



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 5822.4D
BPMO

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BASE ORDER 5822.4D

From: Commanding General
To: Distribution

Subj: CRIME PREVENTION

Ref: (a) MCO 5500.18

Encl: (1) Crime Prevention Program Definitions
(2) Crime Prevention Checklist
(3) Crime Prevention Measures
(4) Private Property Inventory List
(5) Crime Prevention Programs Currently in Effect at Camp Lejeune

1. Purpose. To establish a crime prevention program at Marine Corps Base, Camp Lejeune per the reference and to provide guidance to organizational commanders for implementing the program.

2. Cancellation. BO 5822.4C.

3. Background. Increased crime is a source of continuing concern. A strong, intensive crime prevention program is essential to any effort aimed at reducing criminal activity. Every commander, service member, family member, and civilian employee must help to effectively combat crime aboard MCB, Camp Lejeune.

4. Crime Prevention Methods. Crime prevention methods are many 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 supervisory personnel. Enclosures (1) through (5) are provided for guidance and use by organizational commanders in establishing and pursuing a crime prevention program and may be reproduced locally for use in unit programs. Crime Prevention Checklists are available from the Physical Security Section, Provost Marshal's Office (PMO), for use in unit programs.

'APR 2 2 2004

5. Physical Security. Physical Security was established to provide maximum emphasis and expertise to the crime prevention program at Camp Lejeune. This section, located at PMO, Bldg 3, normally consists of one staff noncommissioned officer (SNCO) and four trained military police personnel and falls under the direct cognizance of the Provost Marshal. Physical Security will:

a. Analyze crime statistics to determine high or potential crime areas aboard MCB, Camp Lejeune.

b. Coordinate with organizational security officers/unit representatives to conduct physical security surveys and/or visits to organizations/unit within the MCB, Camp Lejeune 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 being carried out aboard MCB, Camp Lejeune.

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.

g. When requested, provide crime prevention programs currently in effect, as defined in enclosure (5), and additional special programs, as necessary, for organizations, units, and/or individuals.

6. Organizational Security Officers. To provide a focal point within organizations for the crime prevention effort, each organization, battalion size and larger, will assign an officer or SNCO as the organizational security officer. This assignment may be on a collateral duty basis.

a. Establish viable crime prevention programs within their organizations, using enclosures (1) through (5) for guidance.

APR 22 2004

Direct liaison with Physical Security is authorized and strongly encouraged in setting up and maintaining such programs. (Crime Prevention Checklists, 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 quarterly refresher programs for all unit personnel.

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

7. Information/Policy

a. While crime prevention is a command responsibility, a number of resources are available to commanders to aid in the establishment/maintenance of a crime prevention program. Valuable information, consultation, and positive crime prevention measures are readily available from Personnel Officers, Command Inspectors, Chaplains, Disbursing Officers, Staff Judge Advocates, the Provost Marshal, Clubs and Exchange Officers, Navy and Marine Corps Relief Society 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 Provost Marshal's Office provides assistance in the form of physical security surveys. Qualified school-trained physical security specialists are available for scheduling/conducting physical security surveys to determine potential

APR 22 2004

crime threat areas, identify security deficiencies, and recommend corrective action. The following organizations require annual physical security surveys: arms, ammunition and explosives storage facilities, Disbursing Offices, Commissary, Exchange facilities, storage facilities containing high value and/or sensitive material, and classified facilities. Classified facilities will be structural in nature only.

d. The security aspects of structures and facilities must be considered during planning and design phases in the total systems 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 Camp Lejeune.

e. Effecting formal crime prevention programs from the ongoing crime prevention efforts aboard MCB, Camp Lejeune is deemed highly beneficial.

f. 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 but is merely an element in the overall security plan. All military and civilian personnel must continually be alert to the elements of overall security. Education classes on the crime prevention program are available through PMO.

8. Crime Prevention Checklist

a. To assist in attacking specific crime problems through an orderly and integrated process, a checklist, which deals with a hypothetical problem, is provided in enclosure (2).

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

9. Action

a. Organizational Commanders

(1) Appoint an organizational security officer, as specified in paragraph 6 above.

APR 22 2004

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

(3) Request in writing physical security surveys from PMO/Physical Security.

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

b. Base Provost Marshal

(1) Exercise overall supervision of the Base crime prevention program.

(2) Supervise the Physical Security function.

(3) Make timely recommendations to the Assistant Chief of Staff, Installation Security and Safety and the Commanding General, MCB, concerning crime prevention requirements.

(4) Provide complete physical security surveys and results of physical security visits to commands via appropriate channels.

c. Physical Security Section

(1) Carry out the duties specified in paragraph 5 above.

(2) Prepare written reports of the results of crime resistance surveys and physical security surveys for review by the Base Provost Marshal.

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

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

BO 5822.4D

APR 22 2004

d. Organizational Security Officers. Carry out the duties specified in paragraph 6 above.

10. Reserve Applicability. This order is applicable to the Marine Corps Reserve.

11. Concurrence. This Order has been coordinated with and concurred in by the Commanding Generals, II Marine Expeditionary Force; 2D Marine Division; 2D Force Service Support Group; 2D Marine Expeditionary Brigade; 4th Marine Expeditionary Brigade, and the Commanding Officers, Marine Corps Air Station, New River; Naval Hospital, and Naval Dental Clinic.



W. A. MEIER
Chief of Staff

APR 22 2004

CRIME PREVENTION PROGRAM DEFINITIONS

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

a. Crime. An act or omission, defined in law, and made punishable by constituted authority through a judicial proceeding for the protection of society.

b. Crime Prevention. The application of measures necessary to minimize the opportunity or desire to commit or engage in criminal activities.

c. Crime Repression. The reduction of crimes and offenses resulting from patrolling, physical security surveys, observation of persons and places considered crime producing, and employment of off-limits procedures to preclude military personnel from participating in activities conducive to crime.

d. Physical Security. Active and passive measures to safeguard personnel and property against personal injury, loss of life, burglary, theft, sabotage, espionage, damage or destruction.

e. Physical Security Survey. A specific on-site examination of any facility or activity, conducted by a trained physical security specialist (MOS 5814) to identify security vulnerabilities and recommend corrective measures.

f. 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.

APR 22 2004

CRIME PREVENTION CHECKLIST

PURPOSE: This checklist is a plan of action with the goal of reducing theft in the barracks and should be utilized by the commander, Provost Marshal, and Staff Judge Advocate.

PROBLEM: Larceny of Private Property in Barracks.

GOAL: Reduce Theft.

OBJECTIVE: Reduce Theft Through Improved Control of personnel.

TASKS	RESPONSIBILITY	SUBTASKS
1. Establish working group to examine ongoing actions to counter theft and develop new courses of action.	Commander	a. Appoint working group director.
		b. Formulate working group using total staff interface concept.
		c. Issue staff directive establishing mission and organization of working group.
		d. Standardize directives to ensure responsibilities are clear and understood.
2. Establish and maintain a cohesive command effort for goal accomplishment.	Commander	a. Incorporate effective ongoing actions into a formal program.
		b. Evaluate subordinate actions to verify capability to meet established goal.
		c. Issue directives to coordinate and expedite subordinate actions.
		d. Revise and update as required.
		e. Assign task accomplishment to agency with primary staff interest.
3. Monitor progress and accomplishment reports.	Commander	a. Develop feeder report system and method of evaluation.
		b. Evaluate data and establish crime rate reduction goals.

APR 22 2004

TASKS	RESPONSIBILITY	SUBTASKS
3. Continued.		c. Identify accomplishments. d. Identify shortcomings. e. Manage by exception and provide necessary guidance for task accomplishment.
4. Improve and update inspection checklist.	Commander	a. Provide teams for inspection of living spaces. b. Increase frequency of inspection and assistance teams to ensure compliance with established policies. c. Issue directives as required for a continuing effort. d. Disseminate factual data to subordinates concerning system defects.
5. Provide widest possible dissemination of positive actions taken in the crime prevention program.	Commander	a. Emphasize use of available media. b. Use local informational programs to inform all personnel of the specific problem, corrective action taken, and results of that corrective action. c. Publicize measures found to be effective for the benefit of all. Example: Mark articles, keep list of articles, and secure valuables at all times.
6. Evaluate quality of physical security.	Provost Marshal	a. Establish a program of scheduled staff visits, surveys and inspections. b. Analyze results and evaluate trends. c. Review security training. d. Establish requirements for additional protective measures, such as guards, survey personnel and lighting.

APR 22 2004

TASKS	RESPONSIBILITY	SUBTASKS
7. Improve security as required.	Provost Marshal	a. Conduct follow-up inspections to ensure timely completion of corrective action.
		b. Tighten entry and exit controls.
		c. Resurvey those areas with high-loss rates.
		d. Identify theft-conducive areas for corrective action.
		e. Publicize, in coordination with information officer, modus operandi of subjects.
8. Evaluate judicial non-judicial procedures for handling offenders.	Staff Judge Advocate	a. Establish time frames for expedited action against offenders.
		b. Reduce time for processing courts-martial.
		c. Assist in training unit commanders in proper use of judicial and non-judicial punishment.

Enclosure (2)

APR 22 2004

CRIME PREVENTION MEASURES

1. 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 its more important aspects and to direct efforts where the greatest benefit can be obtained in reducing crime.

a. Indoctrination. Indoctrination is probably the single most important crime prevention measure. It is essential that newly joined personnel be oriented, preferably within 24-48 hours after joining an organization concerning local crime and how to avoid becoming a victim. As a minimum, such indoctrination should include: how and to whom to report crimes; the best means to safeguard valuable property; where the high crime areas are; situations to be avoided, and practicing the "buddy" system during and returning from liberty. Provide personnel with refreshed information at least annually.

b. Barracks Larceny Countermeasures. This should be an ongoing program within the organization encompassing: purchasing engraving tools to identify personal items which are highly pilferable; positive control over visitors and access to living spaces; after-hours checks by duty personnel for conditions which are conducive to crime, i.e., unsecured wall lockers, unsecured money or highly pilferable items, unauthorized visitors in the area, etc. Corrective action should be taken promptly and reports rendered to commanding officers.

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

d. Barracks Security Watches. Barracks security watches (Duty NCO's) should be assigned in and around all living spaces and should be alert, in particular, 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.

e. Parking Lots. Walking patrols, equipped with radios for fast response, should cover large parking lots, which should be

APR 22 2004

adequately illuminated. Patrols should be alert for person(s) "working on their vehicles," as these often involve thefts of CD players, tires, batteries, CB radios, etc.

f. Government Property. Government property is particularly susceptible to pilfering and must be under positive control and secured at all times. Where feasible, government property should be etched or stamped for positive identification. (Using an RUC number 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 by use of a sign in/out register.

g. Keys. Key access must be rigidly 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 a key is lost, or if it appears extra keys are in circulation. MCO P5530.14 provides guidance/requirements for establishing a key control program.

h. Vehicles

(1) 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.

(2) Privately Owned Vehicles. Privately owned vehicles (POV's) are especially vulnerable to theft and pilfering. 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 POV's.

i. Petroleum Products. To prevent pilferage of fuel from vehicle tanks, dispatched vehicles should be closely monitored by frequently making comparisons of mileage driven versus fuel

Enclosure (3)

'APR 22 2004

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.

j. Private Property. Individuals living in barracks should be encouraged to complete enclosure (4), Private Property Inventory List, 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, 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 by the owner using an electric engraver or photographed.

k. Cash

(1) Unreasonable amounts of cash should not be maintained by military personnel, whether the money is on their person, inside POV's, or in their living quarters, except under unusual circumstances. An unreasonable amount of cash on hand is considered to be any amount in excess of \$100.00.

(2) Commanders may use unit safes to temporarily store members' monies. 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.

1. Barracks/Quarters Occupants. Information and checklist concerning crime prevention measures for occupants of barracks/quarters are available from Physical Security.

Enclosure (3)

APR 22 2004

CRIME PREVENTION PROGRAMS
CURRENTLY IN EFFECT AT CAMP LEJEUNE

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

a. Operation Identification

(1) This program is offered, upon request, 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 newly arrived personnel are briefed by a representative of the Provost Marshal's Office, 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 the Provost Marshal's Office.

c. Pre-Deployment Briefs. Prior to a unit's deploying from Camp Lejeune, family members are invited to a pre-deployment brief. Covered are the problems that may be encountered during the service member's absence, 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, and unit functions.

e. D.A.R.E. (Drug Abuse Resistance Education) Program. One of the most widely used and effective drug education programs in the United States, D.A.R.E. brings drug education into all elementary schools aboard, MCB, Camp Lejeune.

f. Pawn Shop Liaison. This program seeks to minimize the disposal of stolen goods at pawnshops by maintaining a close liaison with the proprietors of such businesses.

BO 5822.4D

APR 22 2004

g. Child Identification Program. This program provides 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. PMO does not retain any identification data from this program.

Enclosure (5)