UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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YUMA, ARIZONA 85369-9100

StaO 5510.10C
SPMO
07 APR 2011

STATION ORDER 5510.10C

From: Commanding Officer
To: Distribution List

Subj: CRIME PREVENTION PROGRAM

Ref: (a) OPNAVINST 5530.14E
(b) MCO 5530.14A
(c) MCO 5580.2B

Encl: (1) Crime Prevention Measures
(2) Crime Prevention Guidelines for Billeting Occupants
(3) Tips for Military Housing (See Housing Authority Letter)
(4) Crime Prevention Checklist
(5) Statement of Acknowledgment of Valuable Property Record

1. Situation. To establish policy for the conduct of a Crime Prevention Program aboard Marine Corps Air Station (MCAS) Yuma.

2. Cancellation. StaO 5510.10B.

3. Mission. This order emphasizes on establishing and maintaining an environment in which criminal activity will neither detract from mission accomplishment nor adversely impact upon the members of this installation.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MCAS Yuma will implement a comprehensive Crime Prevention Program within the installation and in the surrounding community.

(2) Concept of Operations

(a) Establishing a Unit Crime Prevention Program. Crime Prevention Programs should be targeted against the incidence of crime within the Marine Corps, and should provide

the Commander with a contemporary program and management yardstick by which to measure the effectiveness of Crime Prevention efforts. In developing a sound, coordinated Crime Prevention Program, care should be taken to ensure:

1. Program goals, secondary goals and concepts are both specific and clear to the target population and the participating organizations.

a. The Program goals are consistent with the mission of the Command.

b. Standards and procedures are adopted that will aid in program execution, evaluation and modification.

c. The program is coordinated with other ongoing programs and projects.

d. Program development should be accomplished in four phases and as a continuing cycle.

(1) Phase I - Information and Planning. A fully coordinated program is based on evaluation of current problems to include physical, psychological, environmental and sociological factors contributing to crime. Resources and assets available to support the program must be considered in determination of overall requirements. Identify crime prone areas and time of occurrences by means of Crime Prevention Surveys, Physical Security Surveys and Provost Marshal's Statistical Information. See references (a) and (b) or enclosure (1) for a Crime Prevention Model.

(2) Phase II - Implementation and Prevention Efforts. Orders, policies and instructions should be published and articulated through a vigorous educational program and placed into effect. The unit Crime Prevention Officer's major function should be to comply with and implement the policies and instructions set forth by the Station Physical Security Council. In addition, each Crime Prevention officer should be responsive to the needs of all unit personnel within the command.

(3) Phase III - Evaluation. Continually review and analyze the current plan for effectiveness and improvement. The program should be corrected and modified as necessary to increase its effectiveness.

(4) Phase IV - Modification. Modifications should be based on changes in types of crimes analyses which would require intensifying or applying new preventive measures.

(b) Subordinate Element Mission

1. The Provost Marshal Shall

a. As the chief law enforcement official of the command, carries primary staff responsibilities for crime prevention. The Provost Marshal cannot be expected to develop and maintain a successful Crime Prevention Program through his resources alone. He must have the support of staff members, area commanders, members of the government and law enforcement agencies within the civilian community, and all agencies that contribute to minimizing the opportunity to commit crimes.

b. Through the appointed Crime Prevention Officer, will provide assistance and guidance to the Commanding Officer on all matters relating to Crime Prevention. Qualified physical security personnel will conduct crime prevention surveys to identify security deficiencies and recommend corrective action. Certain critical areas, to include exchanges, clubs, and warehouses storing sensitive or high value items, armories and ammunition storage areas will receive a physical security survey in accordance with reference (c). In addition, the Crime Prevention Officer will provide Commanders with any necessary assistance in establishing Crime Prevention programs within their commands. Briefings and classes on effective programs, along with Crime Prevention pamphlets are available at the Crime Prevention/Physical Security Office.

2. Crime Prevention Personnel. Crime Prevention Personnel will be designated in writing at all levels of command down to and including squadron sized units. Separate detachments and activities may utilize a Staff Non-Commissioned Officer. Duties of the Unit Crime Prevention Officer will include, but are not limited to the following:

a. Representation of the unit on the Station Physical Security Council.

b. Liaison with the Provost Marshal (Crime Prevention Officer) for purposes of obtaining available information on current trends and programs.

c. Review crime reports provided by the Provost Marshal to establish trends against which preventive actions may be directed.

d. Establishment of an appropriate Crime Prevention Program within the unit based on command programs and goals. See enclosures (2) through (4).

e. Conduct regular security surveys and crime prevention inspections of unit facilities. See reference (c) or enclosure (4).

f. Ensure electrostatic markers and Valuable Property Record Sheet (enclosure (5)) is made available to unit personnel for marking government and personal property for identification.

g. Establishment of a Unit Crime Prevention Council, utilizing various resources from within the command such as the personnel Officer, Chaplain, Company commanders, Drug and Alcohol Control Officer, Sergeants Major and First Sergeants. Individuals in these billets can provide valuable information, consultation and positive action in the area of crime prevention.

h. Brief incoming personnel on current problem areas, policies and programs within the command.

3. Physical Security/Crime Prevention Council (PSCPC). The Commanding officer's PSCPC is established to provide the Commanding Officer a ready means of evaluating the effectiveness of ongoing crime prevention programs. The Station Executive Officer will chair the council, and will meet on a quarterly basis. A station bulletin will be published quarterly to announce date, time and topic for the meeting. In addition to command representatives, the council will include delegates from Provost Marshal Office, Staff Judge Advocate, Joint Public Affairs Office (JPAO), tenant and attached organizations. Suggested topics for the council include, but should not be limited to the following:

a. Effectiveness of the existing crime prevention programs.

b. Crime trends and conditions conducive to crime.

c. Means of increasing the effectiveness of current programs.

(1) Findings of physical security and crime prevention surveys and corrective actions taken.

(2) Social and economic impacts of crime and preventive measures.

(3) Formation of command goals and policies.

(4) Provide guidance and direction to subordinate councils and crime prevention activities of the command.

4. Joint Public Affairs Officer. The JPAO will maintain close liaison with the Station Crime Prevention Council in developing and implementing a media campaign to ensure maximum publicity of the Station Crime Prevention program.

7. Administration and Logistics. Recommendations concerning the contents of this Order should be forwarded to the Adjutant via the Provost Marshal, MCAS Yuma.

8. Command and Signal

a. Command. This Order is applicable to all members of the Armed Forces and civilian personnel aboard MCAS Yuma.

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

M. A. WERTH

DISTRIBUTION: B

CRIME PREVENTION MEASURES

1. Methods to prevent crime are many and varied. The following list does not cover the entire field of crime prevention, but it is intended to focus attention on its more important aspects and to direct efforts where the greatest benefits in reducing crime can be obtained. While some items are obviously more important than others, all are important to a meaningful Crime Prevention Program.

a. Indoctrination. Indoctrination is probably the single most important crime prevention measure. It is essential that newly joined personnel be indoctrinated, preferably 24 to 48 hours joining the command. Indoctrinations should include at a minimum, such matters as how and to whom to report crimes; how to best safeguard valuable property; location of high crime areas; situations to be voided; use of the check to bank program; and practicing the "buddy" system during and when returning from liberty. All personnel should receive refresher information at least quarterly.

b. Billeting Larceny Countermeasures. This should be an ongoing program within the organization. The program should encompass such matters as strengthening doors of old style wall lockers; purchase and use of engraving tools to identify personal items of a highly preferable nature; positive control over visitors having access to living spaces; after hours check by duty personnel for conditions which are conducive to crime (i.e., unsecured wall lockers, unsecured money or highly preferable items; unauthorized visitors in the area, etc.,). Strictly controlling room keys or access cards and ensuring locks to doors and windows are operable are an essential element in preventing larcenies in billeting areas. When deficiencies are identified, corrective action should be taken promptly.

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

d. Parking Lots. Large parking lots are generally patrolled by the Military Police/Marine Corps Police personnel. However, all persons should be alert for individuals "working on their vehicles," as this often covers the theft of items on or within automobiles.

e. Government Property. Government property is particularly susceptible to pilferage and theft and must be under positive control or secured at all times. Where feasible, government property should be marked for positive identification by etching or stamping. (RUC number is one suggested means for items lacking a serial number). Engraving tools, available through the supply systems should be maintained at the unit level for such purposes. Marking of government property should be uniform for like items and should not be placed solely on component parts which are easily removed. Tools and other highly preferable items should be kept in locked containers when not in use. Bolt cutters should be strictly controlled by use of a sign in/out log book. Strict accountability which includes scheduled and unscheduled inventories should be maintained.

f. Doors. Doors to supply rooms, dining facilities, communication spaces, company files, motor pools, and other areas in which sensitive or preferable items are kept, should be constructed of solid wood or equivalent material with hasps and hinges pinned, spot welded or otherwise secured in a manner that prevents easy removal.

g. Key Control/Access Cards. Keys and Access Cards must be rigidly controlled and access to keys/access cards limited to the minimum number of personnel consistent with need. Keys/access cards should be logged in/out and locks should be immediately replaced if a key/access card is lost or it appears that extra keys/access cards are in circulation. Key/access cards has become a problem in many billeting areas since the constant turnover of personnel often leads to lack of control, loss, and unauthorized duplication of keys/access cards. With each change of personnel, keys/access cards should be recovered. compromised locks should be changed immediately.

h. Vehicles

(1) Government Vehicles. Tactical vehicles removed from the motor transport area and left unattended should have steering mechanisms secured with a locking devise (lock and chain) or have the vehicle secured in a similar manner. Commercial vehicles should have their ignition keys removed and all doors and windows secured when unattended. Leaving vehicles unsecured and unattended to keep the air conditioner running should not be permitted.

(2) Privately-Owned Vehicles. Privately-owned vehicles are especially vulnerable to theft and pilferage. Owners should ensure the ignition keys are removed and all doors and windows are secured when unattended. Personal property should not be stored visibly in privately-owned vehicles.

i. Private Property. Individuals residing in billeting should complete a valuable property record, enclosure, listing all items of value of $100.00 or more and maintain the record in a safe location. Newly acquired items should be added to the inventory list immediately after acquisition. Valuable property record forms are available through the Unit Crime Prevention Representative. Items valued at over $100.00 that do not have serial identification numbers should be appropriately marked by the owner with an electric engraver. Routine inspections of valuable property records should be conducted to ensure they are properly maintained.

j. Cash

(1) Unreasonable amounts of cash should not be maintained on hand, inside privately-owned vehicles or within living quarters. Except under unusual circumstances, unreasonable cash is deemed to be any amount in excess of $100.00.

(2) Commanding Officers may use unit safes for the temporary safe-guarding of personal funds only in emergency or operational situations. Such storage should not be done on a regular basis, and only for the minimum period of time required for the individual to make other arrangements. Unit personnel should be strongly encouraged to bank their money and use checking accounts. Personal property, such as bankbooks, checks, promissory notes, stock certificates, bonds, bills of lading, warehouse receipts, baggage checks, insurance policies, money orders and traveler checks should not be maintained in unit safes.

(3) Under those circumstances where it is proper for the commanding officer to safeguard a service member's money, the money will be counted in front of a witness and in the presence of the owner. It will be placed in an envelope by the owner: sealed and signed by the owner over the seal. Tape will be placed over the signature. The unit representative will then initial and place the date and time on the front of the envelope and make the same entry in the duty log book.

k. Credit cards, Bank Cards and Telephone Cards. The age of automation has brought with it new ways for thieves to get our money. Credit cards, automatic teller machine cards, and telephone charge cards must be secured at all times if we are to prevent their unauthorized use. Ensure these cards are stored separately from any access codes that may be required for their use. Photo copies of above cards should be made, and kept with the valuable property records.

l. Security Orders. Security orders of SOP's which govern access control; property accountability; key and lock control; response procedures for criminal acts such as bomb threats, robberies, etc.; notification of the Police Services and steps to be taken to secure facilities during non-operational hours are essential to any Crime Prevention Program. Personnel must be familiar with the orders and copies must be maintained at the facility for periodic review.

m. Inspections. Scheduled and unscheduled inspections at every level must be conducted to ensure crime prevention procedures and directives are being followed. Deficiencies must be identified and corrected immediately. The Crime Prevention Unit conducts Physical Security and Crime Prevention surveys which will assist commands in enhancing their security.

CRIME PREVENTION GUIDENLINES FOR BILLETING OCCUPANTS

1. Familiarize yourself with your crime prevention program.

2. Ensure that you are familiar with the circumstances of previous larcenies, learning from the mistakes of others and properly securing your own property.

3. Ensure that all your high value privately-owned property) item valued at $100.00 or more) are recorded on the valuable property record. When you have completed the form, safeguard it for future use. If you have property stolen from you, this form, if completed properly and kept up to date, will help establish proof of ownership and will go a long way to support you in a claim.

4. Mark your high value items that do not have serial numbers with an electric engraver. There will be one available to you through the crime prevention officer. Each item should be inscribed in one of the following ways:

a. Drivers License number. Using your social security number is a good way to identify your property. In using the driver's license number method, it is recommended that you use the two letter initial for the state, followed by the drivers license number 12345.

b. Social Security Number. Using your Social Security Number (SSN) has some advantages and disadvantages. First, it is permanent. You keep the same SSN throughout your lifetime and it is specific. Only you have that number. The major disadvantage is that your social security number comes under the provisions to the Privacy Act. You may find the police may have difficulty in identifying you through your social security number. This disadvantage is not a big problem with Military Police who have the means of identifying active duty personnel through their SSN. The SSN is the best method of identification short of engraving your complete name and address. When used, it should be in conjunction with, at the least, your initials. For example "John H. Smith/SSN 123 45 6789, "JHS/123 45 6789".

5. Do not routinely keep unreasonable amounts of cash (in excess of $100.00) on your person, within your living space, in privately owned vehicles or under your pillow. The use of banking facilities and checking accounts is strongly encouraged. Under emergencies or operational situations, your commanding officer may authorize the temporary safekeeping of excessive amounts of cash in the unit safe. If cash must be carried in your wallet, keep it in large bills if at all possible. It is easier for a cashier to remember someone cashing a $100.00 bill than a $5.00 or $10.00 bill. Never mention or display the amount of money you carry to anyone.

6. Never place your wallet or keys under your pillow. Always secure your wallet and personal items before going to bed.

7. When leaving your area, ensure that all valuables are on your person or properly secured.

8. Put your money in a checking account or a savings account. Several benefits are obtained by using checking and/or saving accounts. But most important, a checking or saving account provides security. If your savings booklet or your checks are stolen, the money is still safe as long as you immediately report the theft.

9. Report the presence of all strangers in your area to your Commanding Officer, Duty NCO. Make it your responsibility to ensure that the Duty NCO is on duty and alert.

10. Use the "buddy system" to keep surveillance over your area when you leave. Ensure that your "buddies" themselves are reliable. Unfortunately, friends will steal from friends from time to time.

11. Park your vehicle in a well lit area. Ensure that the keys are removed, the windows are completely closed and doors are locked. Remove all valuable items in the vehicle form plain view. If you have a bicycle, lock it up, and register it with the unit Crime Prevention Officer.

12. Never keep extra keys in your locker in your living area or in hidden places. Do not leave your keys out in the open while you sleep.

13. If your key/card is lost, or you are aware that additional keys/cards other than those authorized are in circulation, notify your unit Crime Prevention Officer.

14. if you have something stolen from you or have observed a criminal act, report it to the Military Police, and your Commanding Officer.

15. The single most important step you can take to prevent the theft of your property is to secure it.

16. If you are known as a person who keeps track of his property, records serial numbers, locks doors and secures his property, most thieves will leave you alone and look for the an easier target.

TIPS FOR MILITARY HOUSING

1. Ensure the locks on all doors (including glass sliding doors) are locked prior to departing the Quarters. The use of a metal rod or wooden stick, placed in the window track will prevent opening.

2. Do not leave extra keys hidden in the planters, under the doormat, over the door or in some other hiding place. Whenever possible, every family member should have a key.

3. Do not attract burglars or tempt passers, by leaving bicycles, tools, furniture or expensive recreational equipment outside overnight.

4. Before going on leave, cancel all newspaper deliveries or have a neighbor pick them up for you regularly. Put lights and even a radio on timers to give the house the appearance that it is occupied. Before leaving, check the security of the doors and windows and have a neighbor that you trust check them regularly. Let them know your address in case of an emergency. you can request the military police to check your quarters during your absence. Prior to going on leave, TAD, or deploying, visit the military police station located at building 916 and fill out the required paperwork. Security checks will be conducted based on mission requirements.

5. Store valuables in a safe, if possible. Never leave large sums of cash or jewelry unsecured. Place permanent identification markings, such as your social security number or state driver's license number on your property.

6. Record all serial numbers of all your valuable items such as cameras, watches, televisions and stereo equipment on a valuable property record sheet. It is a good idea to have photographs or video tape of these articles to aid the police in the event that they are stolen.

7. Report any suspicious actions, sounds or strangers in the area of your residence to the Police Station on base.

8. Develop the habit of locking your vehicle when you leave it regardless of the location or time of day. If away from your vehicle for any length of time, remove loose articles (CB radios cameras, portable DVD players, and any packages) from plain view. Use a locking gas cap on your vehicle.

9. Keep outside porch lights in working condition and report street lights that stop working. Do not leave windows shades and blinds open at night.

10. Identify unknown personnel before you allow them to work inside or around your residence. All base employees have ID badges.

11. Get involved and make your housing area a safe place to live. Call the Police Station if you see:

a. Persons loitering in secluded areas or around parking lots.

b. Persons or vehicles in suspicious circumstances in or around the schools or housing areas.

c. Persons displaying guns, knives or other weapons when obviously not engaged in the applicable sporting event.

d. Broken or open windows and doors in secured or closed facilities or quarters.

e. Altercations or fights, including domestic disturbances.

f. Unattended small children. All children under the age of 10 are required to be supervised at all times.

g. Child abuse must be reported. It is sometimes difficult to determine the difference between child abuse and discipline. Because of this fact, people are sometimes reluctant to report their suspicions. However, when there is a valid suspicion that a child is being abused or neglected, do not hesitate to report it. If made in good faith, your report will be held in confidence with only the people who have a "need to know" having that information.

h. Keep emergency phone numbers next to all phones and educate young children on the use of emergency phone numbers.

CRIME PREVENTION CHECKLIST

ORGANIZATION: _____ DATE_____

BUILDING NUMBER(S): _____

NAME OF UNIT REPRESENTATIVE: _____PHONE:_____

1.	Has the unit initiated a Crime Prevention Awareness program?	YES	NO
2.	Are Crime Prevention Materials posted in high visibility places?	YES	NO
3.	Are newly assigned personnel briefed on Crime Prevention measures and high crime areas?	YES	NO
4.	Are personnel encouraged to use Banking facilities rather than retain large amounts of cash in their possession?	YES	NO
5.	Is operation identification available to, and utilized by unit personnel in the billets?	YES	NO
6.	Does the unit keep a log of high value private property owned by personnel in the billets?	YES	NO
7.	Are high value personnel items locked in a secure storage area when personnel are TAD, on leave or in the field?	YES	NO
8.	Is valuable property secured out of sight and are the drapes pulled closed during working hours in the billets?	YES	NO
9.	Is key/card access control Maintained?	YES	NO

10.	Are the doors and windows locks serviceable?	YES	NO
11.	Are wall lockers serviceable?	YES	NO
12.	Is the access to bolt cutters controlled?	YES	NO
13.	Does the DNCO make regular checks of the billet area?	YES	NO
14.	If keys/access cards are lost or stolen are the locks re-keyed?	YES	NO
15.	Is there a visitor control system in effect.	YES	NO
16.	Is the exterior lighting of the building adequate and operable?	YES	NO
17.	Have the surrounding trees and shrubbery been trimmed?	YES	NO
18.	Is there a set procedure for the prompt reporting of stolen property to the Police station?	YES	NO
19.	Are personnel encouraged to use the buddy system while on liberty?	YES	NO
20.	Are extra locks available to secure property in the event of a break-in?	YES	NO

NOTE: For any questions that are answered NO or need additional comments or recommendations, please explain in the space below:

_____
_____
_____
_____
_____
_____
_____

Comments continued:

SURVEYED BY: _____

Print Name: _____

Signature: _____

DATE _____

Enclosure (4)

STATEMENT OF ACKNOWLEDGMENT OF VALUABLE PROPERTY RECORD

I have received the Crime Prevention Briefing and have read and understand the mandatory and recommended crime prevention measures. Below is a listing of my personal property valued in excess of $100.00 that I will have in my billets room.

PRINT NAME_____

SIGNATURE_____

DATE_____

UNIT_____

ITEM NAME	VALUE	SERIAL #