



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140

DepO 1600.1B
3F:CRB:JLG
28 Sep 1987

DEPOT ORDER 1600.1B

w/ch 1

From: Commanding General
To: Distribution List

Subj: Crime Prevention Program

Ref: (a) MCO 1600.6A (NOTAL)
(b) MCO P5510.14 (NOTAL)

1. Purpose. To promulgate policies and provide guidance for the establishment and conduct of a Crime Prevention Program aboard the Marine Corps Recruit Depot (MCRD), San Diego, California. This directive implements the policies and guidance set forth in reference (a).

2. Cancellation. DepO 1600.1A.

3. Objectives. The objectives of the Depot Crime Prevention Program are:

- a. Reduce or eliminate crime by minimizing opportunity.
- b. Neutralize the desire to commit criminal acts.
- c. Apprehension of offenders.

d. Increase Depot awareness and participation in the prevention and reporting of criminal offense.

4. Scope. The self-help approach to the reduction of crime, through commanders, individuals and/or collective action, is the emphasis of the Crime Prevention Program. It necessitates cooperation among staff and functional activities, civilian personnel, social service agencies and commercial activities aboard the Depot. It must also include a working liaison and cooperation with local, state and federal law enforcement agencies when appropriate.

5. Responsibilities. The implementation of the Depot Crime Prevention Program is a Command responsibility. The Provost Marshal, as the chief law enforcement and security official of the Command, carries primary responsibility for crime prevention and physical security.

6. Program Establishment. The purpose of this program is to reduce crime aboard the Depot, particularly theft occurring in the barracks. Although commanders must provide a safe environment, the primary responsibility for the security of private property lies with the individual. Accordingly, the Depot Crime Prevention Program is established with the following goals:

a. Prevention. Efforts will be directed towards precluding personnel from becoming subjects or victims of criminal activities and the elimination or reduction of conditions conducive to crime through the following:

(1) Operation Identification (OP ID). Encourage owners of high-value, theft-attractive, and pilferable property to identify such items and keep an up to date record of all property so marked. This program applies to both government and personal property. The Crime Prevention Unit at the Provost Marshal's Office (PMO) will assist any and all organizations by supervising and providing an engraver to mark equipment/personal property and provide inventory control forms for record keeping purposes.

(2) Crime Prevention Surveys. Qualified, school-trained crime prevention specialists from PMO will conduct periodic and unscheduled crime prevention surveys to determine potential crime threats, identify security deficiencies and recommend corrective action.

(3) Physical Security Surveys. Conduct a revolving program of Physical Security Surveys of armories, warehouses, exchanges, banks/credit unions, clubs, package stores, and other areas containing high-value items or sensitive property.

(4) Equipment Inventories. Inventories should be conducted on a regularly scheduled basis in order to insure accountability of all equipment assigned to a unit. The inventories should be conducted by a disinterested officer who is not assigned this duty for any two consecutive inventories. Any discrepancies noted will be promptly reported to PMO for action.

(5) Key Control. The adoption of a strict lock and key issue and control system is essential in safeguarding government property. The issuance of keys to office and equipment should always be kept to a minimum. A key control custodian, who should be designated in writing, is responsible for issuance of all keys, storage of all spare/duplicate keys and padlocks, and scheduling all lock combination changes. Additionally, the custodian will maintain a logbook indicating the location/assignment of each and every key utilized in the security of office areas and the equipment contained therein.

(6) Fraud, Waste, and Abuse. Encourage the reporting of conditions that allow these practices to go undetected. There are certain indicators that provide for initial warning that show a need for corrective action.

(7) Direct Deposit Program. Military and civilian personnel should be encouraged to use the Direct Deposit Program. This reduces the amount of money available in the barracks, working areas, and on the individual's person.

(8) Child Identification Program. Encourage parents of dependent children to have them fingerprinted and to maintain a record of physical data, to include a current photograph, of each child. The Crime Prevention Unit is responsible for the fingerprinting and can provide the necessary forms for recording the pertinent information. This unit will also make the effort to fingerprint each dependent child before going to the Child Development Centers on MCRD at least once a year. The Child Identification Program is also encouraged at any and all briefs that this unit may give.

(9) Bicycle Engraving and Registration Program. Encourage bicycle owners to have their bicycles and related equipment permanently marked (OP ID) and registered aboard the Depot. This program will assist in the return of the bicycle to the rightful owner in the event the bicycle is stolen and subsequently recovered.

b. Physical Security. Physical security is defined as active and passive measures to safeguard personnel and property against personal injury, loss of life, burglary, theft, sabotage, espionage, damage, or destruction. In order to reduce or eliminate thefts of high value office equipment, such as computers, typewriters, calculators, printers, televisions, copiers, video cassettes, recorders, etc., they must be secured in the following manner:

(1) Whenever possible, all office equipment will be stored during nonworking hours in lockable containers, wall lockers, or locked inside desks.

(2) As an alternative, office equipment will be secured to heavy stationary or permanent fixtures, such as desk tops, cabinets, and tables with anti-theft locking devices. Examples of these devices are available through the Depot Physical Security/Crime Prevention Office and are proven visual and physical deterrents in the reduction of theft.

(3) Because of the increased reliance upon computers to store, process, or otherwise satisfy data handling needs, it is paramount that proper security be provided for an automated data processing program. This field has experienced phenomenal growth in the past decade, while understanding of security aspects of technology has not kept pace. Reference (b) gives commanding officers the necessary guidance to implement a viable automated data processing security program.

c. Enforcement. Efforts designed to ensure timely detection, investigation, and apprehension of offenders to include the following:

(1) Prompt Reporting of Offenses. Unit commanders and their representatives are reminded that prompt reporting of offenses and incidents occurring within their area of responsibility is required. PMO should be notified as soon as possible after knowledge of the offense/incident is attained.

(2) Drug Detection Dog Teams. Assigned to the Criminal Investigation Division, drug detection dog teams are available for use by commanders in the conduct of their inspections for the detection of contraband drugs.

d. Education. Efforts aimed at establishing Crime Prevention Programs through awareness training are to include the following:

(1) Lady Beware Program. Informational program developed with rape prevention as the goal. Emphasis is placed on avoidance of situations in which a woman may be unnecessarily vulnerable to this type of crime. Additionally, an annual seminar is conducted aboard the Depot in conjunction with the local law enforcement agencies.

(2) Crime Prevention Instruction. The Depot Crime Prevention Unit, on a rotating basis, presents instruction to unit organizations. The purpose is to inform Marines of basic crime prevention measures they can utilize to protect themselves and their property from the criminal element.

(3) Legal Assistance Program. The Legal Assistance Office provides information concerning consumer fraud to individuals or groups upon request. Assistance is provided to individual clients through group lectures and through normal channels.

7. Program Evaluations. The following criteria will be utilized to evaluate the effectiveness under each of the goals:

a. The increase or decrease in the incidence of a specific crime targeted for enforcement action.

b. The increase or decrease in personal property and building deficiencies uncovered by inspections and surveys.

c. During evaluation, contributory causes will be sought, analyzed, and eliminated. The Provost Marshal will coordinate with unit commanders and or other sections/agencies to ensure that timely and corrective measures are undertaken.

8. Action

a. Commanding Officers and Other Responsible Officers

(1) Provide positive support, participation, and emphasis on the Crime Prevention Program.

(2) Encourage all Marines to enroll in OP ID. Their participation will aid in the reduction of larcenies. The engraving services and the supporting forms for the recording of serial numbers may be obtained from the Crime Prevention Unit.

(3) Incorporate crime prevention education into all training and leadership programs.

(4) Publish the results of nonjudicial punishment and courts-martial involving larcenies.

(5) Ensure that personal effects and valuables of personnel departing on leave or Temporary Additional Duty (TAD) are secured in accordance with current directives.

(6) Take immediate steps to have Crime Prevention Surveys of their areas conducted twice yearly. Follow-up inspections will be conducted by the Crime Prevention/Physical Security Specialists on an unscheduled basis.

(7) Report larcenies immediately to the Provost Marshal, regardless of the value of the stolen property.

(8) Notify the Director, Service and Supply, immediately when theft of government property occurs.

(9) In cases involving missing government property, initiate a supply or JAG Manual investigation, as appropriate.

(10) Correct, as soon as possible, security deficiencies uncovered through Incident/Complaint Reports, Criminal Investigation Reports, Crime Prevention Inspections, and Physical Security Surveys.

(11) Appoint a Unit Crime Prevention Representative to coordinate and promote crime prevention efforts within the command. The representative will also serve as liaison with the Depot Crime Prevention Unit.

(12) Encourage personnel living in the barracks who notice any suspicious activity, i.e., unauthorized persons, pilferage, theft of unsecured property, etc., to report it immediately to competent authority.

(13) Solicit and forward to this Headquarters (Attn: Assistant Chief of Staff, G-2/3 (AC/S, G-2/3), recommendations designed to enhance the Crime Prevention Program.

(14) Ensure that proper security procedures are implemented to safeguard against loss or vandalism of high-value pilferable items.

(15) Ensure that the Provost Marshal receives copies of all reports of missing, lost, stolen, or recovered (MLSR) government property.

b. Assistant Chief of Staff, G-1

(1) Ensure that security controls, policies, and procedures are followed throughout the Marine Corps Exchange to safeguard assets.

(2) Ensure that security procedures are established throughout the Club System to safeguard assets.

(3) Ensure that activities conducting business aboard the Depot are referred to the Provost Marshal for proper security.

c. Assistant Chief of Staff, G-2/3. Assume overall staff cognizance of the Crime Prevention Program.

d. Assistant Chief of Staff, G-4

(1) Coordinate and review with the Provost Marshal, all plans for new construction or major modifications of Unaccompanied Enlisted Personnel Housing (UEPH), exchanges, clubs, armories, disbursing offices, and warehouses storing pilferable high-value items to identify and correct any security deficiencies.

(2) Review building plans with the Fire Department to ensure compatibility with existing fire and safety regulations.

e. Public Affairs Office (PAO). Maintain close liaison with the Provost Marshal in developing and implementing a media campaign to ensure maximum publicity of crime prevention activities and events.

f. Provost Marshal

(1) Provide support consistent with reference (a) to include Physical Security/Crime Prevention Inspections. Qualified specialists will conduct both scheduled and impromptu crime prevention inspections to identify security deficiencies and assist in implementing corrective actions.

(2) Conduct semiannual Physical Security Inspections as required by the applicable Depot Directive to include armories, exchanges, clubs, package stores, and warehouses containing high-value or sensitive materials and cash handling facilities.

(3) Conduct Crime Prevention Inspections of UEPH's and work areas not covered by Physical Security Surveys, both scheduled and nonscheduled, reporting deficiencies and advising appropriate corrective measures to commanding officers. Follow-up inspections will be conducted to ensure correction of deficiencies and provide further assistance, if necessary.

(4) Provide commanding officers educational presentations aimed directly at crime prevention. Include statistical and crime-trend information to help formulate enforcement and prevention efforts.

(5) Coordinate with PAO and Training and Audiovisual Support Center and other appropriate support activities for the continuation of the anti-larceny education programs.

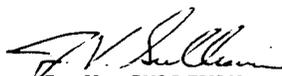
(6) Conduct enrollment of UEPH personnel into OP ID. Provide individuals with high-value property inventories and maintain a file of those inventories.

(7) Periodically, evaluate protective lighting and report deficiencies to commanders and responsible officers, with an information copy to this Headquarters (AC/S, G-2/3).

(8) Conduct random vehicle searches and ID card verification in accordance with established procedures.

deleted
(9) Maintain Depot crime statistics and submit a monthly summary to this Headquarters (AC/S, G-2/3). This summary will contain identification of trends and high incident areas.

ch 1
^{9 (10)} Maintain liaison with local, state, and federal law enforcement agencies to coordinate actions involving service member criminal activity on or off the installation.


J. V. SULLIVAN
Chief of Staff

DISTRIBUTION: I



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140

DepO 1600.1B Ch 1
1E
23 JAN 1992

DEPOT ORDER 1600.1B Ch 1

From: Commanding General
To: Distribution List

Subj: CRIME PREVENTION PROGRAM

1. Purpose. To direct pen changes to the basic Order.
2. Action. On page 5, delete subparagraph 8f(9) and renumber the last subparagraph.

A handwritten signature in cursive script, appearing to read "R. R. Wright".

R. R. WRIGHT
Chief of Staff

DISTRIBUTION: I

