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Security

CRIME PREVENTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 31-2. It establishes the Crime Prevention Program (CPP) for the 913th AW in accordance with (IAW) AFI 31-209, *The Resources Protection Program*.

SUMMARY OF REVISIONS

This revision has been globally changed to incorporate the revised procedures cited in AFI 31-209.

1. Responsibilities:

- 1.1. The 913th Support Group Commander is responsible for establishing an installation Crime Prevention Program IAW AFI 31-209.
- 1.2. The Chief, Security Police is responsible for the initiation of the installation CPP and will assist the Support Group Commander in formulating and enforcing policy and procedure as it pertains to this directive.
- 1.3. All unit commanders will designate a unit crime prevention manager/monitor to coordinate program activities within the unit.
- 1.4. Unit Crime Prevention Managers/Monitors are responsible for the training and indoctrination program for their respective unit in regards to crime prevention.

2. The Crime Prevention Program. The 913th AW CPP is a coordinated effort of the 913th AW community and the 913th AW Security Police. It seeks to reduce the potential for crime and to contend with criminal acts as they occur. The CPP is an essential part of the Base Resource Protection Program. It is a continuing operation that requires the assistance of commanders, supervisors, military and civilian personnel. The local CPP will consist of the following program elements:

2.1. Operation Crime Stop. Operation Crime Stop is a simple program that hopes to encourage members of the 913th community to make a report of any crime or suspicious action observed. If potential criminals feel they will be reported by anyone who sees them, they may be deterred from committing a crime. Further, an effective Crime Stop reporting system will enhance crime detection and criminal apprehension. The Crime Stop phone number is extension 1077 (Refer to Attachment 1 for Crime Stop Reporting Procedures).

2.2. Operation Identification. Operation Identification is designed to encourage owners of high value property which may be theft attractive to mark their property with an identifying number. This numbering system provides a means of positively identifying the property and establish ownership in the event of theft or loss.

2.2.1. Recording Identification Numbers:

2.2.1.1. Many highly pilferable items such as watches, cameras, radios and other appliances are already marked by manufactures identification or serial numbers. These item should also be marked with the owner's social security number (SSN) to increase the chance of their being returned to the owner.

2.2.1.2. The SSN plus the service prefix (AF) is used since it is the most flexible and recognizable identifier for worldwide United States Air Force implementation. Through the use of this system the rightful owner can be traced through the Air Force personnel locator regardless of where the property was originally marked or how many times the owner may have been transferred.

2.2.1.3. Personnel should use AF Form 1670, **Valuable Property Record**, to make a permanent record of all property marked under Operation Identification. Manufacturer's serial or identification numbers are entered on this record. The form is retained in a secure location for future reference in the event marked property is lost or stolen. One copy should be kept in a safe place at home, the second copy should be placed in a safety deposit box or be given to a friend for safekeeping.

2.2.2. Marking Methods:

2.2.2.1. There are two basic ways of marking property under this program; engraving or fluorescent markings. Locally, property will be marked by the use of an engraving tool which is maintained at the security police office. The tool may be obtained for use upon request on a first come basis, and will be available 24 hours a day, seven days a week.

2.2.2.2. Unit commanders and first sergeants are also encouraged to obtain engravers of other appropriate marking devices for use in their respective units.

2.2.3. Advertising the marking of property:

2.2.3.1. An AFVA 125-14, should be placed conspicuously on property that can easily be moved (such as typewriters, bicycles and radios). It identifies the owner as a participant in the United States Air Force Crime Prevention Program, and marks the property for easy identification.

2.2.3.2. After property has been permanently marked and the identifying numbers have been recorded, each doorway or entrance should be conspicuously posted with a sign or decal. An AFVA 125-15 will be used for this purpose. Security police will maintain this form.

2.2.4. Notifying Security Police of participation. The notification number (generally, the SSN) used to mark property should be provided to Security Police to increase the probability that stolen or lost property can be returned to the owner or unit.

2.3. Crime Hazard Identification Program. The goal of the Crime Hazard Identification Program is to identify, report, and eliminate as many crime hazards as possible, and thus to reduce the opportunity for crime. The Crime Hazard Program demands a concerted and coordinated base community effort. Citizen reporting of potential crime producing conditions at the lowest possible level is essential to the crime prevention system.

2.3.1. Reporting Crime Hazards:

2.3.1.1. Security Police and unit Crime Prevention Monitors must solicit and prepare crime prevention hazard reports when possible crime hazards or situations are discovered.

2.3.1.2. An AF Form 1203, Crime Hazard Report, will be utilized and issued to the responsible commander, or agency chief for corrective management action. Routing and distribution of AF Form 1203 should be as follows:

2.3.1.2.1. The original copy to the unit Crime Prevention Monitor where the hazard was identified.

2.3.1.2.2. One copy to the Support Group Commander (913th SPTG/CC).

2.3.1.2.3. One copy to the Security Police.

2.3.1.3. Completed forms are to be retained on file for 90 days and then destroyed as transitory correspondence (AFR 4-20, VOL 2, T10-1, R4).

2.3.1.4. Unit Crime Prevention Monitors will evaluate and periodically brief their commander on the types of hazards occurring in their unit and corrective actions taken.

2.3.2. Analyzing Reports:

2.3.2.1. The significance of crime hazards will be analyzed by the Security Police and the Unit

Crime Prevention Monitor of the target area.

2.3.2.2. If the hazard could result in the commission of a felony, in serious injury to an individual or damage to property, it must be eliminated immediately.

2.3.2.3. Results of crime hazard analysis will be briefed to the Resources Protection Committee at scheduled meetings.

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Commander

Attachment 1**CRIME STOP REPORTING PROCEDURES****A1.1. Crime Stop Reporting Procedures. What is Suspicious?**

A1.1.1. Basically, anything that seems even slightly out of place or that is occurring at an unusual time of day. Some things to watch for include:

A1.1.2. A stranger in a work area or facility.

A1.1.3. A scream heard anywhere may mean a robbery or assault.

A1.1.4. Offers of merchandise at ridiculously low prices could mean stolen property.

A1.1.5. Anyone removing accessories, license plates, gas caps or gasoline from a car should be reported.

A1.1.6. Anyone looking into parked cars may be looking for a car to steal or for valuables left displayed in the cars.

A1.1.7. Unknown persons entering or leaving work areas after hours.

A1.1.8. The sound of breaking glass or loud explosive noises could mean an accident, a break in, or vandalism.

A1.1.9. Unknown persons loitering in or around the 913th AW area.

A1.2. Suspicious Persons. Many perfectly legitimate people are involved in service, maintenance, sales, and repair. They can be found in the work area on a daily basis. However, criminals often take advantage of this by assuming the guise of legitimate business representatives. Here are some situations involving people and what their actions might mean:

A1.2.1. An individual going from building to building in the area. If the person is unknown and appears to be looking for something, report it to Security Police.

A1.2.2. Someone waiting in the vicinity of a work area or building when the occupants are absent or the activity is closed.

A1.2.3. Anyone forcing entry to or tampering with a residence, business, or vehicle.

A1.2.4. An unknown person running, or carrying property, if it is an unusual hour, or in an unusual place, or if the property is not wrapped.

A1.2.5. A person exhibiting unusual mental or physical symptoms.

A1.2.6. Any vehicle moving slowly or following a course that appears aimless or repetitive in any location.

A1.2.7. Parked, occupied vehicles containing one or more unknown persons if it is an unusual hour.

A1.2.8. Vehicles being loaded with valuables if parked in front of a closed work area or depot, even if the vehicle is a legitimate looking commercial unit.

A1.2.9. Apparent business transactions conducted from vehicles could mean possible drug sales.

A1.2.10. Person being forced into a vehicle, especially if a female or juvenile. This may mean a possible kidnapping.

A1.2.11. An abandoned vehicle parked in the area may be a stolen car.

A1.2.12. Open or broken doors or windows at a closed place of business or work area where the occupants are absent could mean a burglary in progress.

A1.3. Call the Security Police immediately about all suspicious activity; do it yourself. Don't worry about being embarrassed if your suspicions prove unfounded. Think instead about what could happen if you don't act.