

## CRIME PREVENTION ORIENTATION

### 1. UNIT CRIME PREVENTION POLICY

A crime prevention program is most effective when all unit members are aware of the program and contribute to its success. Our crime prevention program is designed to identify, minimize and eliminate conditions that provide an opportunity to commit a crime.

### 2. PROCEDURES FOR SECURING PERSONAL PROPERTY

Whenever you cannot physically see your property, always ensure that personal and government property are properly secured. A double lock (i.e. a lock on your barracks door and a lock on your wall locker securing the property) is the preferred method of properly securing government property and high value personal property.

Ensure that POV's are locked, with windows closed, keys removed, and contains no visible TA-50 or pilferable personal property when not in actual use. Remember, the storage of TA-50 and military clothing is prohibited by regulation. Violators are subject to UCMJ action.

Never carry large sums of money on your person or keep it in your area and never mention or display the amount of money you have to anyone. Make use of the post banking facilities and the unit safe (see para. 6) and always keep money properly secured.

### 3. PERSONAL PROPERTY RECORD/INVENTORY OF HIGH VALUE ITEMS (DA FORM 4986)

Each member of the unit will ensure that all items of high value (i.e. televisions, stereos, cameras, watches, jewelry, motor vehicles, bicycles, weapons, computers, typewriters, calculators or any other items of sentimental value) located in their on post quarters, billet areas, work areas, POV's are properly recorded on DA Form 4986 – Personal Property Record. All items listed on DA Form 4986 should be engraved with an electrostatic marker (engraving tool) IAW para. 4 below. After verification by a section sergeant or team leader, the original form will be attached to the inside of the soldier's wall locker and a copy will go to the POR file. It is the individual's personal responsibility to ensure that DA Form 4986 is accurate and current. ***The failure to register or keep current items of high value on DA Form 4986 prior to suffering a loss will be considered contributory negligence and may bar reimbursement.***

4.     **ACCESSIBILITY AND LOCATION OF ELECTROSTATIC MARKERS**  
As stated above, all items of high value should be engraved. At a minimum, the soldier's name, SSN and item serial number should be engraved on each high value item. The operations sergeant will keep the engraving tool. A request through the chain of command is all that is necessary to secure the engraving tool.
  
5.     **VISITOR POLICY**  
  
Visitation after 2400 hours is prohibited per the Commanding General. Host must remain with visitors at all times. Visitors are not authorized information on the cipher lock door codes and must be escorted to and from host rooms.
  
6.     **USE OF UNIT SAFE FOR TEMPORARY STORAGE OF MONEY AND RECEIPT PROCEDURES**  
  
Small items of high value (including large denominations of currency) should be properly secured under a double lock system. A unit safe is available to store items of high value in the First Sergeant's office. Requests to *temporarily* store high valued items in the unit safe should be forwarded up the requester's chain of command to the First Sergeant.
  
7.     **OFF LIMITS AREAS**  
  
A complete listing of current off-limits areas will be posted on the company bulletin board.
  
8.     **PROCEDURES FOR WITNESS OR VICTIMS OF A CRIME**  
  
Any witness of a crime has a moral obligation to report information concerning the offense up his/her chain of command without delay. Victims of a crime should also pass the information up his/her chain of command immediately. Obviously, some crimes need to be addressed to a higher level of command (PROVOST MARSHAL) quickly. Common sense should dictate your actions but realize that the quicker the information is relayed, the greater the chances of apprehending the offender.