



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5822.4
PMO
20 JUN 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5822.4 Ch 1

From: Commanding General
To: Distribution

Subj: CRIME PREVENTION

Ref: (a) MCO P11000.22
(b) MCO P4066.17
(c) MCO 5530.14A
(d) BO 5500.3C

Encl: (1) Crime Prevention Measures
(2) Crime Prevention Programs Currently in Effect at Camp Lejeune
(3) Crime Prevention Survey Checklist for Bachelor Officers and Enlisted Quarters (MCIEAST-MCB CAMLEJ/SES/PMO/5822.4/57)
(4) Crime Prevention Survey for Businesses, Cash, and Merchandise (MCIEAST-MCB CAMLEJ/SES/PMO/5822.4/56)
(5) Distribution of Crime Prevention Survey
(6) Bomb Threat Checklist (MCIEAST-MCB CAMLEJ/SES/PMO/5500.3/46)
(7) Operation Identification Property Registration Form (MCIEAST-MCB CAMLEJ/SES/PMO/5822.4/50)
(8) Crime Prevention Programs Definitions

Report Required: I. Crime Prevention Survey (Report Control Symbol MCIEAST-MCB CAMLEJ 5822-02)

1. Situation. Increased crime is a source of continuing concern. All Base personnel must help to combat crime/reduce criminal activity effectively aboard Marine Corps Base (MCB) Camp Lejeune (CAMLEJ).

2. Cancellation. BO 5822.4D.

3. Mission. To establish a crime prevention program at MCB Camp Lejeune in accordance with references (a) through (d), and to provide guidance to organizational commanders for implementing the program.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To implement and enforce the crime prevention program aboard MCB CAMLEJ in order to prevent the loss of valuable property and equipment.

(2) Concept of Operations

(a) Crime Prevention Methods. Crime prevention methods are numerous and varied and are limited only by the ingenuity, effort, and supervision applied. Techniques involve adequate education of all unit members concerning potential crime situations and how to avoid becoming a victim, as well as continuing emphasis and supervision by unit leaders.

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Enclosures (1) through (7) provide guidance for organizational commanders' use to establish and pursue a crime prevention program. Enclosures may be locally reproduced for use in unit programs. Crime Prevention Checklists and Surveys are available from the Physical Security Section, Provost Marshal Office (PMO), 451-5810.

b. Subordinate Element Missions

(1) Organizational Commanders shall:

(a) Appoint an organizational Security Officer, as specified in paragraph 4b(4).

(b) Ensure organizational crime prevention programs are viable, applied, and properly supervised at all command levels.

(c) Request in writing on an annual basis, a physical security or crime prevention survey from PMO/Physical Security.

(d) Upon presentation of proper identification, allow Physical Security personnel access to all areas commensurate with their individual security clearances. Physical Security members will always be accompanied in a unit's area by a responsible individual preferably the organizational security officer or, if after working hours, the command duty officer.

(2) Base Provost Marshal shall:

(a) Exercise overall supervision of the Base Crime Prevention Program.

(b) Supervise the Physical Security function.

(c) Make timely recommendations to the Assistant Chief of Staff, Security and Emergency Services, and MCB CAMLEJ concerning Crime Prevention requirements.

(d) Provide complete Physical Security and Crime Prevention surveys and results of physical security visits to commands via appropriate channels.

(3) Physical Security Section. The Physical Security Section, which falls under the cognizance of the Provost Marshal, was established to provide maximum emphasis and expertise to the crime prevention program at MCB CAMLEJ. This section is located at PMO, Bldg 58 and shall:

(a) Analyze crime statistics to determine high or potential crime areas aboard the Base.

(b) Coordinate with organizational security officers/unit representatives to conduct physical security and crime prevention surveys and/or visits to organizations/units within the MCB CAMLEJ area as requested.

(c) Upon request, act as members of the Commanding General's Inspection Team to ensure adequate crime prevention programs are in effect and carried out aboard MCB CAMLEJ.

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(d) Upon request, conduct liaison with organizational security officers to assist in establishing organizational crime prevention programs.

(e) Upon request, give crime prevention lectures to MCB Camp Lejeune organizations and tenant commands consistent with other commitments.

(f) Conduct area lighting surveys and make appropriate recommendations to respective organizations.

(g) When requested, provide crime prevention programs currently in effect, as defined in enclosure (2), and additional special programs, as necessary, for organizations, units, and/or individuals.

(h) Prepare written reports of Crime Prevention Surveys and Physical Security Surveys results for review by PMO.

(i) Prepare and maintain a current physical security checklist for use during Commanding General's Inspections.

(j) Carry out liaison with local crime prevention agencies and the National Crime Prevention Institute, as warranted, to ensure crime prevention methods remain current.

(4) Organizational Security Officers. Provide a focal point within organizations for crime prevention efforts; each organization, battalion size and larger, will assign an officer or staff noncommissioned officer (SNCO) as the organizational security officer. This assignment may be on a collateral duty basis.

(5) Organizational Security Officers shall:

(a) Establish viable crime prevention programs within their organizations, using enclosures (1) through (7) for guidance. Direct liaison with Physical Security is authorized and strongly encouraged in setting up and maintaining such programs. (Crime Prevention Checklists and Surveys, which are not meant to be all inclusive, should be used as guides.)

(b) Make timely recommendations to organizational commanders concerning crime prevention deficiencies, including structural improvements, improved or additional lighting, barracks larceny countermeasures, etc.

(c) Establish and carry out crime prevention orientation programs for all newly joined personnel and annual refresher programs for all unit personnel.

(d) Monitor crime within organizations and request advice from Physical Security concerning methods of crime reduction.

c. Coordinating Instructions. All personnel aboard MCB CAMLEJ shall comply with this Order.

(1) Information/Policy

(a) While crime prevention is a command responsibility, there are resources available to aid in establishing/maintaining a Crime Prevention Program. Valuable information, consultation, and positive Crime Prevention measures are available from Personnel Officers, Command Inspectors, Chaplains, Disbursing Officers, Staff Judge Advocates, the Provost Marshal, club and Exchange Officers, Navy and Marine Corps Relief Society

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representatives, Equal Opportunity Officers, Drug and Alcohol Control Officers, Intelligence Officers, Naval Criminal Investigative Service Special Agents, Public Affairs Officers, and Local Law Enforcement Agencies. Effective crime prevention programs require total integration and involvement of all resources available to the command.

(b) Commanders should make maximum use of all available media, i.e., Base newspapers, local television, posters, troop formations, which provide the command excellent means for conveying ideas and policy changes to all personnel.

(c) The PMO provides assistance via physical security and crime prevention surveys. Qualified, school-trained physical security specialists are available for scheduling/conducting physical security and crime prevention surveys to determine potential crime threat areas, identify security deficiencies, and recommend corrective action.

(d) The security aspects of structures must be considered during planning and design phases in the total system's approach to crime prevention. Law enforcement personnel trained in physical security will review all new construction/major modification plans of all facilities to be constructed on MCB Camp Lejeune.

(e) Crime prevention programs are intended to acquaint all personnel with the need for security measures and to ensure their cooperation. A locked gate or file cabinet does not in itself constitute effective physical security/crime prevention, but is merely an element in the overall security plan. All military and civilian personnel must continually be aware of overall security elements. Classes on the Crime Prevention Program are available through the PMO, Physical Security Section.

(2) Crime Prevention Checklist and Survey

(a) To assist in attacking specific crime problems through an orderly and integrated process, a Crime Prevention Checklist is provided in enclosure (3). A Crime Prevention Survey Checklist for Marine Corps Businesses, Cash and Merchandise is provided in enclosure (4). A Distribution of Crime Prevention Survey is provided in enclosure (5).

(b) The checklists and survey are not meant to be all inclusive and are limited only by imagination, initiative, and resources. It is not intended that a guide be developed for all crimes, but only those determined to be the most effective means for preventing or reducing crime.

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to MCB CAMLEJ and all tenant commands.

b. Signal. This Order is effective the date signed.



D. L. THACKER, JR.
Deputy Commander

DISTRIBUTION: A



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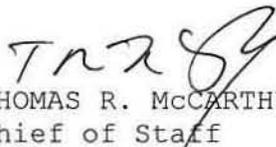
MCIEAST-MCB CAMLEJO 5822.4 Ch 1
SES/PMO
22 JAN 2015

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
5822.4 Ch 1

From: Commander
To: Distribution List
Subj: CRIME PREVENTION

Encl: (1) New page inserts to MCIEAST-MCB CAMLEJO 5822.4

1. Situation. To transmit new page inserts to the basic Order.
2. Execution. Remove enclosure (2) and replace with corresponding pages contained in enclosure (1).


THOMAS R. MCCARTHY, JR.
Chief of Staff

DISTRIBUTION: A/C

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CRIME PREVENTION MEASURES

Methods to resist crime are many and varied. The following do not cover the entire field of crime prevention, but rather are intended to focus attention on the more important aspects and to direct efforts where the greatest benefit can be obtained in reducing crime.

1. Indoctrination. Indoctrination is probably the single most important crime prevention measure. Newly joined personnel should be oriented, preferably within 24-48 hours, concerning local crime and how to avoid becoming a victim. Refresher programs should be provided quarterly for all unit personnel. Minimally, indoctrination shall include:

- a. How to report crimes and to whom
- b. The best means to safeguard valuable property
- c. Where high crime areas are
- d. Situations to avoid
- e. Practicing the "buddy" system during and returning from liberty

2. Barracks Larceny Countermeasures. This should be an ongoing program within the organization and shall include:

- a. Purchase engraving tools to identify highly pilferable personal items
- b. Positive control over visitors and access to living spaces
- c. After-hours checks by duty personnel for conditions conducive to crime, i.e., unsecured wall lockers, unsecured money or highly pilferable items, unauthorized visitors in the area, etc
- d. Corrective action shall be taken promptly and reports rendered to commanding officers

3. Lighting. Lighting is a strong deterrent to crime. Outside areas shall be evaluated with additional lighting added as required and feasible, particularly in areas with a history of assaults and robberies. Parking and storage areas should be adequately lit.

4. Barracks Security Watches. Barracks security watches (Duty Noncommissioned Officers) shall be assigned in and around all living spaces and shall be alert for thieves or other unauthorized personnel in the area. Security watches should be assigned at each level, working around the outside (balcony) area. A strict key control program is also essential.

5. Parking Lots. Walking patrols, equipped with radios for fast response, should cover large, adequately illuminated parking lots. Patrols should be alert for person(s) "working on their vehicles," as these often involve thefts of Compact Disc players, tires, batteries, CB radios, Consolidated Issue Facility gear, etc.

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6. Government Property. Government property is particularly susceptible to pilfering and must be under positive control and secured at all times. Government property should be etched or stamped for positive identification where feasible. Using a Reporting Unit Identification Code is suggested for items lacking serial numbers. Engraving tools, available through Self-Service, should be maintained at the unit level for stamping purposes. Markings should be uniform for like items and should not be placed solely on component parts, which are easily removed. Care must be taken when marking items so as not to render the government property unserviceable or unsafe. Tools and other highly pilferable items should be kept in locked containers when not in use. Bolt cutters should be strictly controlled using a sign in/out register.

7. Keys. Key access must be strictly controlled and limited to a minimum number of personnel consistent with need. Keys should be logged in and out; locks should be immediately replaced when three keys to the same lock have been lost, or if it appears extra keys are in circulation. Reference (c) provides guidance/requirements for establishing a key control program.

8. Vehicles

a. Government Vehicles. Tactical vehicles removed from the motor pool and left unattended should have steering mechanisms secured with a locking device (lock and chain), or the vehicle must be secured in a similar manner. Commercial vehicles should have ignition keys removed with all doors and windows secured when unattended.

b. Privately Owned Vehicles. Privately owned vehicles (POVs) are especially vulnerable to theft and pilfering. The POV owners should ensure that ignition keys are removed, and all doors and windows secured when unattended. Personal and/or government property should not be stored in POVs.

9. Petroleum Products. To prevent fuel pilferage from vehicle tanks, dispatched vehicles should be closely monitored by frequently making comparisons of mileage driven versus fuel used. Military fuel cans should not be filled unless an obvious need for additional fuel exists while the vehicle is in use. Particular attention should be paid to tankers and storage tanks to ensure against unauthorized dispensing of petroleum, oil, and lubricant products. Dispensing hoses should be adequately secured when not in use.

10. Private Property. Individuals living in barracks should be encouraged to complete enclosure (7), Operation Identification Property Registration Form, in duplicate, listing all items valued at \$50.00 and over. One copy should be kept on file in the individual's Service Record Book (SRB) on the document (left) side or in a file in the barracks manager's office, and the other copy retained by the individual. Newly acquired items should be added to the inventory list as soon as they are obtained. Items without serial numbers should be appropriately marked with an electric engraver or photographed.

11. Cash

a. Except for rare circumstances, military personnel should not keep unreasonable amounts of cash on hand, whether the money is on their person,

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inside POVs, or in their living quarters. Over \$100.00 is considered to be an unreasonable amount of cash.

b. Commanders may use unit safes to store members' monies temporarily. The money should be counted by the Commander and one witness, placed in an envelope by the owner, sealed, and signed by the owner over the seal with clear adhesive tape placed over the seal and signature.

12. Barracks/Quarters Occupants. Information and checklists concerning crime prevention measures for occupants of barracks/quarters are available from Physical Security. The following definitions in enclosure (8) are intended to clarify terms used in crime prevention.

CRIME PREVENTION PROGRAMS
CURRENTLY IN EFFECT AT CAMP LEJEUNE

1. The following crime prevention programs are currently in effect at MCB Camp Lejeune, and are available and presented to all personnel aboard the Installation as indicated.

a. Operation Identification

(1) Upon request, this program is offered to anyone stationed, living, or working aboard MCB Camp Lejeune. Physical Security will provide an engraver to unit representatives E-6 or above.

(2) Individuals residing off Base are referred to the local police department, which has the same program.

b. Welcome Aboard Briefs. All new arrivals are briefed by a PMO representative upon command request to make them aware of crime activity prevalent in this area and to inform them on how to prevent and/or avoid such crimes. They are also briefed on other Crime Prevention Programs available to them through PMO.

c. Pre-Deployment Briefs. Prior to a unit's deploying from Camp Lejeune, family members are invited to a pre-deployment brief. Topics covered include: problems encountered during the service member's absence and the agencies that can provide relief to family members, i.e., Red Cross, Navy and Marine Corps Relief Society, Chaplain's Office, and Military Police.

d. McGruff. Physical Security provides McGruff appearances and safety lectures to elementary schools, youth activities, installation and unit functions. Educational, promotional and informational materials funding are required for crime prevention outreach. For example, deoxyribonucleic kits, informational booklets, crime prevention stickers, police badges, crime prevention wrist bands, pencils, identification kits etc. are needed to complete suitable outreach appearances.

e. Pawn Shop Liaison. This program seeks to minimize the disposal of stolen goods at pawn shops, by maintaining a close liaison with the proprietors of such businesses, and periodically providing them a list of stolen property. Additionally, Crime Prevention Specialist should encourage the managers of pawn shops to report all suspicious transactions to the police.

f. Child Identification Program. This program provides parents a permanent record of fingerprints, photographs, physical characteristics, dental charts, and personal/medical information. The Child Print Identification Kit will only be provided to a child's parent or guardian. PMO does not retain any identification data from this program.

g. Crime Prevention Month. Through various media, a concerted effort is directed at increasing community awareness of the crime problem in that locality. An emphasis is placed on the need for reporting known suspected criminal activities.

h. Crime Stoppers Program. An anti-crime program that uses anonymous tips to apprehend criminals, and pays a reward for useful information. An individual desiring to report criminal activity calls a well publicized

telephone line at the military police desk and, without revealing the identity, provides all pertinent information in a log, assigns a code number (such as 10-92-thenth call in 1992) to the caller. The anonymous caller is requested to use this number in all future conversation with the military police. If an apprehension results from the information received, the caller can receive a monetary reward of a size appropriated to the crime. Unlike a civilian program, a Crime Stoppers Program under military auspices cannot solicit contributions for disbursement of rewards. Accordingly, a board of directors from various installations activities must approve all expenditures. Consultation with the local SJA is essential prior to the establishment of a Crime Stoppers Program.

i. Family Orientation Briefings. Families' reporting to a new duty station and prior the deployment of military member receives an orientation briefing. All aspects concerning life aboard the installation are covered, including Navy/Marine Corps Relief Society, Commissary, Exchange, Medical, religious and military Police service available.

j. Neighborhood Watch. Participation by civic-minded citizens within a neighborhood is solicited. These neighborhood representatives serve as a focal point for various problems within the area. Through their efforts the homes of persons on leave or otherwise absent may be looked after. Problems within the neighborhood may first be referred to these representatives who contact appropriate social agencies for assistance. Programs of this type have been successful in improving community relations and opening lines of communication.

k. Neighborhood Meeting. Periodic meetings chaired by the Commanding General, Provost Marshal, Housing Officer, or other designated representatives to discuss and resolve problems in the military community.

l. Officer Friendly/School Resource Officers Program. This program teaches young children that Military/Civilian Police Officers are there to help them and the community. Several subjects can be covered in conjunction with this program; e.g., Bicycle Safety, Beware of Strangers, etc.

m. Youth Activities Sponsored By the Installation. Youth activities with Military Police participation, such as athletic events, Bicycle Rodeos, and PMO tours, increase the positive image of Law Enforcement among youthful dependents.

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Reporting Requirement: MCIEAST-MCB CAMLEJ-5822-02

CRIME PREVENTION SURVEY CHECKLIST FOR BACHELOR OFFICER AND ENLISTED QUARTERS				
Inspector:	POC/Phone:			
Date:	Building/Unit:			
BOQ and BEQ Crime Prevention Survey References: MCO P11000.22 MCO 5530.14A BO 5500.3C BO 5822.4E				
Security Order/SOP	Reference	YES	NO	N/A
1. Do DNCO orders exist to enforce the Unit's current policies and regulations?				
2. Is the DNCO positioned to be able to observe all personnel coming and going?				
3. Does the DNCO make regular exterior/interior/parking lot security barracks checks?				
4. Are personnel let into their rooms by the DNCO logged into the DNCO logbook?				
5. Is there a set procedure for prompt reporting of all theft to the Military Police?				
6. Are unit personnel aware of off-limit establishments/areas? Is this information posted in high visibility areas?				
Access Control	Reference	YES	NO	N/A
1. Is a visitor's access controlled and enforced and a visitor logbook maintained properly?				
2. Are storage and utility doors secured?				
Key and Lock Control	Reference	YES	NO	N/A
1. Is a Key Control Officer appointed in writing?				
2. Is a Key Custodian appointed in writing?				
3. Are master key controls in effect?				
4. Is strict key control maintained?				
5. Are key inventories being conducted?				
6. Are locks replaced when keys are lost or it appears extra keys are circulating?				
7. Are records or procedures in place for lost/stolen keys?				
8. Are excess keys in the key Container?				
9. Are keys stores in a GSA-approved container in a secured room?				
10. Do master keys have a large ring or tags to prevent them from being misplaced?				
11. Are extra locks available to lock property in the event of an unsecured area?				
Proper Accountability	Reference	YES	NO	N/A
1. Is Operation Identification available to and used by personnel?				
2. Are logs kept of high value private property owned by Marines in the BEQ?				
3. Is valuable property secured out of sight?				
4. Are access to bolt cutters controlled?				
5. Are wall lockers and secretaries securable and serviceable?				
6. Have surrounding trees and shrubbery been properly trimmed?				

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Crime/Loss Prevention Awareness Training	Reference	YES	NO	N/A
1. Has the unit implemented a crime prevention program?				
2. Are crime prevention measure materials posted in high visibility areas?				
3. Are newly assigned personnel briefed on crime prevention measures/high crime areas?				
4. Are exterior and interior lighting adequate and operable?				
5. Does the area around the BEQ provide concealment to criminal activity?				
6. Have doors, windows been properly installed?				
7. Are door and window and locks properly installed and functioning?				
8. Are personnel encouraged to use the buddy system while on liberty?				
9. Have windows been drilled and pinned, or do they have metal/wood bar in window track?				
10. Did the unit submit an After Action Report 90 days after their last survey?				
Vulnerabilities	Reference	YES	NO	N/A
1. Is laundry left unattended in the laundry room?				
2. Are drapes and blinds in BEQ rooms open during working hours or when unoccupied?				
3. Does the Barracks Manager have a current turnover binder?				
4. Does the unit have an active shooter/lock down plan?				
5. Is unit conducting active shooter/lock down drills annually?				

Overall comments or suggestions:

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Reporting Requirement: MCIEAST-MCB CAMLEJ-5822-01

CRIME PREVENTION SURVEY FOR BUSINESSES, CASH, AND MERCHANDISE					
DATE:	CCN:				
BLDG:	UNIT:				
POC:	PHONE:				
Survey References: MCO 5530.14A		MCO P4066.17	BO 5500.3C		
KEY CONTROL		REFERENCE	YES	NO	N/A
1. Has a Security Officer been appointed in writing?					
2. Has a Key Custodian been appointed in writing?					
3. Are only those personnel with the need, issued keys with the approval of the Security Officer?					
4. Is key control logbook maintained?					
5. Are physical and comprehensive key inventories conducted?					
6. Are lock cores changed upon notification of lost or stolen keys?					
7. Are keys stored in an approved container in a secured room?					
8. Are lock cores rotated at least annually or when deemed necessary?					
SECURITY TRAINING		REFERENCE	YES	NO	N/A
1. Are employees aware of their responsibilities for accountability control and standard operating procedures?					
FUND CONTAINERS/SAFE PROCEDURES		REFERENCE	YES	NO	N/A
1. Are combinations dials changed upon transfer of accountable individual or when deemed necessary?					
2. Are combinations dials of the funds containers concealed or shielded from the view of all except the accountable individual?					
3. Whenever possible, are funds container located in secure area, where access is restricted?					
4. Is the safe left in a day-lock position for convenience?					
5. Are all funds containers weighing less than 750 pounds or on wheels secured to prevent movement?					
6. Are all fund containers that are visible from the exterior illuminated at night?					
7. Has a safe custodian been appointed in writing?					
8. Is the SF-700 Form on hand and filled out?					
CASH HANDLING PROCEDURES		REFERENCE	YES	NO	N/A
1. Does each sales clerk have a separate cash drawer?					

2. Does each sales clerk close the cash drawer immediately after each sale?					
3. Are zero rings strictly controlled and affixed to the daily clerk report?					
4. Are cash registers readings made by the manager or designee?					
5. Are over rings authenticated by management?					
6. Are unannounced cash register spot checks made and recorded?					
7. Are excessive or reoccurring cash discrepancies investigated by management?					
8. Do sales personnel lock their register drawers and remove the keys when leaving the cash register unattended?					
9. Are work areas where the cash is being handled conspicuously marked "RESTRICTED AREA AUTHORIZED PERSONNEL ONLY"?					
10. Are adequate security measures provided to cash transfers and escort/couriers?					
GENERAL SECURITY		REFERENCE	YES	NO	N/A
1. Is exterior security adequate (e.g., guards, lights, fences, vegetation, etc.)?					
2. Are exposed hinge pins welded or pinned to prevent removal?					
3. Are all accessible openings adequately secured (e.g., doors, windows, vents, skylights, etc.)?					
4. Are cash handling and high value storage doors equipped with double locking devices?					
5. Are air ducts, heating shafts, trap doors or similar apertures penetrating exterior walls, roof, or floor adequately secured?					
6. Are fire exits doors equipped with day alarm or similar warning devices?					
7. Are stockrooms/service doors kept locked when not in use?					
8. Is the activity protected by an operable intrusion detection system/duress alarm?					
9. Are work areas where the cash is being handled conspicuously marked "RESTRICTED AREA AUTHORIZED PERSONNEL ONLY"?					
10. Is the bomb threat checklist posted near the phone?					
11. Are Emergency Notification Decals affixed to the front entrance of all facilities?					
INTERNAL SECURITY		REFERENCE	YES	NO	N/A
1. Are incoming shipments carefully checked form signs of pilferage, damage, etc.?					
2. Are merchandise shipping and receiving procedures in compliance with directives?					
3. Are employees prohibited from making sales to themselves?					
4. Are employees advised in advance, in print, of unannounced inspections of personal items/effects?					

5. Is the building afforded appropriate lighting?				
6. Do employees enter/exit through one designated door?				
7. Are trash disposal areas spot checked for evidence of pilferage?				
8. Are boxes, cartons, and containers flattened before disposal?				
9. Are vendors, rack jobbers, etc., accompanied by responsible activity personnel when on exchange premises?				
10. Is adequate control and supervision being maintained over janitorial/custodial personnel?				
11. Is the building afforded appropriate lighting?				
12. Are employees personal effects kept in a location other than the selling/stock area?				
13. Are employees purchases bagged and stapled and are a cash register receipt affixed to the bag?				
14. Are adequate lockers facilities available and used by employees?				
15. Are adequate background checks made on all employees?				
16. Are critical items properly safeguarded?				
17. Are security checks conducted prior to the opening/securing, is a checklist utilized?				
18. Are hinges to doors non-removable or provided with inside hinge protection?				
19. Are locks cores rotated at least annually for high security areas or when deemed necessary?				
20. Are there any interior gate counter or barrier which prohibits unauthorized access to the warehouse?				
21. Are there emergency reaction procedures/plans established for burglary, robbery, fire alarms, and bomb threats?				
22. Is there a peep hole/security window in the merchandise receiving door/trash disposal door?				
23. Is all government property identified and permanently secured?				
24. Is the ESS system tested semiannually?				
25. Does unit have active shooter/lock down plan?				
26. Is unit conducting active shooter/lock down drills annually?				
Comment:				

Print Form

Reset Form

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DISTRIBUTION OF CRIME PREVENTION SURVEY

1. General. The following instructions are intended to provide guidance for the uniform preparation and distribution of Crime Prevention Surveys.

2. Block Preparation Instructions. Each block appearing in the U.S. Marine Corps Crime Prevention Survey, (NAVMC 11121), identifies, controls and records each survey and will therefore be filled in completely. A NAVMC 11121 example is located in MCO 5530.14A, reference (b), Page D-11. The blocks listed below identify required information. The example provided is not all inclusive.

a. Block 1, Date. To be completed on the date of final typing and should be entered as follows: day/month/year.

b. Block 2, Status. Completed.

c. Block 3, Survey Control Number. This contains the control date of the survey, organization conducting the survey identification (Monitored Command Code), survey number, project code identifier, i.e., Physical Security (PS), Crime Prevention (CP), Marine Activity (MA), Navy Activity (NA), etc.

(Example: 3AUG00-008-0001-CPS)

d. Block 4, Inspecting Unit. PMO preparing the Crime Prevention Survey for MCB Camp Lejeune.

(Example: PMO, MCIEAST-MCB CAMLEJ)

e. Block 5, Requesting Unit. This block contains the information of the organization's CO requesting the survey.

(Example: Commanding Officer, Headquarters and Support Battalion (HQSPBN), MCIEAST-MCB CAMLEJ)

f. Block 6, Organization and Address of Unit Inspected/ Surveyed. Organization, activity, or area to be surveyed.

(Example: HQSPBN, Bldg 2171, MCIEAST-MCB CAMLEJ)

g. Block 7, Distribution. An original and one copy will be typed and disseminated as follows:

(1) Original - CO of activity surveyed.

(2) File - Local installation's PMO.

h. Block 8, Type of Survey. Surveys will be titled "Crime Prevention."

i. Block 9, References. List all references.

j. Block 10, Basis for Survey

(Example: "As set forth in references (a) and (b), the Provost Marshal directed a Crime Prevention Survey be conducted (date, building, unit/activity, and base/station. Contact was made with (grade, name, and title), and a survey was initiated.")

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k. Block 11, Synopsis of Survey. This is a summation of deficiencies and vulnerabilities identified during the survey and will serve as the basis for prioritizing corrective action that should be done. This block may also be used to provide recommended actions.

(Example: "The following deficiencies were identified during the course of the survey and require corrective action.

1. Intrusion detection system has no emergency backup power.")

l. Block 12, Data Affecting the Survey Site. This includes a canvass of local PMO crime analysis records affecting the survey site and surrounding area.

(Example: "The following crimes have been reported in the vicinity of Bldg. 25 during the previous 12 month period."

(3) Larceny of Private Property.")

m. Block 13, Building and Area. Identify the building by number and type of construction, stories, type of material, and location (describe surrounding area, industrial, business, residential, barracks, etc., and location in relation to the installation.)

(Example: "Building 2111 is a three-story building constructed of brick veneer and is located in a business section in the southwest area of the Installation.")

n. Block 14, Crime Prevention Barriers. Address each category separately and fully.

(1) Walls. Describe material, type of construction, and any deficiencies.

(Example: "Exterior walls for the facility are constructed of eight-inch mortar reinforced brick. Interior walls are constructed of plaster mounted on metal studs.")

(2) Doors. Describe number, material, type of construction, and any deficiencies.

(Example: "There are five doors in the exterior walls of this facility. The main entrance exit door is constructed of 1-3/4 inch hollow metal secured to the walls in a metal frame; hinge pins are located on the interior of the door.")

Describe locking devices in Block 15, section d.

(3) Floor. Describe material, type of construction, and any deficiencies.

(Example: "The floor of this facility is constructed of an eight-inch poured concrete pad.")

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(4) Ceiling/Roof. Describe material, type of construction, and any deficiencies.

(Example: "The facility's ceiling is constructed of metal I beam with an exterior covering of tar and gravel.")

(5) Windows/Other Openings. Describe number, material, type of construction, and any deficiencies.

(Example: "There are 16 windows in the exterior walls of the facility constructed of standard pane glass in wood frames, secured to the walls in metal frames.")

Describe locking devices in Block 15, section d.

(6) Natural. Describe and indicate whether there are natural barriers.

o. Block 15, Crime Prevention Aids, Equipment, and Devices. These items provide protection in relationship to the sensitivity of the property being protected. Address each category separately.

(1) Lighting (Exterior/Interior). Describe type, location (exterior location in relation to the facility), mount type, and any deficiencies. Include a night light survey.

(Example: "There is an incandescent light fixture located above the main entrance/exit door. There are exterior building mounted high pressure sodium fixtures located on the east and west walls.")

(2) Fencing. Describe type, type of construction, number of personnel/vehicle gates in the fence line, and any deficiencies.

(Example: "A fence surrounds the facility that is constructed of nine-gauge chain link and is seven feet high with an outrigger. There are four personnel and one vehicle gate within the fence line.")

(3) Locks. Describe type for windows and doors, and any deficiencies.

(Example: "The main entrance/exit door is secured with a mortise lock supported by a deadbolt assembly with a one-inch throw. Windows for the facility are secured with a crescent sash lock.")

(4) Vaults/Safes/Containers. Describe to include number in the facility, make, type, weight, use, and any deficiencies.

(Example: "One safe is used in the facility. It is a Mosler brand, five-drawer safe weighing approximately 750 pounds. The safe is used to store negotiable instruments.")

(5) Electronic Prevention System. Describe type, interior components, where the system annunciates, and any deficiencies.

(Example: "An intrusion detection system is in use in this facility. The interior system is comprised of balanced magnetic switches and passive

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infrared motion detectors. A duress switch is also used in the facility. The system annunciates at the Emergency Control (911) Center.)

(6) Key and Lock Control. Describe the program and any deficiencies. (Example: "Key control has been established for this facility. All keys to the facility are signed out in a key control logbook that is maintained by the SNCOIC.")

(7) Security Force. Describe:

(Example: "No guards are posted at this facility. Military Police provide a response to all alarms received from this facility. They have been provided training concerning the use of force per reference (). Note: Provide adequate protection in relationship to the sensitivity of the property being protected.")

p. Block 16, Preventive Measures and Procedures. Address each category separately and provide recommendations accordingly.

(1) Prevention Orders/SOP. Will include site specific prevention orders that address prevention in conjunction with MCO 5530.14 and any deficiencies.

(Example: "Reference () provides detailed information concerning prevention of disbursing currency and negotiable instruments.")

(2) Access Control. Describe facility access control to include locally alarm fire doors, buzzer assemblies, and any deficiencies.

(Example: "Access to the facility is the responsibility of and controlled by personnel assigned to the facility. Two of the doors are provided additional protection by local "fire door" alarms that annunciate in the event the door is opened.")

(3) Property Accountability. Includes inventories required by specific directives, installation Consolidated Memorandum Receipt requirements, and any deficiencies.

(Example: "Disinterested personnel conduct inventories on all currency and negotiable instruments on a monthly basis. Plant property is inventoried on a semi-annual basis.")

(4) Robbery/Burglary Procedures. Address installation Crime Prevention Orders, local standard operating procedures that identify robbery/burglary procedures, and any deficiencies. (Example: "Robbery/Burglary procedures are outlined in references () and ().")

(5) Crime/Loss Prevention Awareness Training. Identify training provided by the Command or PMO and any deficiencies.

(Example: Crime/Loss Prevention training is conducted annually in conjunction with PMO's Crime Prevention Office.")

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q. Block 17. Action/Comment. Examples:

(1) "Questions concerning comments or recommendations contained in this report may be addressed to PMO's Crime Prevention Section, at (910) 451-5810."

(2) "Action taken as a result of this survey will be forwarded to the installation PMO via the chain of command within 90 days of receipt."

r. Block 18. Typed Name and Grade of Inspector. Name of individual who conducted the survey should be entered as first and middle initials, last name and grade, e.g., G.E. Davis, Sgt.)

s. Block 19. Typed Name and Grade of Approving Officer. Name of officer approving the survey should be entered as first and middle initials, last name and grade, e.g., P.M. Grow, Capt."

(1) Identified Deficiency Requirements. For all deficiencies identified in a survey category, the requirement and the applicable reference should be listed.

(Example: "Requirement - The Intrusion Detection System (IDS) has no emergency backup power. MCO 5500.18 requires that all IDS be provided emergency backup power.")

(2) Recommended Corrective Actions. Crime Prevention Inspectors identify deficiencies and provide the requirement as directed by applicable orders. Unit Commanders are given the latitude to correct identified deficiencies if corrective measures used meet the requirements of the applicable Orders. Recommended corrective actions are just that, a recommendation that will assist Unit Commanders in alleviating the deficiency and coming in compliance with the applicable order.

(Example: "Recommendation. A Key Control Log Book should be used vice a single sheet Key Control Log to prevent the surreptitious removal of log pages.")

(3) Survey Cover Sheet. The Survey Cover Sheet is intended to provide a means of control during the distribution, filing, and disposal of Crime Prevention Surveys. Each survey will be accompanied by a Survey Cover Sheet. A Survey Cover Sheet example is located on Page D-11, MCO 5530.14A.

"MARINE CORPS CRIME PREVENTION PROGRAM MANUAL CRIME PREVENTION SURVEY EXAMPLE

SURVEY CONTROL NUMBER (See Block 3 for guidance)

BUILDING AND AREA (See Block 13 for guidance)

CRIME PREVENTION BARRIERS (See Block 14 for guidance)

1. Walls
2. Doors
3. Floor
4. Ceiling/Roof
5. Windows/Other Openings
6. Natural

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CRIME PREVENTION AIDS, EQUIPMENT, AND DEVICES (See Block 15 for guidance)

1. Lighting (Exterior/Interior)
2. Fencing
3. Locks
4. Vaults/Safes/Containers
5. Electronic Security System (ESS)
6. Key and Lock Control
7. Security Force

PREVENTIVE MEASURES AND PROCEDURES (See Block 16 for guidance)

1. Security Orders/SOP
2. Access Control
3. Property Accountability
4. Robbery/Burglary Procedures
5. Crime/Loss Prevention Awareness Training

ACTION/COMMENT (See Block 17 for guidance)

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Reporting Requirement: MCIEAST-MCB CAMLEJ-5500-03

BOMB THREAT CHECKLIST

DUPLICATE AND PLACE BY EACH PHONE

Exact time of call: _____ Phone number received at: _____ DATE: _____

Exact words of the caller: _____

QUESTIONS TO ASK:

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Where are you calling from? _____
8. What is your address? _____
9. What is your name? _____

CALLER'S VOICE? (check all that apply)

Age (years) _____ Sex _____ Race _____ Stressed Normal Calm Deep Accent Nasal Lisp
 Stutter Loud Angry Squeaky Slurred Excited Disguised (How) _____ Other _____

If the voice is familiar, whom did it sound like? _____

Were there background noises? (check all that apply)

Street Voices Animals PA System Music Long Distance Motor Phone Booth Machinery Crying
 Clear Static Television House Noises Office Machines Airport/Jet Subway Train Other _____

Person receiving the call: _____

REPORTING PROCEDURES: TRY TO KEEP THE CALLER ON THE PHONE. If possible, notify fellow workers to call 911 on another line to report the incident and so Dispatch can call Telephone Repair to initiate a phone trace on the Bomb Threat line. If the caller hangs up, initiate CALL TRACE PROCEDURES

CALL TRACE PROCEDURES:

- 1.) Keep the caller on the line if possible
- 2.) When the caller hangs up, "HOOK FLASH" your phone and dial *57 to activate trace.
- 3.) Do Not use the phone line again. Use another line and call 911 and ask for the PMO Desk Sgt to ensure call trace was activated and to report Bomb Threat call.

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OPERATION IDENTIFICATION PROPERTY REGISTRATION FORM

(Original to Marine; Marine's SRB or Training/Counseling File)

PRIVACY ACT STATEMENT

Information contained on this form is maintained under the Systems of Records Notice MN00013 (Personnel Management Working Files), published February 22, 1993, 58 FR 10630. AUTHORITY 10 U.S.C. 1071-1087 and E.O. 11016. This information is FOR OFFICIAL USE ONLY and may not be disclosed without the consent of the record subject, except under routine use. PURPOSE provide a record for the use in the administration of programs. Disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as ROUTINE USE pursuant to 5 U.S.C. 552a(b)(3). DISCLOSURE MANDATORY

First Name:	MI:	Last Name:
Local Address:		
City:	State:	Zip:
		Telephone:

PROPERTY REGISTRATION

UNLESS OTHERWISE NOTED, PROPERTY OWNER WILL ENGRAVE ALL ITEMS.
(Note: Do NOT use SSN or Driver's License number on property)

OWNER APPLIED NUMBER: _____

1. Property Type:	Property Make:
Model Number:	Serial Number:
2. Property Type:	Property Make:
Model Number:	Serial Number:
3. Property Type:	Property Make:
Model Number:	Serial Number:
4. Property Type:	Property Make:
Model Number:	Serial Number:
5. Property Type:	Property Make:
Model Number:	Serial Number:
6. Property Type:	Property Make:
Model Number:	Serial Number:
7. Property Type:	Property Make:
Model Number:	Serial Number:
8. Property Type:	Property Make:
Model Number:	Serial Number:
9. Property Type:	Property Make:
Model Number:	Serial Number:
10. Property Type:	Property Make:
Model Number:	Serial Number:

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CRIME PREVENTION PROGRAM DEFINITIONS

The following definitions are intended to clarify terms used in crime prevention:

1. Crime. An act or omission, defined in law, and made punishable by constituted authority through a judicial proceeding for the protection of society.
2. Crime Prevention. The application of measures necessary to minimize the opportunity or desire to commit or engage in criminal activities.
3. Crime Prevention Program. The continuing command program for planning, coordinating, executing, reviewing, evaluating, and updating courses of action or measures that prevent criminal acts from occurring or that minimize the opportunity or motivation to commit, conceal, or engage in criminal activities.
4. Crime Repression. The reduction of crimes and offenses resulting from patrolling, Physical Security Surveys, observation of people and places considered crime producing, and employment of off-limits procedures to preclude military personnel from participating in activities conducive to crime.
5. Physical Security. Active and passive measures to safeguard personnel and property against personal injury, loss of life, burglary, theft, sabotage, espionage, damage, or destruction.
6. Physical Security and Crime Prevention Surveys. A specific on-site examination of any facility or activity conducted by a trained physical security specialist to identify security vulnerabilities and recommend corrective measures.
7. Child Identification Program. The purpose of this program is to provide parents a permanent record of fingerprints, photographs, and identification data on their children. Fingerprint cards and photographs will only be provided to the child's parent or guardian. Under no circumstances will identification data be retained in Government files.
8. Crime Prevention Month. Through various media, a concerted effort is directed at increasing community awareness of the crime problem in that locality. An emphasis is placed on the need for reporting known suspected criminal activities.
9. Crime stoppers Program. An anti-crime program that uses anonymous tips to apprehend criminals, and pays a reward for useful information. An individual desiring to report criminal activity calls a well publicized telephone line at the military police desk and, without revealing the identity, provides all pertinent information in a log, assigns a code number (such as 10-92-tenth call in 1992) to the caller. The anonymous caller is requested to use this number in all future conversation with the military police. If an apprehension results from the information received, the caller can receive a monetary reward of a size appropriated to the crime. Unlike a civilian program, a Crime Stoppers Program under military auspices cannot solicit contributions for disbursement of rewards. Accordingly, a board of

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directors from various installations activities must approve all expenditures. Consultation with the local SJA is essential prior to the establishment of a Crime Stoppers Program.

10. Family Orientation Briefings. Families' reporting to a new duty station and prior the deployment of military member receives an orientation briefing. All aspects concerning life aboard the installation are covered, including Navy and Marine Corps Relief Society, Commissary, Exchange, Medical, religious and military Police service available.

11. "McGruff" Campaign. This is a nationwide public service advertising campaign to promote crime prevention awareness and education. Guidelines for the use of the McGruff name, image, slogan and marks may be obtain through the National Crime Prevention Council, 1700 K Street, NW, Second floor; Washington DC 20006, Telephone: (202) 466-NCPC. Licensed McGruff products to promote crime and drug abuse prevention are available through the National Crime Prevention Council, Special Products Office, 1 Prospect Street, Amsterdam, NY 12010, Telephone: (518) 842-4388, Fax: (518) 842-1826.

12. Neighborhood Watch. Participation by civic-minded citizens within a neighborhood is solicited. These neighborhood representatives serve as a focal point for various problems within the area. Through their efforts the homes of persons on leave or otherwise absent may be looked after. Problems within the neighborhood may first be referred to these representatives who contact appropriate social agencies for assistance. Programs of this type have been successful in improving community relations and opening lines of communication.

13. Neighborhood Meeting. Periodic meetings chaired by the CG, Provost Marshal, Family Housing Director, or other designated representatives to discuss and resolve problems in the military community.

14. Officer Friendly/School Resource Officers Program. This program teaches young children that Military/Civilian Police Officers are there to help them and the community. Several subjects can be covered in conjunction with this program; e.g., bicycle safety, beware of strangers, etc.

15. Pawn Shop Liaison. This program seeks to minimize the disposal of stolen goods at pawn shops, by maintaining a close liaison with the proprietors of such businesses, and periodically providing them a list of stolen property. Additionally, Crime Prevention Specialist should encourage the managers of pawn shops to report all suspicious transactions to the police.

16. Youth Activities Sponsored By the Installation. Youth activities with Military Police participation, such as athletic events, bicycle rodeos, and PMO tours, increase the positive image of Law Enforcement among youthful dependents.