime Prevention SOP.

The CQ is charged with the responsibility of reducing the risk of crime in the unit area. The CQ will:

1. Ensure that all security lights in the unit area are turned on and remain on during the hours of darkness (Hall lights, area floodlights and sensitive area lights such as arms rooms).
2. Log in and ensure unit personnel escort all visitors.
3. Conduct hourly checks of the outside area of responsibility, checking for unsecured property, doors, windows, etc.
4. Check barrack(s) doors hourly after 2300 and ensure no doors are left unsecured.
5. Record any suspicious persons, activities or security violations noted during your tour of duty.
6. Perform all necessary checks of sensitive areas within Charge of Quarters' area of responsibility.

## OFFICE WATCH PROGRAM

1. This program is designed to provide an easy method of how to ensure certain things are accomplished to improve the security in your area of responsibility.

2. There are two acronyms that are used.

a. WATCH:

Who is that stranger?

Account for your property. (Use Operation I.D.)

Take time to secure you valuables.

Close and lock doors and windows, even if you are away for a moment.

Help visitors.

b. SECURE:

Secure your pocketbook.

Engrave your valuables.

Check and inventory assets often.

Use operation I.D.

Report suspicious activity.

Ensure safes are locked.

3. If you follow the steps listed above your, unit/activity will have a good "Office Watch" Program.

## APPENDIX B

CRIME PREVENTION CHECKLIST  
For the use of this form, See FJ Reg 190-31.  
The proponent agency is the Provost Marshal.

ANNOUNCED	UNANNOUNCED	DATE/TIME INITIATED
UNIT/ACTIVITY	INBRIEFING DATE/TIME (IF APPLICABLE)	
	OUTBRIEFING DATE/TIME (IF APPLICABLE)	
NAME OF ESCORT AND DUTY POSITION	NAME OF UNIT/ACTIVITY CP OFFICER	
UNIT COMMANDER/ACTIVITY CHIEF	INSPECTION CONDUCTED BY:	

YES NO REMARKS

The following pertains to  
Units and activities:

1. Are Crime Prevention Orientations presented to all newly assigned personnel IAW para 4 c (3), FJ Reg. 190-31?
2. Has the commander/activity chief established, published and implemented a crime prevention program within the unit/activity IAW para 4c, FJ Reg. 190-31?
3. Does the unit/activity have a written crime prevention SOP IAW para 4 c (1), FJ Reg. 190-31?
4. Has a crime prevention officer and alternate been appointed in writing IAW para 4 c (19), FJ Reg. 190-31?
5. Are required monthly (semiannual for activities) crime prevention inspections conducted and maintained on file for one year IAW para 4 c (2), FJ 190-31?
6. Does the unit/activity crime prevention SOP require all personal and government property to be secured when not in use IAW para 4 c (15), FJ Reg. 190-31?
7. Are Crime Prevention Posters displayed in the unit/activity area IAW para 4 c (4), FJ Reg. 190-31?
8. Are all lockers and/or rooms secured when the personnel they are assigned to, are not in the immediate area? (Observation)
9. Are there any monies or negotiable instruments unsecured? (Observation)
10. Are there any crimes conducive conditions present that make the unit/activity personnel more vulnerable to crime? (Observation)
11. Has the unit/activity initiated the office watch program? (Observation)
12. Does the unit/activity have FJ LOI pertaining to Bomb Threats? (Observation)
13. Does the unit/activity have procedures for security of sensitive government/ personal property during exodus? (Observation)



YES NO REMARKS

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The following pertain to units only :

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1. Are personal cash funds (over \$50.00) secured in a unit safe that meets standards IAW para 4c(6), FJ Reg. 190-31?

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2. Are electrostatic engravers available to unit personnel for marking government and personal property IAW par 4e (16) and Appendix A, para 5b (4), FJ Reg 190-31?

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3. Are unit parking lots checked by the CQ and/or unit guards after duty hours IAW para. 4c (8), FJ Reg. 190-31?

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4. Are unit parking lots well lighted in such a manner as to Deter crime IAW para. 4c (9), FJ Reg. 190-31?

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5. Are security checks of the parking lots reflected in the CQ Duty log IAW para. 4c (8), FJ Reg. 190-31?

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6. Does the CQ have written instructions concerning security Checks to be made IAW para. 4c (7), FJ Reg. 190-31?

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7. Does the CQ maintain a visitor register IAW para 4c (13), FJ Reg. 190-31?

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8. Is unit property in the dayroom secured to prevent its easy Removal IAW para 4c (10), FJ Reg. 190-31?

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9. Are personal valuables and/or negotiable instruments secured in the unit safe IAW para 4c(6), FJ Reg. 190-31?

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10. The unit safe IAW para 4c (6), FJ Reg. 190-31  
For private property IAW para 6, FJ Reg. 190-31?

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11. Is the CQ provided with an updated unit roster IAW para 4c (12), FJ Reg 190-31?

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12. Is FJ Form 4986 being utilized to record high value personal Property items IAW para 4c (16), FJ Reg 190-31?

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13. Are extra locks and/or containers provided the CQ from securing found/unsecured property IAW para 4c (14), FJ Reg 190-31?

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14. Are wallockers and rooms equipped with serviceable locking devices, which provide adequate security IAW para 5b, FJ Reg 190-31?

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15. Has the unit established an amnesty program to further enhance the overall crime prevention program IAW para. 4 c, (17) FJ Reg. 190-31?

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16. Are required references on hand and maintained by the unit IAW para 8 a thru e, FJ Reg 190-31?

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FJ Form 113 (cont)

(page 3 of 4)

YES NO REMARKS

17. Have all items and personal baggage stored in the baggage storage area been inventoried and recorded on FJ Form 4986 in Three copies IAW para. 6 b, FJ Reg. 190-31?

18. Have control procedures been established for entering the baggage storage area IAW para. 6 a thru d, FJ Reg. 190-31?

19. Does the unit have and strongly enforce a buddy system? (Observation)

20. Does the unit have a list of off limits places in Fort Jackson's area of jurisdiction posted on the unit bulletin board and have soldiers been briefed on the off limits areas? (Observation)

ADDITIONAL COMMENTS/OBSERVATIONS (INCLUDE THE UNIT/ACTIVITIES STRENGTHS AND POSITIVE ASPECTS OF THE CRIME PREVENTION PROGRAM:

APPENDIX C - OUTLINE FOR CRIME PREVENTION ORIENTATIONS

Crime Prevention Orientations required to be accomplished by paragraph 4e (5), should include, but are not limited to, the following topics:

1. Security of personal and government property.
  1. Registration of privately owned vehicles and weapons.
  2. Hitchhiking.
  4. Driving while intoxicated or under influence of drugs.
  5. Bomb threats.
  6. Shoplifting.
  7. Child abuse, spousal abuse, and domestic tranquility (Parental responsibility).
  8. Safety and accidents (Government and POV).
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9. Use of banking facilities to prevent loss.
10. Temporary use of unit safes for safeguarding personal valuable.
11. Indebtedness.
12. Health and welfare inspections.
13. Drug and alcohol abusers (potential for criminality).
14. Off-limit establishments.
15. Use of the BUDDY SYSTEM.

APPENDIX C - OUTLINE FOR CRIME PREVENTION ORIENTATIONS  
Continued

16. Amnesty programs.
17. Unauthorized solicitation (salespersons).
18. Reporting crimes.
19. Army Operation Identification.
20. Control of pets.
21. Legal assistance.
22. Security checks of quarters when occupants are on leave.
23. Sexual assault awareness training and prevention tips.
24. Found ammunition and explosives.

## APPENDIX D - LOCKS



## APPENDIX E

## PERSONAL PROPERTY RECORD

[illegible]

FJ FORM 4086, FEB-05