



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASE

814 RADFORD BOULEVARD

ALBANY, GEORGIA 31704-1128

BO 1600.3A Ch 1

160

17 Aug 98

BASE ORDER 1600.3A Ch 1

From: Commanding General

To: Distribution List

Subj: CRIME PREVENTION PROGRAM (CPP)

1. Purpose. To direct pen changes to the basic Order dated 28 Jul 98.

2. Action

a. Change "Base Order 1600.3" to "Base Order 1600.3A" throughout the Order.

b. Insert new paragraph: 2. Cancellation. BO 1600.3.

c. Renumber the succeeding paragraphs.

A handwritten signature in cursive script, appearing to read "L. P. Cole".

L. P. COLE  
Chief of Staff

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UNITED STATES MARINE CORPS

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BO 1600.3A

160

28 Jul 98

BASE ORDER 1600.3A w/enc 1

From: Commanding General

To: Distribution List

Subj: CRIME PREVENTION PROGRAM (CPP)

Ref: (a) MCO 5500.18  
(b) OPNAVINST 5530.14B  
(c) MCO P5580.2  
(d) BO 5530.2  
(e) DOD INST 4160.21M  
(f) MCO 4340.1A

Encl: (1) Definitions  
(2) Community Relations/Crime Prevention Program

1. Purpose. To publish policies and provide guidance for the establishment and conduct of a CPP aboard Marine Corps Logistics Base (MCLB) Albany. This Order implements the policies and guidance set forth in references (a) through (f).

2. Cancellation. BO 1600.3.

3-2. Background. Reference (a) requires the establishment and execution of an installation wide CPP. The intention of this program is to establish an organized effort to reduce crime aboard MCLB Albany. Enclosure (1) defines terms used to implement programs listed in enclosure (2) of this Order.

4-3. Objectives. The objectives of the MCLB Albany, CPP are:

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

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

4. Scope

a. Crime Prevention requires a concerted effort at all levels of command to minimize the opportunity to commit, conceal or engage in criminal acts. In order to establish an effective CPP, a systematic approach must be developed toward identifying specific crime problems, establishing methods to combat these problems, and monitoring the effectiveness of these methods.

b. A successful CPP requires continuing command emphasis and must establish an environment where criminal activity will not detract from the mission accomplishment; adversely affect the health, welfare, or morals of personnel; or produce an unfavorable image for the Marine Corps.

5. Policy

a. Crime prevention is a command and individual responsibility.

b. CPP's will be established at all levels of command aboard MCLB Albany. Total integration and involvement of all resources available are essential for an effective CPP.

c. Crime Prevention/Physical Security Surveys will be conducted by school trained personnel assigned to the Office of the Provost Marshal (PMO).

6. Program Elements

a. An effective CPP consists of the following three major elements:

(1) Education/Prevention. Directed towards precluding personnel from becoming subjects or victims of criminal activity, and the elimination or reduction of conditions conducive to crime.

(2) Enforcement. Designed to ensure timely detection, investigation, apprehension and prosecution of offenders.

(3) Correction. Tailored to meet the needs of the offender, whether it be rehabilitation and a return to duty, removal from the community, or referral to the appropriate authority for administrative or judicial proceedings.

b. It is essential that a systematic approach be developed to ensure the CPP includes:

(1) Disseminating information in a timely manner.

(2) Identifying and isolating problems conducive to crime that are peculiar to the Command.

(3) Investigating and eliminating contributory causes of crime.

(4) Establishing realistic crime prevention goals and objectives.

(5) Developing tasks that have a direct bearing on solving problems through reduction or elimination.

(6) Making maximum use of newspapers, local television, posters, troop formations, etc.; to educate and motivate MCLB personnel and thereby ensure voluntary participation in Crime Prevention efforts.

## 7. Action

a. Deputy Commander; Chief of Staff; Comptroller; Centers/Departments/Division Directors; Special Staff Officers; Commanding Officer, Headquarters Battalion; and Commanders/Officers-In-Charge of Tenant Activities will designate an Officer/SNCO or civilian of equal grade, in writing, as a Security Officer to be responsible for the unit's CPP. A copy of the designation letter will be forwarded to the PMO, Crime Prevention Section for the purpose of obtaining information on the CPP, techniques and current trends. The assigned duties may include, but are not limited to:

(1) Briefing newly assigned personnel on methods to prevent larcenies. Briefing shall include the advisability of properly

securing wall lockers and privately owned vehicles, the check to bank programs, and the dangers of leaving unsecured valuables in rooms, cubicle areas, vehicles, office spaces and open work areas.

(2) Instructing personnel to notify the Military Police (MP) of suspicious personnel observed in the vicinity of rooms and work areas. It should be emphasized that any attempted or completed larceny should be immediately reported to the MP and that physical evidence should be left intact so a thorough criminal investigation can be conducted.

(3) Encouraging personnel to use a name stamp to identify all military and, if possible, civilian clothing items.

(4) Notifying new personnel of the benefits of engraving valuables and inform them that engravers are available through normal supply channels or through participation in the MP sponsored program "Operation Identification".

(5) Ensuring Duty NCO's, tour and inspect barracks/work areas to control circulation of personnel within these areas.

(6) Notify PMO, Crime Prevention Section, of changes in unit Security Officers by telephone, extension 5180 or 5181, to be followed by a memo.

(7) Ensure that crimes are reported to the Provost Marshal's Office for investigation and/or referral to the appropriate investigative agency.

(8) Ensure awareness of the fact that child and spouse abuse in any form is a crime and is punishable under the UCMJ. Procedures are to be established to ensure incidents of child/spouse abuse are promptly reported to the PM for appropriate investigation.

(9) Base Property Control Officer will report gains or losses of government property to HQMC, as required by reference (f). Ensure that the installation PM is included on the distribution list of all Missing, Lost, Stolen, Recovered (MLSR) reports.

(10) Ensure all personnel are aware of regulations concerning the security of privately owned weapons as outlined in reference (d).

b. The PM will support unit CPP's and be responsible for the following specific procedures:

(1) Preparing and submitting monthly and quarterly statistical reports, to HQMC.

(2) Establishing, maintaining and providing crime statistics to Commanders/Leaders aboard the Base for use in identifying trends in high-incident areas against which prevention programs may be directed.

(3) Ensuring that all abandoned property is disposed of in accordance with Chapter 6 of reference (e).

(4) Utilizing selective enforcement methods in the form of saturating patrolling, mark cars and special patrols, in combatting the property crimes of vandalism and vehicle theft aboard MCLB.

(5) Establishing and maintaining a Crime Prevention Section for the purpose of identifying areas of criminal activity and ensuring public awareness of crime prevention measures and tactics. This Section will be responsible for the following:

(a) Maintaining a comprehensive CPP aboard MCLB.

(b) Administering the CPP outlined in enclosure (2).

(c) Providing assistance and support in the form of Crime Prevention/Physical Security Surveys, and education classes on crime prevention techniques.

(d) Maintaining liaison with unit Security Officers and providing assistance and support on matters of mutual concern.

(e) Providing special lectures/briefings on crime prevention to units, clubs, groups, etc., upon request.

## 8. Applicability

a. This Order applies to all active duty military personnel and their dependents, civilian personnel assigned to, employed by, or otherwise engaged in activities aboard MCLB and tenant units attached to this Command.

EO 1600.3A  
28 Jul 98

b. This Order does not apply to the Blount Island Command.



L. P. COLE  
Chief of Staff

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DEFINITIONS

1. Armed Forces Disciplinary Control Boards (AFDCB). The mission of the AFDCB is to advise and make recommendations to the installation commander on matters concerning the elimination of crime or other conditions which may negatively affect the health, safety, morals, welfare, morale, or discipline of Armed Forces personnel.
2. Child Abuse. Direct physical injury, trauma, or emotional harm intentionally inflicted on a child, through a wanton or reckless disregard of the safety and welfare for the child.
3. Crime. An act or omission, defined in law, and made punishable by constituted authority through a judicial proceeding for the protection of society.
4. Crime Prevention. The application of measures necessary to minimize or eliminate the opportunity or desire to commit or engage in criminal activities.
5. Crime Prevention Program. A 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.
6. Crime Repression. The reduction of crimes and offenses through such measures as patrolling, physical security and crime prevention surveys, observation of persons and places considered crime producing, and employment of off-limits procedures to preclude personnel from participation in activities conducive to crime.
7. Fraud. Any willful means of taking or attempting to take unfair advantage of the government including, but not limited to, the offer of payment or acceptance of bribes (18 U.S.C. 201), or the offer giving or acceptance of gratuities, making of false statements, submission of false claims, use of false weights or measures, evasion or corruption of inspectors and other officials, deceit either by suppression or substitution of materials, falsification of records and books of account, arrangements for secret profits, kickbacks, or

ENCLOSURE (1)



commissions, and conspiracy to use any of these devices. It also includes those cases of conflict of interest, criminal irregularities, and unauthorized disclosure of official information which is connected with procurement and disposal matters.

8. Missing, Lost, Stolen, Recovered (MLSR) Government Property. Reporting MLSR government property is covered in accordance with SECNAV 5530.4 which establishes a reporting system for all serialized government property having a value of \$100 or more, and all unserialized government property having a value of \$500 or more.

9. Spouse Abuse. May consist of physical abuse, sexual abuse, property violence, or psychological violence inflicted on a partner in a lawful marriage. This definition does not include unmarried cohabiting partners, in an intimate relationship, in which case an abuse must be treated as an assault, battery, and/or rape.

10. Waste and Abuse. The extravagant, careless, or needless expenditure of government funds, or the consumption of government property which results from deficient practices, systems, controls, or decisions. It also includes improper practices not involving prosecutable fraud.

COMMUNITY RELATIONS/CRIME PREVENTION PROGRAMS

1. Operation Identification. This is a program to encourage owners of high value, theft attractive, and pilferable property to identify such items and to keep a record of all property so marked. This program applies to both government and personal property. There are three principal advantages to marking such property permanently.

a. It has been proven that thieves are reluctant to steal items that are readily identifiable. Such items are difficult to dispose of through illegal channels.

b. Prosecution is much easier if property can be positively identified as belonging to a specific individual.

c. If marked property is stolen, the owner's chances of recovering the property are much greater. If the property cannot be positively identified as belonging to a specific person, the police may not be authorized to release the property to that person.

2. Citizen Awareness Programs. The thrust of this program is to educate the base community, through base newspapers and other media, about typical local crimes, victims, and offenders. All newly assigned personnel should be briefed by representatives of the Provost Marshal in these areas, and recurring training/education conducted on the Crime Prevention Program (CPP).

3. Unmarked Patrol Cars in High Crime Areas. The publicized presence of unmarked cars (especially in parking lots, storage areas, and housing areas) has been successful in reducing breaking and entering, prowling, and unauthorized personnel in the housing areas.

4. Child Beware Program. Presented to grammar school children by Military Police representatives. This program is designed to increase children's awareness that strangers may in fact represent a danger to them. They are encouraged to report unusual incidents to their parents and the Military Police.

5. Local Crime Prevention School. The purpose of the school is to train Command Representatives in the basics of Crime Prevention

ENCLOSURE (2)

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Surveys, physical hardware, and "rip off schemes" currently being encountered. Command Representatives return to their units with a heightened awareness of physical security and crime prevention techniques.

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

7. Officer Friendly Program. Designed to teach young children that police are there to help them and the community. Several subjects can be covered in conjunction with this program (a.e., bicycle safety, beware of strangers, etc.).

8. Commanding General's Welcome Aboard. Families reporting to a new duty station receive an orientation briefing. All aspects concerning life aboard the Base are covered, including Navy Relief, commissary, post exchange, religious services, and police services available.

9. Family Advocacy Program. Thrust of this program is to ensure that families experiencing problems receive assistance in resolving those problems. Problems may run the gamut from juvenile offenses to neighborhood disputes and domestic disturbances. The objective is to resolve the problems and to keep the family together.

10. 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 have contacts at various special agencies which can be of assistance. Programs of this type have been successful in improving community relations and opening lines of communication.

11. Town Meetings. Periodic meetings are chaired by the Chief of Staff. Problems within the community are discussed and appropriate action, when feasible, is taken. A net improvement in communications has been the result.

ENCLOSURE (2)