



Security

CRIME PREVENTION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 926TH SPTG/SFOT (Phillip Kuhn)
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This instruction implements AFPD 31-2, *Law Enforcement*, and establishes the policies, procedures, and responsibilities associated with, and required of the Crime Prevention Program (CPP) for the 926th Fighter Wing, Naval Air Station (NAS) Joint Reserve Base (JRB), New Orleans, LA. It references AFI 31-209, *The Air Force Resource Protection Program*, 926 Fighter Wing (FW) Installation Security Plan, and AFI 23-111, *Management of Government Property in the Possession of the Air Force*.

SUMMARY OF REVISIONS.

This revision changes DoD Police to Security Forces (SF) (*Para 1., 2.2, 3.2.1, 3.4.2.1.1, 3.4.2.1.2, and 3.4.2.2.1*). Updates Operation Crime Stop telephone number. (*Para 3.1, and Attachment 1*) Changes terminology of DoD Police Desk (DODPD) to Security Forces Control Center (SFCC) (*Para 3.2.2.1.*) Changes DD Form 1569 to AF Form 3545, **Incident Report**. (*Para 3.4.2.1.1 and 3.4.2.1.2.*) An ★ indicates revisions from the previous edition.

★1. General. The 926th FW Crime Prevention Program is an essential part of the overall Wing Resource Protection Program. The main key to the program's success is a coordinated effort of the 926th FW community, the 926th Security Forces, the NAS, JRB, New Orleans community to include Navy Security, and surrounding local, parish, and federal police agencies. The program's main purpose is to identify and reduce the potential for crime and/or minimize the opportunity and desire to engage in criminal acts.

2. Responsibilities. The 926th FW Crime Prevention Program is a continuing operation requiring the assistance of commanders, supervisors, and military and civilian personnel. Therefore, specific responsibilities are required to ensure its success. Said responsibilities are as follows:

2.1. The Wing Commander is responsible for ensuring a Wing Crime Prevention Program is established and maintained in accordance with the applicable references outlined above.

★2.2. The Chief of Security Forces is responsible for the initiation and overall operation of the Wing Crime Prevention Program, to include appointing a Wing Crime Prevention Manager from within Security Forces to manage the program, and assist the Wing Commander in formulating and enforcing policy and procedures.

2.3. The Crime Prevention Manager will manage the Wing Crime Prevention Program to include direct interface with Unit Resource Protection Monitors and Navy Security, and the preparation and dissemination of trend and analysis reports as required.

2.4. Unit commanders will initiate and operate the Wing Crime Prevention Program within their units, to include the designation of a Unit Resource Protection Monitor to coordinate program activities. Additionally, Unit commanders are also encouraged to obtain engravers or other appropriate marking devices for use in the unit to mark property for ID purposes.

2.5. Unit Resource Protection Monitors are responsible for the management of the Crime Prevention Program within their unit. Provide initial indoctrination and periodic follow-on training for all assigned personnel.

3. Procedures. The Wing Crime Prevention Program consists of the following program elements:

★3.1. Operation Crime Stop. A program designed to encourage members of the 926th FW community to report any and all crime or suspicious actions observed. If potential criminals feel their actions will be reported, this may serve as a deterrence. Further, an effective Crime Stop reporting system can make crime detection and criminal apprehension more likely when crimes do occur. For the 926th FW, the Operation Crime Stop Phone Number is Ext. 83303. (Refer to Attachment 1 for Crime Stop Reporting Procedures).

3.2. Operation Identification. Operation Identification is a two-fold operation. It is designed to encourage owners of privately owned, 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 and establishing ownership in the event of theft or loss. Additionally, Operation Identification is designed to require users of government high value, theft attractive, or highly pilferable equipment to mark equipment.

★3.2.1. Program Participation. Private property ownership participation is voluntary although highly encouraged due to the escalating crime rates in our community. This aspect of the program is a joint services coordinated effort with the host security organization. Security Forces will offer such service as the use of an engraver to all military members and civilian personnel. Other members interested in full participation in a similar program may contact their respective local law enforcement agency for additional details. When participating in programs offered by the civilian community, the members should also include their driver's license number preceded

by the state of issue abbreviation i.e., LA. DL0012345 on all property marked. **Participation by government employees utilizing and/or maintaining government equipment is mandatory.**

3.2.2. Private Property and Government Equipment Marking Methods:

★3.2.2.1. Private Property Items. There are two basic ways of marking private property items, engraving or fluorescent markings. Locally, the use of an engraving tool is highly encouraged, engraving tools are maintained in the Security Forces Control Center (SFCC) and are available for use upon request on a first come basis, 24 hours a day, 7 days a week. When actually marking each property item, the Social Security Account Number (SSAN) plus the service prefix (AF) should be used since it is the most flexible and recognizable identifier for worldwide USAF implementation. Civilians should mark property with name, driver's license number, etc. Through the use of this system, the rightful owner can be traced through the Air Force personnel locator, and the National Crime Information Center (NCIC), regardless of where the property was originally marked or how many times the owner may have been transferred. The location of the marking on each property item may vary, depending on the item.

3.2.2.2. Government Property. Recommend marking government property with the statement **“Property of US Government”** utilizing the above mentioned engraving tools only. Marking locations may vary depending on the equipment item itself, however, must be readily visible.

3.3. Recording Property and Equipment Serial and Marking Numbers. Many highly pilferable items such as privately owned watches, cameras, radios, stereo equipment, etc., are already marked by manufacturer's identification or serial numbers. The additional marking of said items as identified in paragraph 3.2.1. increases the chance of property being returned in the event of theft and/or loss. Personnel should use AF Form 1670, **Valuable Property Record**, to make a permanent record of all property marked under Operation identification. The manufacturer's serial or identification number of each property item is entered on this record and the form itself is retained in a secure location for future reference in the event marked property is lost or stolen. In addition, the use and retention of photographs taken against a black background for small items, jewelry, watches, and rings, etc., would also prove helpful in identifying property.

3.4. Advertising Program Participation.

3.4.1. Private Property Participants. While active participation in the Crime Prevention Program is not mandatory, participation is highly recommended. Civilians are encouraged to contact their local law enforcement agency for further details, or request information from the National Crime Coalition, 733 15th Street NW, Washington DC 20005-2112.

3.4.2. 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 reduce the opportunity for crime. The Crime Hazard Identification Program demands a concerted wing

community effort. Personnel reporting potential crime-producing conditions at the lowest level are essential to the Crime Prevention System.

3.4.2.1. Reporting Crime Hazards:

★3.4.2.1.1. Security Forces prepares AF Form 3545, **Incident Report**, when possible crime hazards or situations are discovered. Unit Resource Protection monitors will report hazards to Security Forces.

★3.4.2.1.2. AF Form 3545 will be utilized and issued to the responsible commander, or agency chief for corrective management action. The unit commander or agency chief will document corrective action on AF Form 3545 and return to Security Forces Reports and Analysis section thru the Support Group Commander. The report will be disposed of IAW AFMAN 37-139, *Records Disposition Schedule*.

3.4.2.1.3. Unit Resource Protection Monitors will evaluate and periodically brief their commander or agency chief on the types of hazards occurring in their unit and corrective actions taken.

3.4.2.2. Analyzing Reports:

3.4.2.2.1. The significance of crime hazards will be analyzed by Security Forces and the Unit Resource Protection Monitor of the target area.

3.4.2.2.2. If the hazard could result in the commission of a felony, in serious injury to person(s) or damage to property, it must be eliminated immediately.

3.4.2.2.3. Results of crime hazard analysis will be briefed to the Installation Security Council (ISC) at scheduled meetings.

JIM G. MILLS, Colonel, USAFR
Commander

Attachment
Crime Stop Reporting Procedures

ATTACHMENT 1

CRIME STOP REPORTING PROCEDURES

A1. Operation Crime Stop Information concerning suspected criminal activity is treated as confidential and all caller(s) remain anonymous.

A2. In the event suspected criminal activity is observed, telephone Ext. 83303 and give the following information:

- Describe in detail the location of the offense.

- Number of suspects involved and a complete physical description (Race, sex, age, height, hair, eye color, and weight) starting from the head and working down to include a complete description of clothing worn.

- Description of vehicle(s) involved and route of escape where necessary.

- Whether an injury occurred to bystanders, victims and or suspects as a result of the offense.

- Other such information deemed appropriate relating to the offense.

NOTE: Do not challenge anyone, remain at a safe distance for observation only.