

**BY ORDER OF THE COMMANDER  
HQ 62D AIRLIFT WING (AMC)**

**62 AW INSTRUCTION 31-8**

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**Security**

**CRIME PREVENTION PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 62 SPS/SPAIR (SSgt Savage)

Certified by: 62 SPS/CC  
(Lt Col Jonathan E. Bancroft)

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This instruction gives methods and procedures for managing a crime prevention program which is tailored to our local environment. It includes information about crime prevention training, community support, Operation Crime Stop, drug abuse control, child fingerprinting program and other associated programs. This instruction applies to all agencies assigned or attached to McChord AFB.

## Chapter 1

### GENERAL BACKGROUND AND GUIDANCE

**1.1. Introduction.** Traditionally, Air Force bases have been relatively free of most serious crimes against persons and property. In recent years, these types of crimes have become more common on military installations. Losses of government and private property to theft and vandalism are mounting. Commissaries, base exchanges and other retail stores are experiencing increased incidences of shoplifting and pilferage. The illicit use of drugs is a factor in the growth of many other crimes. These facts have led to demands for better security police response, protection and innovation. Unless we establish aggressive crime prevention programs, we can expect the crime rate on our bases to grow as the environment in the surrounding area becomes even more crime ridden. Crime is a costly and demoralizing problem affecting all of us. Victims of crime suffer injury, financial loss and intimidation. The sense of insecurity and fear that results from criminal acts are also a matter of concern. Within the Air Force, not only is the quality of life jeopardized by the incidence of crime, but the capability to accomplish mission objectives can be threatened as well.

**1.2. Terms Explained.** In this publication, the terms “security policemen” and “security police forces” are synonymous. They include security police men and women, all Department of the Air Force civilians and foreign national personnel who are designated by proper authority to perform guard or police duties within the meaning of the Uniform Code of Military Justice, Article 7b, and the Manual of Courts-Martial. Generally, such personnel are under the staff supervision of the installation chief of security police (ICSP). The ICSP is the security police officer assigned to the host-support unit, host wing or higher level host unit who serves as the staff advisor to the installation commander.

### 1.3. Concept of Operations.

1.3.1. The Air Force Crime Prevention program is designed to eliminate or minimize the opportunity and desire to engage in criminal activities. Crime prevention requires a total interface of commanders, staff personnel, officers, noncommissioned officers (NCO), airmen, civilian employees and family members. In order for this program to be successful, its objectives must be clearly delineated, widely publicized and clearly understood. The program has three principal objectives. Installation commanders and ICSP may add other objectives to meet local conditions. The three principal objectives are:

1.3.1.1. Upgrading the protection of personnel and property by taking such actions as educating people to recognize and avoid situations in which they are likely to be assaulted or robbed; encouraging the installation of better locks; stressing the need for consistent use of existing locks and safeguards.

1.3.1.2. Increasing surveillance within the Air Force community by taking such actions as encouraging charge of quarters and other resident persons to challenge unidentified individuals in dormitory and housing areas; establishing neighborhood watch programs; encouraging permanent marking of property, etc.

1.3.1.3. Achieving maximum involvement of the Air Force community and the security police in crime prevention activities. This objective addresses both short and long-range crime prevention activities. Examples of short-range actions are identifying and correcting crime hazards and call-

ing the police about suspicious persons or happenings. Examples of long-range actions are programs that involve youth and airmen in organized recreation, education and other worthwhile activities.

1.3.2. If people are to be motivated to action, voluntary personal acceptance of the above objectives is essential. Members of the base community must be convinced of the need to protect themselves, their neighborhood and work areas by supporting crime prevention goals. Equally important, they must understand that no matter how efficient a police department is, it cannot protect the community if it does not help protect itself.

1.3.3. The Air Force Crime Prevention program is designed to complement and interface with the AFI 31-209, The Air Force Resource Protection Program. The goals of both programs can best be achieved by the active participation of the total Air Force community (military, civilian and family members).

1.3.4. Commanders at all echelons must educate their personnel of the need to safeguard both government and personal property through proper protective precautions. The security police role is that of an educational, technical and supportive resource. The primary role of security police is that of preventive patrol, armed response, detection and investigative services. Physical protection and resources protection surveys are also important technical services provided by security police. Security police assigned these responsibilities should be proficient in prevention and resource protection programs.

#### **1.4. Responsibilities:**

1.4.1. Installation Commander. The Installation Commander establishes a crime prevention program on-base. The program should be tailored to the local environment. Use this instruction as a guide for methods and procedures for managing the program.

1.4.2. Installation Chief Security Police. The Installation Chief Security Police is the focal point for base crime prevention activities. The crime prevention function is combined with the resources protection function. The ICSP appoints an individual to manage the base crime prevention program and resources protection program on a full-time basis. Personnel selected for these positions should possess the ability to communicate, have the flexibility of working with both young and mature groups and be willing to work varied hours. The base Crime Prevention/Resource Protection program manager must establish close association with the law enforcement staff and have operations and command accessibility. Direct communications with law enforcement flights, investigations, and reports and analysis personnel must also be maintained.

1.4.3. Unit Commanders. Unit commanders are encouraged to establish crime prevention programs within their units and designate a focal point to coordinate program activities with the unit.

1.4.4. Base Crime Prevention Monitor. The Base Crime Prevention Monitor:

1.4.4.1. Must establish crime prevention program on-base. This includes assessing needs, identifying problems, planning, establishing objectives, coordinating, training and managing program implementation. It further includes providing continuing analysis, program revisions and community-wide crime prevention consultation services. Effective crime prevention programs require the total integration and involvement of all resources available to the installation commander.

1.4.4.2. Use criminal statistical data provided by security police reports and analysis to examine prevailing crime patterns. Analyzed data will be used to determine employment of appropriate crime prevention strategies (short- and long-range goals) to counter local crime problems.

1.4.4.3. Provide crime trend data to unit commanders and law enforcement activities for use in developing unit crime prevention programs. Security police use this information to determine selective enforcement techniques and flight-level crime prevention tactics.

1.4.4.4. Develop and implement a media campaign to publicize the base crime prevention program and prevailing crime problems that include getting informative literature (handouts, poster, brochures, etc., and publishing articles in the base newspaper. Close liaison with the base Public Affairs office must be maintained to ensure maximum publicity of the base Crime Prevention program.

1.4.4.5. Conduct and coordinate speaking engagements to promote crime prevention goals. Use commander's call, first sergeants meetings, social activities, youth gatherings, wives club meetings, school visitations, etc., as opportunities to communicate crime prevention programs. (This duty also applies to unit Crime Prevention Focal Points.)

1.4.4.6. Participate in community projects which foster joint police and community efforts, i.e., operation identification, courtesy citation program, crime stop, and crime hazard reporting, etc. This includes maintaining program records and analyzing data to determine the effectiveness of each program.

1.4.4.7. Provide annual staff assistance visits to unit crime prevention focal points to evaluate unit objectives and effectiveness. These visits ensure that focal point monitors are kept abreast of program changes and facilitate cross-feed of information and ideas on program improvement. Provide initial training to unit focal points and supplemental training as needed, to ensure that each focal point is knowledgeable of the local crime prevention goals and objectives.

1.4.4.8. Provide crime prevention statistics and trend analysis to members of the installation's Resource Protection Executive Committee (RPEC). Attend RPEC meetings and function as an advisor to ICSP on matters relating to crime prevention activities. If appointed by the ICSP, act as the recorder, and prepare written minutes of each meeting.

1.4.4.9. Conduct on-base residential dormitory, work area crime prevention survey for occupants and organizations requesting such service.

1.4.4.10. Requisition and maintain an adequate stock of crime prevention literature and forms to ensure the continuous availability of material to promote crime prevention. (This rule also applies to unit Crime Prevention Focal Points.)

1.4.4.11. Perform various administrative tasks (typing, for requisitions, filing, etc.) to ensure an organized crime prevention record program. (This rule also applies to unit Crime Prevention Focal Points.)

1.4.4.12. Maintain close liaison with civilian organizations and authorities on crime prevention matters. Where possible, set up joint program to promote military and civilian community involvement to combat mutual crime problems. Participate in local, state, and federal crime prevention activities which benefit the military community.

1.4.5. Unit Crime Prevention Focal Point. Unit Crime Prevention Focal Points will establish programs to ensure newly and currently assigned personnel are briefed of the program and that recurring training, as determined locally, is conducted.

1.4.6. 62d Communications Squadron. The 62d Communications Squadron will provide technical assistance for the installation of telephone equipment to support the base crime stop program.

1.4.7. Wing Public Affairs Office. The wing Public Affairs office will provide information support and counsel the base CPRP specialist in developing material to advertise the base crime prevention program.

## **1.5. Crime Prevention Training.**

1.5.1. The base-level Crime Prevention/Resource Protection (CPRP) specialist should be programmed to attend the US Air Force approved crime prevention training course in residence. Priority for attendance at the course is given to personnel working full-time in crime prevention and resource protection functional areas. Graduates of an approved crime prevention training course such as the National Crime Prevention Institute, University of Louisville, Louisville, Kentucky, or the Texas Crime Prevention Institute need not attend.

1.5.2. Base-level CPRP specialist should enroll in ECI Course 8100, if they have not attended or are not scheduled to attend the crime prevention training course in residence within 3 months after assignment as a full-time CPRP specialist. Additionally, unit crime prevention specialists should enroll in the ECI 8100 Course as a prerequisite for initial crime prevention training.

1.5.3. CPRP specialist should take advantage of enrolling in civilian crime prevention training courses and seminars that are often times offered free of charge to active-duty members. Active participation in state crime prevention association is highly encouraged.

## Chapter 2

### BASIC PROGRAMS

**2.1. Establishing Police and Community Relations.** The ideal police and community relations atmosphere exists when both parties constructively act as checks and balances to one another. The security police need the full cooperation of the base community. Likewise, community members have a right to expect the police to perform in their best interest and to support the community in the pursuit of good law enforcement services. One common roadblock to the ideal relationship between police and community is the community's lack of knowledge of the police function. People inherently fear the unknown. As the people get to know police goals and objectives, their fear disappears. When they recognize their common interest with the police, their support for the police follows. For many years, the police made no attempt to inform the community of their common goals and objectives or how they functioned to accomplish them. The philosophy was to get the job done and refrain from publicizing the ways and means of doing it. Time has proven this philosophy to be faulty, and progressive police departments now pursue active programs of public education in order to gain the support and cooperation of the community.

2.1.1. Specific Guidance:

2.1.2. The 62d Security Police Squadron will develop and maintain a continuing police and community relations effort. The base CPRP specialist is the most likely candidate to assume this function, as it optimizes the potential of the installation's crime prevention program.

2.1.3. The focal point for the police and community relations effort may assist in the preparation of articles that are published in base newspapers and similar publications. Since the quality of the material to be released is of vital importance, professional assistance from the wing Public Affairs office should be sought to produce inputs that will best achieve the desired outcome.

2.1.4. The focal point monitor should also look for opportunities to publicly explain the role of the security police and their mission. Talks at wives clubs, commanders calls, base chapters of civic groups and schools are excellent ways to publicize the positive side of security police work. Copies of each presentation must be kept on file.

2.1.5. To maximize police and community relations, security police must establish and maintain a favorable image as respected, well-trained professionals.

2.1.6. Maintenance of good community relations requires a system to receive complaints concerning security police procedures or the actions of individual security police, thoroughly investigating or examining each complaint, taking corrective action when required, and providing the public appropriate "feedback" on action taken.

2.1.7. Every person in the unit should be aware that one of the primary missions of the unit is service to the public. Prompt and courteous service is essential in dealing with the public.

**2.2. Developing Community Support.** The primary objective of the Air Force Crime Prevention program is to develop a cooperative effort between the security police and the military community to eliminate or minimize the opportunity and desire to engage in criminal activities. Within lawful limits, citizen crime prevention activities are in no way directed by the police. However, they may be supported and coordinated by police and in cases where citizen activities border on police function, police supervision

may be needed to avoid violations of the law. Effective community crime prevention programs result from the proper combination of police and citizen activities.

#### 2.2.1. Specific Guidance:

2.2.1.1. The chief goal of the Crime Prevention program is a military community free of crime. Crime prevention is intended to bring the community and security police together in the fight against crime. Moreover, it is designed to eliminate those situations on Air Force installations which foster crime.

2.2.1.2. Developing community support can only be achieved through the combination of aggressive military community involvement, command support, law enforcement expertise and adequate police manpower and equipment.

2.2.1.3. Proper planning and good communications are of utmost importance in developing citizen participation. Coordination becomes especially important as the program develops. The many groups and interests which can become part of the program need to operate together if they are to be successful.

2.2.1.4. An early priority is to develop the participation of key individuals and groups. Unless such individuals and groups are behind the program and actively participate in it, the program may never fully materialize.

2.2.1.5. The base CPRP specialist must be prepared to move with ever-changing interests of the military community.

### 2.3. Roles in Developing Community Support:

2.3.1. General. An aggressive crime prevention program must have strong leadership and the support of command authorities. It is imperative that everyone understand the plans, policies and programs so that a team effort can be achieved. Properly developed, the crime prevention program should become a community affair. The installation commander, his or her staff, key managers, unit commanders, employees and family members are considered to be the community. Their enthusiasm and cooperation are essential in any crime prevention program.

#### 2.3.2. Security Police:

2.3.2.1. Developing community support starts with the installation chief of security police. Other security police personnel need to support the program and recognize that public support is directly influenced by their actions, behavior and attitudes.

2.3.2.2. Security police must assume a proactive role in anticipating crimes. It is equally essential that other base personnel agencies and groups are motivated to become personally involved in crime prevention.

2.3.2.3. As the agency responsible for responding to and investigating reported crimes and for conducting a wide variety of peacekeeping activities, it is up to the security police to create and maintain the threat that a criminal will be identified and arrested. This threat is a basic part of most crime prevention strategies. As a primary source of information on crime patterns, security police can provide guidance to the community of prevailing kinds of crimes and the specific mode of operations used by criminals. Crime prevention must be recognized as a legitimate function of

police work. Active participation by security police is essential to the success of the community crime prevention program.

2.3.2.4. As the group responsible for the law and order, law enforcement agencies are the logical source of technical expertise for the anticipation, recognition, appraisal and for the design of actions to remove or reduce crime risks. Security police should be the primary source of public education campaigns in crime prevention and the communications that coordinates all crime prevention activities on the installation.

#### **2.4. Base CPRP Specialist.** The base CPRP specialist will:

2.4.1. Serve as facilitators to enable all community resources and interest to work together toward a common goal.

2.4.2. Serve as the center of crime prevention activities in the local community. Carrying out this responsibility involves supporting group actions, guiding community policy decisions and developing a comprehensive crime prevention program.

2.4.3. Perform roles similar to a teacher, counselor and catalyst for individual and group actions within the community. The goals of his or her efforts is the establishment of a comprehensive, community-wide crime prevention program.

#### **2.5. Operation Crime Stop:**

2.5.1. There is a definite need for community support. One important key to a successful crime prevention program is the prompt and accurate reporting of imminent crime situations or criminal acts. Crime prevention activities cannot really achieve positive results unless the unit operation crime stop program is fully understood by all base personnel. As individual citizens become more conscious of crime stop goals, they will show greater interest. The Operation Crime Stop program is designed to overcome the reluctance of individuals to "get involved" with police activities. It recognizes that some individuals will report their observations to police only when they know they can remain anonymous.

2.5.2. A dedicated crime stop telephone capable of receiving calls from both on and off base must be installed at the Security Police Control Center (SPCC). The Crime Stop number will be listed as 5777. The crime stop number may be placed on security police patrol vehicles by using magnetized placards or removable plates. The number may not be painted or permanently affixed to the vehicle.

2.5.3. Persons providing crime stop information are categorized as confidential sources and their identities are protected. Names of crime stop callers are not entered on DD Form 1569, Incident Complaint Report, or AF Form 53, Security Police Desk Blotter. This file may be exempted from local or MAJCOM inspections or staff assistance visits as determined by the ICSP or designated squadron commander.

2.5.4. Base and unit focal point monitors must distribute crime stop materials to unit personnel and encourage their support of the program. Unit focal point monitors must also advertise the Crime Stop number throughout their unit with the 62 AWVA 125-1 which also designates the focal point monitors for the unit.

2.5.5. Each crime stop call must be logged in on AF Form 53, Security Police Desk Blotter. Begin each entry with the words "Crime Stop" to aid in statistics retrieval.

2.5.6. The base CPRP specialist will periodically analyze crime stop statistical data to evaluate the effectiveness of the program.

2.5.7. The fact that the person reporting may remain anonymous must be emphasized in crime stop publicity. Although it is better to know the identity of the witness or person reporting, crime stop reports should never be discarded solely because they are anonymous.

**2.6. Crime Prevention Programs/Briefings.** Police data reflects that larceny and burglary have been two of the most rapidly increasing crimes. These are crimes of stealth in which few, if any clues, are left. In such instances, the police can do little more than they are already doing. But there is much that the people in military community can do. Individual or community actions can significantly reduce the incidence of larceny or burglary by working to prevent, deter, or detect such acts.

### **2.6.1. The Operation Identification (OPID) Program.**

2.6.1.1. General. Referred to by the logo "OPID," is a crime resistance technique which can be effectively employed by individuals to deter burglaries and larcenies. It also provides investigative leads that will increase the chances of solving the crime. The Air Force OPID Program is designed to encourage owners of high value, theft attractive or highly pilferable property to mark their property with an identifying number. This numbering system provides a means of positively identifying the property found to establish ownership in the event of theft or loss. There are three advantages in permanently marking property.

2.6.1.1.1. Prevention. Thieves are reluctant to steal items that can be readily be identified. Such items are difficult to dispose of through illegal channels.

2.6.1.1.2. Deterrence. Prosecution is enhanced when property can be positively identified as belonging to a specific individual. Increased effectiveness in prosecution is a deterrence to theft.

2.6.1.1.3. Recovery. If marked property is lost or stolen, the owner's chances of recovering the property are much greater. The owner must be able to positively identify the property to the exclusion of similar makes and models before recovered property can be released. The owner's applied number or identifier is the key element of OPID as it permits a person to positively identify his or her property. This system is recognized as providing positive proof of ownership. However, recovered property can only be identified and returned to the owner if the owner applied number is used, thus it will help trace the owner of the property. Because of the transient nature of military personnel and their families, a standard identifier is required for Air Force use. The social security number plus the service prefix is used since it is the most flexible and recognizable identifier for worldwide USAF implementation. Through the use of this system, the rightful owner can be traced through the Air Force personnel locator system regardless of where the property was originally marked or how many times the owner may have been transferred.

2.6.1.2. OPID functions in the following way.

2.6.1.2.1. The security police and the unit crime prevention focal point monitors will establish a program to encourage base personnel to voluntarily mark personal property which is valuable, theft attractive or pilferable. Property is marked by engraving, etching, or by using invisible ink. Valuable property which cannot be easily marked should be photographed, for example, rings, watches, silverware, etc. Participants in the program are encouraged to use AF

followed by their SSN e.g., AF 123-45-6789. Whenever a family member of an Air Force military member participates in the program, the property should be marked with the sponsor's SSN.

2.6.1.2.2. Security police and unit crime prevention focal point monitors will maintain one or more electric engravers or other appropriate marking devices for personnel within their respective units.

2.6.1.2.3. Operation ID packages should be provided to newly and currently assigned personnel and to personnel who check out marking devices. Packages will contain:

2.6.1.2.3.1. AF Form 1670, Valuable Property Record. The owner uses this form to make a permanent record of all property marked under the OPID program. This form is retained by the owner in a secure location for future reference in the event marked property is lost or stolen.

2.6.1.2.3.2. AFVA 125-14, Portable Property Identification Participation Notice. This decal 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 US Air Force Crime Prevention program and marks his or her property for easy identification.

**NOTE:** This decal does not stop thefts; it shows active participation in the program and serves as a deterrent to potential theft.

2.6.1.2.3.3. AFVA 125-15, Crime Stop Participation Notice. This decal should be displayed in a conspicuous location to show that the property in the area or building has been marked by engraving and invisible ink. Property marked can be identified by law enforcement agencies.

2.6.1.2.3.4. AF Form 1608, Emergency Numbers Telephone Decal. This decal promotes the prompt reporting of imminent crime, emergency situations, or criminal acts. Local emergency telephone numbers are typed or handwritten on the form and it is visibly placed on the telephone so it is readily accessible in case of an emergency.

**NOTE:** The form is constructed so that it can be placed under the cradle of desk-top phones.

2.6.1.2.3.5. Any other literature or handouts which may be available locally to publicize the US Air Force OPID Program or other similar community-type activities.

2.6.1.2.3.6. 62 AW Pamphlet 127-9. Operation Identification. This pamphlet can be used for recording property information, such as serial numbers or identification numbers. It is also used for keeping a property inventory of items each individual owns.

2.6.1.3. Identifying Owners of Recovered Property. The base security police are responsible for initiating tracer action to identify the rightful owner of recovered personal property marked with the standard Air Force owner applied number (SSN). In those instances where Air Force property is recovered by other military or civil police agencies, procedures should be established to ensure that the nearest Air Force installation security police office is notified so that tracer action can be initiated. This requirement will necessitate close continuous liaison with local police agencies and other military installations. Security police units will readily accept custody of the property unless the property is needed for criminal prosecution by military or civilian authorities.

2.6.1.3.1. Security police should attempt to identify the owner of recovered property through the local Military Personnel Flight (MPF).

2.6.1.3.2. Upon receipt of verification of an owner's location, the base security police unit will notify the military or civilian police agency nearest the owner and ask them to attempt to notify the owner that his or her property has been recovered. Provide this information in writing, indicate where the property is located and include a point of contact so that the owner will have enough information to begin efforts to have the property returned to his or her control.

2.6.1.3.3. In the event the owner cannot be located, recovered property in the custodial control of Air Force security police units will be disposed of by the investigations office.

## **2.6.2. Crime Hazard Identification Program.**

2.6.2.1. Developing Support. One goal of crime prevention is to identify, report and eliminate as many crime hazards as possible, and thus reduce the opportunity for crime. Security police, base CPRP specialist and citizens need to recognize those hazards and be motivated to report and eliminate them.

2.6.2.2. Reporting Crime Hazards. Security police and base-level CPRP specialist may prepare crime prevention hazard reports (62 SPS FL-25, Crime Hazard Reporting form letter, computer generated) and issue them to commanders and agency chiefs for corrective action. The original copy of the form along with a letter stating what actions must be taken will be forwarded to the building custodian where the hazard is identified; one copy goes to the base CPRP specialist and one copy goes to the unit crime prevention focal point monitor, if applicable. Completed copies of the forms will be maintained in Unit Crime Prevention folders, if applicable. If there is not a Unit folder then it will be kept in a transitory file. All copies will be kept for one year. Unit crime prevention focal point monitors should evaluate and periodically brief their commander on the types of hazards occurring in their unit and the corrective actions taken. The base CPRP monitor and security police will report unsecured buildings using the 62 SPS FL-25.

2.6.2.3. Analyzing Reports. The significance of crime hazards should be analyzed by the security police operations branch and base CPRP specialist. Not only for frequency of crime suffered because of the hazard, but also for the seriousness of crimes that may occur if the crime hazard is not corrected. If the hazards could result in the commission of a felony, serious injury to people or damage to property, it must be eliminated immediately. Result of crime hazard analysis should be briefed to the RPEC.

## **2.6.3. Citizen Awareness Program.**

2.6.3.1. Education. The thrust of the Citizen Awareness Program is to educate the base community through base newspapers and other media about typical local crimes, victims, and offenders. In addition the ICSP or base CPRP specialist may brief all newly assigned security police personnel on the local crime problem. Other personnel may be briefed during newcomers briefings, base orientations and commanders' calls. In addition to publicizing the crime problem, emphasis should be placed on precautions that base personnel should take to avoid becoming victims of crime.

2.6.3.2. Crime Reporting. The base community should be regularly informed about the crime risks they face on the installation and in nearby areas. For example, there should be extensive reporting to the public of local, regional and national crime problems so that all personnel are con-

vinced that crime is a serious community problem of personal concern. In addition, security police and base CPRP specialist should maintain a close liaison with off-base authorities to determine where high crime risks exist even if military personnel have not yet been involved in those areas.

**2.6.4. Selective Enforcement Program.** The ICSP should continually strive to reduce “guesswork” in police operations. Selective enforcement is a management tool by which the ICSP can plan enforcement activities without relying on intuition or arbitrary plans. The basis for selective enforcement is accurate historical data as to time, place, type and frequency of incidents or violation. Careful interpretation of the data will aid in determining causes of crime, projecting operating costs, forecasting personnel equipment requirements and maintaining accurate reports on the status of discipline on the installation. By its very nature, selective enforcement provides for a more efficient use of manpower and lends direction to crime prevention and law enforcement activities. The goal of selective enforcement is to increase the amount of time that security police resources are used directly against actual or potential criminal activity and in support of community service activities.

2.6.4.1. Statistical Analysis. Statistical data is used for selective enforcement planning. Proper collection and interpretation of this data is essential to successful results. The best source of information is the data contained in security police reports and records. To provide an accurate data base, reports and records must be accurately and completely accomplished. If desk sergeants, patrols and investigators fail to record incidents, accidents, and violations, the resulting data will not be valid and selective enforcement plans will not be effective.

2.6.4.2. General Procedures. Information in complaint reports, vehicle accident reports and offense reports should be tabulated, marked on pin maps and properly filed for easy retrieval. Each complaint or offense for which a report has been made should be studied. Since incidents are caused by certain conditions and acts that usually continue to cause trouble unless corrected, an analysis of data accumulated over a period of time should indicate the nature of the enforcement problem and the need for selective assignment of security police. The following countermeasures are example of selective enforcement:

2.6.4.2.1. A series of strong-arm robberies may be reason for the law enforcement section to mount a special operation in the area of the reported incidents using decoys under positive surveillance by personnel capable of armed response. Less complex actions might include assigning one or more vehicle or walking patrols to the affected areas in order to provide faster response should additional incidents occur. The presence of uniformed security policemen in an area, particularly a military working dog (MWD) team, generally promotes a stronger feeling of security and well-being among the base population.

2.6.4.2.2. A series of dormitory thefts may be reason enough for security police representatives to initiate a program of base-wide publicity incidents to caution dormitory residents to properly secure their property. Further, a situation such as this affords an excellent opportunity to offer unit commanders, first sergeants and dormitory residents the “Operation Identification” engraving services with which to record the SSN on property of value. Security police field interviews of persons moving about at odd hours with items of value or acting suspiciously may be an effective deterrent to preventing crime.

2.6.4.2.3. The application of selective enforcement is best illustrated by the effectiveness of its use in traffic supervision. A series of accidents at an intersection can be analyzed and

causes determined. Perhaps a traffic signal, trimming shrubbery, stop sign or a speed limit reduction is needed. Repeated reports of speeding on one street may be cause for an extended period of patrolling by a marked security police vehicle.

#### **2.6.5. Drug Abuse Control Measures.**

2.6.5.1. Crime Prevention. Security police CPRP specialist play a key role in this area. The CPRP specialist arranges to have someone well-versed in drug abuse and available to speak at commander's calls, various youth activities, etc. Presentations should include the law on drug abuse, law enforcement efforts (civil and military) and results of past prosecutions.

2.6.5.2. The CPRP specialist, through the police and community relations program, emphasize the role of operation crime stop and the drug abuser's enforcement program. Drug abusers have a tendency to fear the anonymous tipster. Security police should capitalize on this perception and openly solicit the support of Air Force personnel who are not drug abusers.

**2.6.6. Installation Entry Gate Checks.** Experience with tightened gate screening procedures shows that they have a significant favorable impact on efforts to suppress illegal drug traffic and prevent the introduction of the civilian criminal or terrorist elements onto Air Force installations. The degree of screening should be consistent with the current local threat. Installation entry gate checks provide the first line of screening against unauthorized access to sensitive, pilferable resources and priority weapon systems.

2.6.6.1. Installation entry gate checks must balance the need for public access with the need for crime prevention. Interfering with base access during duty hours, business hours of major facilities or the normal domestic activities of base residents should be avoided. Conversely, when the volume of entry traffic is low, gate checks can be conveniently and effectively employed.

2.6.6.2. The frequency of gate checks and the method of implementation should compliment normal base entry policies. The most effective form of installation entry gate checks is to stop all persons entering the installation and verify their authority to enter through credential check. At some installations the need for preventing unauthorized entry may be satisfied by spot checks of the identification credentials of persons attempting entry.

2.6.6.3. The base CPRP specialist must perform a periodic analysis of incidents and apprehensions resulting from installation entry gate checks. Significant correlation of incidents with the gate check program may indicate the need for more stringent gate check measures.

#### **2.6.7. Child Fingerprinting Program.**

2.6.7.1. National media attention given to the fate of missing children and the initiation of the Federal Missing Children's Act has prompted many organizations to implement child fingerprinting programs for children under 18. The fingerprints are for possible use in providing a means of positive identification in cases of serious injury or death. Many police agencies have assisted in fingerprinting children and have joined the efforts of other agencies (daycare centers, schools, etc.) to assist in implementing this program. The Federal Bureau of Investigation is now required by federal law to assist in the investigation of missing children. This is a viable program and can be used as a community awareness effort aimed at preventing crimes against youth.

2.6.7.2. Requests for child fingerprinting are initiated based on available manpower. Child fingerprinting may be implemented according to the following guidelines:

2.6.7.2.1. A parent or guardian should normally be present during fingerprinting, but may designate in writing, other adults to act in their behalf during the fingerprinting of their children.

2.6.7.2.2. Use 62 AW Pamphlet 125-8, McGruff Safe Kids Identification Kit, for fingerprinting.

2.6.7.2.3. Return all cards to the parent or guardian for safekeeping.

2.6.7.2.4. Security police will not endorse or participate in fingerprinting programs that charge a fee for fingerprinting. Fingerprint kits that are purchased by the parent will not be used with a security police sanctioned fingerprinting program.

**2.6.8. Vacation Quarters Check.** This program is used to identify living quarters and property of military personnel residing on-base and who are going on vacation/temporary duty assignment (TDY). Security Police will make a check of quarters on three shifts: days, swings and nights. Discrepancies will be annotated. It is the individual's responsibility to designate someone who will pick up mail, newspapers and also be a point of contact in case of an emergency. Once the individuals have returned home, they must return to the Security Police Control Center (SPCC) to inform them of their return. The instructions for filling out the McChord AFB Form 180, Quarters Security Checks, are at the Security Police Control Center. These forms will then be forwarded to the Crime Prevention Section.

**2.6.9. "911" Program.**

2.6.9.1. "911" Availability. The security police hope that you will never have to call 911, however, emergencies do happen. The program is here to assist personnel in understanding the 911 program.

2.6.9.2. An emergency is defined as "a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action." Persons in law enforcement and the fire service also define it as an immediate danger to human life or property.

2.6.9.3. Personnel should call 911 whenever they are a witness to a crime in progress, i.e.: fights, thefts, burglaries and accidents with injuries. Do not try to determine whether you have an emergency or not. Call any time you need a response.

2.6.9.4. When you call 911, the phone number and location you are calling from automatically displays on a the screen at the dispatch center. If you are unable to give your location, the person who receives the call will know where you are and can send help.

2.6.9.5. Remember to stay calm and answer the dispatcher's questions. As soon as the call receiver has confirmed your address and understands the situation help will be dispatched immediately, even while they continue to talk to you. Be sure to stay on the line and answer all questions thoroughly.

2.6.9.6. You do not receive all the benefits of 911 if you don't use it. To call 911 from home or a work phone pick up the receiver and dial 911.

**2.6.10. Annotating Crime Prevention Briefings.** The role of the Unit Crime Prevention Focal Point is to provide all newly and currently assigned unit personnel with a crime prevention briefing at any of the following: commanders' calls, staff meetings, training days, etc. These will be used as

opportunities to communicate crime prevention programs available to them. All of these briefings will be annotated in the Crime Prevention binder.

**2.6.11. Monthly Walk-through of Facilities.**

2.6.11.1. Unit crime prevention focal points will conduct a monthly walk-through of all assigned facilities and document any crime prevention discrepancies along with corrective actions in unit folders.

2.6.11.2. If a unit focal point has more than two buildings, he or she will be responsible for establishing a program with each building custodian for accomplishing and annotating a monthly walk-through of all assigned facilities. These monthly reports will contain essential information, i.e., date, areas checked, results and action taken. These walk-throughs will be reviewed as part of the annual survey by the security police.

**2.6.12. Engraver Availability.** In addition to the crime prevention briefings, unit focal points will be responsible for maintaining an engraver for use in their respective units, along with other crime prevention materials for use by unit personnel. A roster of individuals checking out the engraver will be kept inside the Crime Prevention folder. This will help track how many individuals are taking part in the Operation ID program.

## Chapter 3

### RELATED PROGRAMS

#### 3.1. Security Police Contact Sheets.

3.1.1. General. A contact sheet is a conversation held in the area where an individual is first encountered by the security police. The police attempt to learn the person's identity and his or her business in the area.

3.1.1.1. Contact sheets are an aid to the prevention of crime and may serve as a valuable investigative tool in the identification of witnesses and crime suspects. So that these procedures will not be interpreted as harassment, they must be handled with the utmost tact and diplomacy. Courtesy and alertness are essential to the success of this program.

3.1.1.2. Under no circumstances should contact sheets be used to harass "known criminals" or any groups or individual that may be regarded as deviant.

3.1.1.3. Supervisors should monitor contact sheet practices to make sure their personnel conduct the necessary interviews courteously and efficiently. Normally, civilians should not be detained any longer than necessary to determine their identity, home address, and purpose of being at a particular place and time.

3.1.2. Filing System. The Security Police Reports and Analysis section maintains a contact sheet file, which is available to all security police personnel. These files must be kept for 90 days from the date of last entry, or until the subject is discharged, transferred, or retires, whichever comes first.

**3.2. Drug Abuse Resistance Education (DARE).** DARE is an educational program designed to teach fifth and sixth graders methods to resist peer pressure to become involved with drugs and other situations such as gang membership, shoplifting, or other illegal activities. This program provides the ICSP with a method to reach our youth at the elementary level and have an opportunity to positively impact drug and alcohol abuse over the long term. During a period of 17 weeks, in 1-hour weekly sessions, the DARE instructor focuses on self-esteem, interpersonal communication skills, decision making and positive alternatives to drug abuse behavior it also provides information pertaining to the many pressures that lead to experimentation with drugs and methods to say "NO" to drugs. DARE is taught by uniformed, unarmed security police persons who have been trained through a federally funded regional DARE academy. On-the-job training for this position is not authorized.

**3.3. Courtesy Citation Program.** The Courtesy Citation, 62 SPS FL-23, is for information purposes only, but it is issued to help reduce the Crime Hazard rate on McChord AFB. Some of the types of situations which would constitute leaving a citation with a citizen or on a citizen's property are:

3.3.1. Valuable, unprotected property left vulnerable to theft.

3.3.2. Unsecured family quarters, dormitory rooms and vehicles.

3.3.3. Poor lighting around houses (e.g., front/back porch lights, lights for covered parking for vehicles).

Most thieves are looking for items that can be easily taken from a home or car and sold for cash. The courtesy citations will be used to remind citizens that items need to be in locked storage compartment

away from public view, so that all items will not be vulnerable to theft. Each citation that is given out will be signed by the patrol person and the 62d Security Police Squadron Commander. Also, the number to the Security Police Control Center (SPCC) will be listed, so that any citizen desiring to speak with the patrol person who issued the courtesy citation may do so.

JAN D. EAKLE, Colonel, USAF  
Commander, 62d Support Group