

**DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY SIGNAL CENTER OF EXCELLENCE
AND FORT GORDON
Fort Gordon, Georgia 30905-5735**

USASCoE&FG Regulation
No. 210-14

**Military Police
INSTALLATION CRIME PREVENTION PROGRAM**

Summary. This regulation establishes criteria for the planning and organization of crime prevention countermeasures throughout the installation of Fort Gordon.

Applicability. The provisions of this regulation apply to all units, directorates, activities, organizations, and persons serving, employed, visiting, or traveling through or on Fort Gordon including, but not limited to, Department of Defense (DOD) military and civilian personnel, retirees, United States Army Reserve/National Guard (USARNG) personnel, military family members, and civilians.

Supplementation. Supplementation of this regulation is prohibited without prior approval of Commander, United States Army Signal Center (USASC&FG), ATTN: IMSE-GOR-ESP, Fort Gordon, Georgia 30905-5735.

Suggested improvements. The proponent of this regulation is the Directorate of Emergency Services, Office of the Provost Marshal. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USASC&FG, ATTN: IMSE-GOR-ESP, Fort Gordon, Georgia 30905-5735 and/or submit DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to the installation AIEP coordinator.

Availability. This regulation is only available at the USASC&FG publications website at: <http://www.gordon.army.mil/dhr/DocMgt/docmgt.htm>

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SECTION I

Purpose. This regulation establishes responsibilities and prescribes policies of the Fort Gordon Crime Prevention Program. Command guidance is provided for implementing a proactive program which is the basis for loss prevention and asset protection applicable to all units, directorates, activities, and organizations.

SECTION II

General. Crime prevention is a critical part of maintaining and protecting personnel, property, and assets on Fort Gordon. A successful crime prevention program must have appropriate command emphasis at every level and the cooperation of every individual.

SECTION III

Objectives. This regulation is designed and implemented to provide Fort Gordon unit commanders, directors, activity chiefs and facility managers with local regulatory guidance for the establishment and operation of their respective crime prevention program.

SECTION IV

Responsibilities.

a. Provost Marshal:

- (1) Provide the necessary support to the Installation Crime Prevention Officer.
- (2) Exercise staff supervision over the installation crime prevention program.
- (3) Advise the Installation and Garrison Commander on all matters pertaining to installation crime prevention.

b. Installation Crime Prevention Officer:

- (1) Oversee the overall installation crime prevention program.
- (2) Provide commanders, directors, activity chiefs, and facility managers guidance to implement or update their respective crime prevention program.
- (3) Develop an installation crime prevention checklist. The checklist will be used as a guide to maintain a workable proactive crime prevention program.
- (4) Coordinate with the Public Affairs Office to publicize current and projected crime prevention themes and disseminate crime prevention information to all commands.
- (5) Schedule and conduct crime prevention inspections of all units, tenant units, and directorates.
- (6) Request, purchase, and maintain crime prevention equipment for the installation.
- (7) Conduct crime prevention briefings to units, activities, and organizations, to include briefings for the Company Commander/1SG Course and Sergeants Major/1SG meetings. Additionally, briefings can be coordinated and scheduled by request through the Provost Marshal.
- (8) Conduct crime prevention assessments of Fort Gordon residential areas and facilities.
- (9) Keep the Director of Emergency Services and Provost Marshal informed on all matters pertaining to installation crime prevention.

c. Brigade/Battalion Commanders:

- (1) Establish an active crime prevention program and publicize it on a continuing basis through bulletins, newcomer orientation, commander's call, and other appropriate means.
- (2) Appoint, in writing a Crime Prevention Officer/NCO.
- (3) Develop a Brigade/Battalion-level SOP that outlines specific crime prevention requirements and guidance for subordinate units/activities.
- (4) Ensure subordinate units/activities are equipped with adequate crime prevention resources (engravers, shredders, crime prevention posters, etc.).
- (5) Ensure appointed Crime Prevention Officers/NCOs are thoroughly familiar with this regulation.

d. Battalion Crime Prevention Officers/NCOs:

(1) Emphasize, at every opportunity, the importance of crime prevention and deterring fraud, waste, and abuse.

(2) Develop and issue crime trend reports for command review.

(3) Schedule and conduct quarterly crime prevention inspections of assigned units.

Battalion Crime Prevention Officers/NCOs will maintain inspection results on file for at least one year.

(4) Be the liaison between the Brigade/Battalion command staff and the Installation Crime Prevention Officer on all matters pertaining to crime prevention.

(5) Collect and compile Reports of Corrective Action (when required) from unit/activity commanders and forward to the Installation Crime Prevention Officer, DES/Provost Marshal Office, ATTN: IMSE-GOR-ESP, Physical Security Section, Fort Gordon, Georgia 30905.

(6) Attend all required installation crime prevention meetings, training, and workshops.

e. Unit Commanders/Directors/Activity Chiefs/Facility Managers:

(1) Develop a written Crime Prevention Standing Operating Procedure (SOP).

(2) Appoint, in writing a Crime Prevention Officer/NCO.

(3) Conduct annual crime prevention inspections of the unit/activity. The checklist contained in Appendix A, will be used. Inspection results will be retained on file for one year.

(4) Ensure all newly assigned personnel receive a crime prevention orientation within 30 duty days after the date of assignment, and annually thereafter. The briefing will be documented as a "Statement of Acknowledgement." The sample format in Appendix C will be used. Statements of Acknowledgement will be kept on file throughout the duration of the individual's assignment or employment. Annual crime prevention briefings will be recorded on an informal memorandum and maintained on file for one year.

(5) When required, prepare and submit Crime Prevention Report of Corrective Action to the Installation Crime Prevention Officer, DES/Provost Marshal Office, ATTN: IMSE-GOR-ESP, Physical Security Section, Fort Gordon, Georgia 30905.

f. Public Affairs Office:

(1) Publish articles, themes, and other crime prevention educational materials submitted by the Installation Crime Prevention Officer.

- (2) Upon request, provide media coverage/advertisement of installation special events and other functions that involves crime prevention awareness.
- (3) Support crime prevention publicity campaigns.

SECTION V.

Marking Property.

a. **Marking of Personal Property (Operation Identification):** Marking property helps eliminate doubt as to ownership. It is a deterrent against theft because of the difficulties to sell or off load identifiable property. Additionally, marked property helps facilitate recovery.

(1) **Training Brigades:** Commanders of training brigades will implement and maintain mandatory policy for marking personal property that exceeds the cash amount of \$100.00 for all Initial Entry Training (IET) Soldiers. Soldiers will mark their personal property using an identification code or distinct marking. Personal Identifiable Information (PII), such as social security or driver's license numbers will not be used to mark property. Identifying data of all high value property will be recorded on FG Form 1901-E-R (Personal Property Record) in one original and two copies (see figure 1, page 15). The unit Crime Prevention Officer/NCO will ensure that Personal Property Records are completed correctly and the original and one copy is furnished to the Soldier, and one copy maintained on file with the Unit until the Soldier permanently departs. Unit Crime Prevention Officers/NCOs must ensure Soldiers understand the importance of updating their Personal Property Records as new purchases are made.

(2) **Permanent Assigned Units/Directorates/Support and Tenant Activities:** The Appointed Crime Prevention Officer will afford all personal the opportunity to participate in marking and recording personal property with the use of FG Form 1901-E-R. Participation in marking personal property is highly encouraged for Soldiers residing in unit barracks. The Chief, Claims Division, Office of the Staff Judge Advocate encourages all unit commanders to use the Personal Property Record form to verify the ownership of Soldier's property.

a. **Marking of Army Property.** The decision to mark Army property rests with the commander and is not mandatory. In making the decision to mark Army property, commanders should consider such risk factors as:

- (1) Vulnerabilities and threat to property losses.
- (2) Monetary replacement value of the property.
- (3) Criticality of the property to include effects of loss and mission performance.

SECTION VI.

Minimum Crime Prevention Resources:

a. **Engravers.** As a deterrent, all organizations must have the resources to mark high dollar personal property. This can be achieved by the use of engravers, which is a low-cost method that assists in deterring thefts and helps to identify recovered lost or stolen property.

b. **Paper Shredders.** It is essential that every individual's personal identity and records be protected to the maximum extent possible to help prevent identity theft. Supervisors at all levels must provide personnel access to shredders. All personnel should shred personal information with a confetti-cut or cross-cut shredder. Organizations will identify and inform personnel of locations for shredder use to destroy personal information.

SECTION VII.

Crime Prevention Inspections. The Installation Crime Prevention Officer will conduct annual Crime Prevention Inspections (CPIs) of units, organizations, and tenant activities on Fort Gordon. The inspection is a formal recorded assessment of crime prevention procedures and measures recommended to implement to protect personnel, Government property and personal property. CPIs may be conducted on an announced or unannounced basis at the discretion of the Installation Crime Prevention Officer.

a. **Crime prevention inspections will be conducted:**

- (1) Annually
- (2) Prior to an organization occupying a new facility (new construction).
- (3) When there is an indication or reported incidents of significant or recurring criminal activity.
- (4) Upon request by the organization's commander or directorate chief.

b. **Crime prevention inspection reports.** Copies of crime prevention inspection reports will be provided to the:

- (1) Commander of the unit or activity chief of the organization inspected.
- (2) Commander or director at the next higher level above the organization inspected.
- (3) Provost Marshal.

c. **Inspection Findings/Deficiencies.**

(1) Findings noted on crime prevention inspection reports that are beyond the capabilities of the inspected organization will be reported to the next higher commander for assistance.

(2) Compensatory measures, within available resources, will be placed in effect pending completion of work or service order requests.

(3) Recurring findings will be reported on future crime prevention inspections until the deficiency is corrected.

d. **Reports of Corrective Action.** A report of corrective action will be required by the organization not later than 30 days from the date of the crime prevention inspection. Reports of corrective action will be submitted to the Provost Marshal Office, ATTN: Installation Crime Prevention Officer, Building #29717, Fort Gordon, Georgia 30905. A second suspense (in writing) requesting corrective action will be forwarded to the organization's higher headquarters/command for reports not received by the due date.

SECTION VIII.

Key/Lock Control. All organizations will adhere to key/lock control procedures as prescribed by AR 190-51, Appendix D (Security of Unclassified Army Property).

SECTION IX.

Crime Prevention Support:

a. **Special Events.** The Installation Crime Prevention Officer will support special events, town hall meetings, unit family readiness groups, and activities such as unit organizational day. Requests must be made 30 working days prior to the event. Crime prevention special event support consists of:

(1) Operation Identification.

(2) Identi-Kit (the recording of a child's fingerprints between the ages of 2 – 16. Photographs are also taken and a description of the child is recorded for safekeeping by the parent).

(3) Bicycle Rodeos.

(4) Neighborhood Watch.

b. **Special Appearance by "McGruff" the Crime Dog.** The Installation Crime Prevention Officer maintains the complete McGruff costume for use at special appearances. To request use of the costume, organizations must contact the Installation Crime Prevention Officer no later than 30 working days prior to the activity or event.

a. **Crime Prevention Educational Awareness Briefings.** Educating Soldiers, family members, and the installation workforce is an essential part of every crime prevention effort. The installation Crime Prevention Officer will conduct briefings on a variety of topics geared

towards personal safety, security, and protection of property. Organizations can request crime prevention briefings (topic specific) no later than 30 working days prior to the event.

APPENDIX A

REFERENCES

AR 190-13

The Army Physical Security Program

AR 190-51

Security of Unclassified Army Property (Sensitive and Nonsensitive)

AR 710-2-1

Using Unit Supply System (Manual Procedures)

FM 3 – 19.30

Physical Security

FORMS

FG Form 1901-E-R

Personal Property Record

APPENDIX B

SAMPLE UNIT/ORGANIZATION CRIME PREVENTION SOP

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

UNIT CRIME PREVENTION SOP OR ANNEX

1. REFERENCES:

- a. Army Regulations.
- b. Local supplements and regulations.
- c. Local plans/directives.
- 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 importance of crime prevention and to put into effect crime prevention measures.

4. IMPLEMENTING INSTRUCTIONS.

a. All personnel will read and comply with individual responsibilities and sign the statement of acknowledgement.

b. Commanders will review, update and publish goals for their crime prevention program on an annual basis. Commanders are encouraged to use current statistics and trends when establishing goals for their crime prevention program.

c. The CQ will be provided in their instructions, a detailed list of crime prevention responsibilities.

d. Crime prevention inspections will be conducted monthly.

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. IET Soldiers will receive a crime prevention orientation upon arriving for training. Training must be documented and kept on file for 1 year for permanent party and civilian personnel, and until completion of the training cycle for all 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.

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 Crime Prevention Program.

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

(3) Set annual goals for Crime Prevention Program.

(4) Take swift and appropriate actions against offenders.

(5) Appoint a Unit Crime Prevention Officer/NCO and forward a copy of orders to Installation Crime Prevention Officer.

b. Unit Crime Prevention Officer/NCO:

(1) Ensure newly assigned personnel receive crime prevention orientation.

(2) Conduct and record necessary crime prevention inspections monthly.

(3) Maintain crime prevention file containing inspections and individual forms, e.g., Statement of Acknowledgement, Personal Property Record.

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

TAB A to Crime Prevention SOP (Individual Responsibilities)

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 in excess of \$100.00 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 your supervisor.
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.
2. Avoid carrying large sums of money.
3. Maintain a listing of all serial numbered property.
4. Secure unattended POVs.
5. Periodically test effectiveness of doors, locks, and containers used to secure your property.

TAB B to Crime Prevention SOP (Charge of Quarters Crime Prevention Responsibilities)

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 duty to ensure doors are not 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.

APPENDIX C

STATEMENT of ACKNOWLEDGEMENT

MEMORANDUM FOR COMMANDER

SUBJECT: Statement of Acknowledgment

I have received the crime prevention briefing and have read and understand the mandatory and recommended crime prevention measures. Attached is a listing of my personal property valued in excess of \$100.00.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

PERSONAL PROPERTY RECORD

For use of this form, see USASCoE&FG REG 210-14, the proponent agency is DES

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Recording identifying data of your high value property will assist in recovering lost or stolen property, and for claims against the Government and/or private insurance as appropriate. If a continuation sheet is necessary, use another copy of this form.

Rank	Typed or printed name of owner: (Last, First, MI)	Date of Preparation:	Signature of owner:
E-4	Doe, John R.	2 April 2010	

Important notes: **1.** Ensure commander or commander's designee verifies the recording of owners' property by printing his/her rank and name, and signing and dating in the appropriate column. **2.** Ensure that you keep this record of high value property in a safe place. **3.** Print in ink, "Last Item" in row below where last property recording is made.

Item No.	Name of Item	Qty	Brand Name, Model or Style, Other Description	Serial No. or Marking	Date Acquired (If known)	Value	Printed rank, name, then signature and date of individual verifying recording of property
1	Laptop Computer	1	HP-MXXX	YN456LMO	18 Feb 2010	\$800.00	It is very important to have this information filled in completely with a legible signature and date.
2	Portable AM/FM Radio	1	Sony-65RXXX	AB12345	22 Mar 2010	\$45.00	
	"LAST ITEM"						
							This is a sample guide for using form FG 1901-E-R.

(IMSE-GOR-ESP)

FOR THE COMMANDER:

OFFICIAL:

/original signed/
JEFFREY W. FOLEY
Brigadier General, USA
Commanding

/original signed/
JOHN P. McINTYRE
Director of Human Resources/
Adjutant General

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