



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO 5500.18  
POS-20  
21 Jan 93

MARINE CORPS ORDER 5500.18

From: Commandant of the Marine Corps  
To: Distribution List

Subj: CRIME PREVENTION

Ref: (a) MCO 5500.13A  
(b) OPNAVINST 5530.14B  
(c) MCO 1752.3A  
(d) MCO P5300.12  
(e) MCO 1620.2B  
(f) MCO P5510.14  
(g) DeCA Dir 40-19 (NOTAL)  
(h) MCO P4066.17  
(i) MCO P5750.1G

Encl: (1) Definitions  
(2) Community Relations/Crime Prevention Programs  
(3) Sample Crime Prevention Model  
(4) Bachelor Enlisted Quarters (BEQ) Crime Prevention Checklist  
(5) Security of Privately Owned Weapons and Ammunition  
(6) Crime Prevention Resources

1. Purpose

- a. To establish Marine Corps crime prevention policy.
- b. To promulgate Marine Corps regulations on the storage and security of privately owned weapons aboard bases, stations and posts.
- c. To provide guidance on planning, organizing, directing, and maintaining installation crime prevention plans.

2. Cancellation. MCO 1600.6A.

3. Policy. It is Marine Corps policy to protect military personnel and civilian employees, their families, and Government assets from criminal acts, by minimizing the opportunity and inclination to commit these acts.

21 Jan 93

4. Program Objective. The objective of the Marine Corps crime prevention effort is to enhance Overall combat readiness by:

a. Increasing the morale and personal safety of Marines, civilian employees, their families, and others aboard Marine Corps installations and activities.

b. Protecting Government assets and personal property from theft, misuse and unlawful destruction.

c. Reducing manpower, time, and administrative costs expended by the Government in the investigation, pursuit, and prosecution of criminal activity.

d. Maintaining a favorable image of the Marine Corps in the eyes of the public.

5. Background

a. A successful installation crime prevention plan must be tailored around the specific needs of each military community. For example, bases and stations with high concentrations of military personnel may have a higher ratio of minor property and personal crime, while logistics bases may suffer from a higher incidence of fraud and larceny against the Government.

b. The installation crime prevention plan will encompass three major elements: prevention, enforcement, and education.

(1) Prevention focuses on the reduction of conditions conducive to crime against the Government, persons and property. The focus of prevention is on reducing or removing the opportunity and desire to commit a crime.

(2) Enforcement ensures timely detection and investigation of criminal activity, and the apprehension and prosecution of offenders. Effective enforcement increases the chances for recovery of stolen goods.

(3) Education of all members of the military community through comprehensive, Ongoing crime prevention awareness training, news media and crime prevention seminars raises the overall climate of security within the military community.

c. The installation physical security council (PSC), as defined in reference (a) and chapter 12 of reference (b), will focus on locally designated areas of concern, identify conditions conducive to the commission of crime, and recommend appropriate crime prevention measures.

d. Under no circumstances will crime prevention precautions compromise the safety of Marines, their dependents, or civilian employees. Conversely, properly designed fire and safety regulations need not compromise installation crime prevention efforts or physical security requirements.

e. Enclosure (1) is a list of standard definitions used throughout this Order. The use of standard terminology within the Marine Corps facilitates coordination of crime prevention matters between Marine Corps bases and stations, and with Headquarters, Marine Corps.

f. Enclosure (2) is a list and brief description of crime prevention programs which have been effective at a variety of commands and communities. This list is intended to provide options to the commander and installation provost marshal, and is not meant to be all-inclusive.

g. Enclosure (3) provides a sample crime prevention model for planning guidance. This enclosure may be used to plan the organization's approach to specific crime problems. It is aimed at one hypothetical issue, and is not meant to be all-inclusive.

h. Enclosure (4), entitled Bachelor Enlisted Quarters Crime Prevention Checklist, may be used to assess the security posture of bachelor enlisted quarters (BEQ's) and similar facilities.

i. Weapons and ammunition can stimulate the commission of crime or aggravate its effects, due to their high value and destructive potential. Therefore, it is essential that legally owned, personal weapons and ammunition be properly stored aboard Marine Corps installations. Enclosure (5) provides specific guidance for the security of personal weapons and ammunition aboard Marine Corps bases and stations.

j. A list of national crime prevention-related resources is provided at enclosure (6) to assist installation crime prevention planners and specialists in obtaining current information and materials.

## 6. Concepts

a. The three elements common to every criminal act are: the desire of the criminal, the ability to commit the offense, and the opportunity afforded by the victim. A successful installation crime prevention plan aims to reduce each of these three elements of crime simultaneously.

21 Jan 93

b. Early detection of crime leads to increased chances for apprehending the offender, and reduces the destruction of fragile physical evidence. In case of crimes against property, early detection may well lead to the recovery of stolen goods. Consequently, crime prevention plans should encourage the prompt reporting of all crime by its victims.

c. Plans to combat crime should address the hardening of likely targets of crime, the recognition and appraisal of crime risks aboard the installation, and the creation of a high level of public awareness.

d. The single most significant determinant in decreasing crimes of violence is the reduction of alcohol and other drug abuse. Similarly, effective use of the Marine Corps Family Advocacy Program will result in an overall decline in criminal violence within families. Aggressive implementation of references (c) and (d) will reduce violent crime by dealing with the most serious conditions that foster crime within the Marine Corps.

e. Per reference (e), installation commanders may establish an Armed Forces Disciplinary Control Board (AFDCB) to advise and make recommendations on matters concerning the elimination of crime and other conditions, on or off the installation, which may negatively affect the health, safety, morals, welfare, morale, or discipline of the military community.

#### 7. Scope

a. This Order is directive and informative in nature. It promulgates Marine Corps crime prevention policy, and establishes procedures for reducing crime at the installation level.

b. Crime prevention is a command responsibility, and requires planning, support and participation by every echelon of command at installation and tenant organizations. The prevention of crimes is also the direct, immediate, legal and moral responsibility of all Marines and civilian personnel.

c. Staff resources available to assist the installation commander in the initiation and maintenance of a crime prevention program include the provost marshal; staff judge advocate (SJA); personnel officer; inspector; chaplain; family advocacy officer; comptroller; Morale, Welfare, and Recreation (MWR) managers; Navy/Marine Corps Relief Society representatives; substance abuse control officer (SACO); public affairs officer (PAO); facilities officer; and others. An effective crime prevention plan requires the total integration and involvement of all resources available to the command.

d. Installation commanders should make maximum use of all available news media to implement their crime prevention plan and increase public crime awareness. Base newspapers, local television, posters, banners, bulletin boards, troop formations, handouts, and bumper stickers are excellent vehicles for promoting crime prevention. Local training and audiovisual support capabilities may be used to supplement crime prevention materials available from commercial sources. The installation PAO provides staff assistance to the installation provost marshal in effecting the necessary liaison with the news media.

e. A successful crime prevention plan requires continuing command emphasis. Physical security and crime prevention surveys, crime analysis (enclosure (1)), and unit representative crime prevention checks are tools to monitor the effectiveness of crime prevention programs.

f. An effective crime prevention plan requires a systematic approach. Crime analysis allows specific target areas for crime prevention efforts to be identified. The following areas of concentration are recommended:

(1) Individual personal security aboard the installation, and while on leave and liberty.

(2) Prevention of child and spouse abuse. Physical abuse of a spouse or children in any form is a crime, and is punishable under the Uniform Code of Military Justice (UCMJ). Any suspected forms of spouse or child abuse discovered by medical, school, or other personnel will be immediately referred to the installation provost marshal, who will notify the family advocacy representative per reference (c), and initiate an investigation.

(3) The maintenance of drug-free work and school environments.

(4) Security of MWR retail and service activities.

(5) Security of personal property within quarters and housing areas.

(6) Security of Government property at warehouses and property disposal offices.

(7) Reporting of missing, lost, stolen, and abandoned Government property.

(8) Physical security of automated data processing (ADP) equipment.

(9) Fraud, waste, and abuse of Government property.

(10) Security of personal weapons and ammunition.

g. The installation PSC assists the installation commander by coordinating and implementing measures to support the installation's crime prevention plan, per reference (a) and chapter 12 of reference (b). The PSC consists of representatives from all of the installation's major tenant commands and activities, as well as key installation staff.

h. As the commander's primary staff officer for crime prevention matters, the installation provost marshal provides planning guidance and staff sponsorship for all installation crime prevention efforts.

i. Crime prevention/physical security specialists on the staff of the installation provost marshal assist the installation commander by analyzing contributory causes to crime, highlighting conditions conducive to crime, and recommending appropriate courses of action. Additionally, these personnel help implement specific measures to eliminate conditions conducive to crime.

j. A high level of inter-agency cooperation between military and adjacent civilian law enforcement agencies, such as the sharing of material resources and training opportunities, often enhances the crime prevention efforts of both communities.

k. Tools for measuring the effectiveness of the local crime prevention plan include physical security/crime prevention surveys and crime prevention checklists. The requirement to prepare physical security surveys for certain areas is established by reference (b). A sample crime prevention checklist is provided in enclosure (4).

1. Other security programs contribute to the overall installation crime prevention efforts. A variety of directives address security requirements for Marine Corps assets. For example, reference (f) sets requirements for ADP security; reference (g) prescribes commissary stores security; reference (h) sets requirements for security of Marine Corps Exchange assets; and reference (i) establishes security requirements for buildings which house or exhibit any portion of the Marine Corps museum collections.

8. Action

a. Installation commanders will:

(1) Develop and maintain one single installation-wide crime prevention plan under the staff cognizance of the installation provost marshal.

(2) Per references (a) and (b), form an installation PSC to provide a ready means for planning and evaluating the effectiveness of crime prevention and physical security measures.

(3) Establish specific crime prevention goals for each area of concern, and outline the procedures necessary to attain these goals. Use enclosure (3) as a planning guide.

(4) Per reference (b), ensure all plans for new construction or major modification of MWR retail and service activities, disbursing offices, commissaries, warehouses storing pilferable and high value items, armories, and ammunition storage areas are reviewed by physical security and crime prevention specialists assigned to the installation provost marshal.

(5) Establish standard operating procedures for the control of personal weapons and ammunition stored or transported aboard the installation, per the guidance provided in enclosure (5).

(6) Ensure crime prevention and physical security measures and plans are coordinated with the installation fire and safety representatives, to ensure compatibility with fire and safety regulations.

b. The installation provost marshal, as the commander's primary staff officer for crime prevention, will:

(1) Conduct physical security and crime prevention surveys for base organizations and activities, as directed by the installation commander and per references (a) and (b).

(2) Maintain continuous liaison with adjacent police agencies to ensure a coordinated crime prevention effort.

(3) Provide overall staff sponsorship for the installation crime prevention plan.

c. The installation PAO will support the installation's crime prevention plan through the use of radio, television, newsprint, and other media.

d. The command inspector will support the installation's crime prevention plan by actively promoting the availability and use of the local Fraud, Waste, and Abuse Hotline.

e. Commanding officers of tenant units on Marine Corps installations will support the installation crime prevention plan to the extent deemed necessary by the installation commander for successful execution of the plan.

9. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



**N. E. EHLERT**  
**Deputy Chief of Staff for**  
**Plans, Policies, and Operations**

DISTRIBUTION: PCN 10208415900

Copy to: 7000110 (55)  
8145005 (2)  
7000006, 007, 017, 028, 034, 060, 064, 099, 144/  
8145001 (1)

DEFINITIONS

1. Access Control. A principle of environmental design, effective access control prevents unauthorized entry into protected areas.
2. Activity Support. A principle of environmental design, activity support involves placing activity where the individuals engaged in that activity will become a part of the "natural surveillance" system. An example of activity support is the installation of recreational facilities and playgrounds in residential areas within observation of kitchen windows.
3. Child Abuse. See MCO 1752.3A.
4. Child Neglect. See MCO 1752.3A.
5. Crime. An act or omission, defined in law, and made punishable by constituted authority through a judicial proceeding for the protection of society.
6. Crime Analysis. A system to detect patterns of criminal activity, so that opportunities for future criminal behavior can be reduced. Crime analysis provides the foundation for the installation crime prevention program, and will attempt to establish:
  - a. The type of crimes having significant impact on the installation.
  - b. The segment of the population most victimized.
  - c. The likely perpetrators.
  - d. The most common times of occurrence.
  - e. The areas which experience the highest number of incidents.
  - f. Other information such as weapons used, modus operandi, victims actions which may have contributed to the occurrence of the crime, or similar useful information.

21 Jan 93

7. Crime Prevention. Crime prevention is the anticipation, recognition, and appraisal of a crime risk, and the initiation of some action to remove and reduce it. It is a command responsibility, requiring a concerted effort at all levels of command to deny criminals the opportunity to act, to delay crime in progress, to enhance detection of crime and to deter criminal activity.

8. Crime Prevention Plan. A continuing command plan for initiating, executing, evaluating and updating courses of action that prevent criminal acts from occurring or that minimize the opportunity or motivation to commit, conceal or engage in criminal activities.

9. Crime Prevention Survey. A formal review and analysis of existing conditions within or affecting any area, facility or activity, either on or off an installation, to include neighboring civilian environmental factors which may indicate the presence or potential for criminal conduct by personnel within a command. A crime prevention survey is conducted for purposes of detecting crime and reducing the opportunity for criminal offenses to occur. It is employed to determine the nature, extent and underlying causes of crime and to provide the commander with recommended courses of action.

10. Crime Prevention through Environmental Design. This concept recognizes that by applying four principles - Natural Surveillance, Territoriality, Access Control, and Activity Support - to the design of quarters, structures, storage areas, parking lots and other areas, a safer environment can be created. Examples include increased security lighting and strategic use of symbolic barriers at likely crime targets, and the incorporation of security concerns in the initial design of new facilities.

11. Crime Resistance. See Crime Prevention.

12. Natural Surveillance. A principle of environmental design, natural surveillance is based on the fact that most criminals do not want to be observed while committing crimes. Areas should be designed so that they are more easily observed by base quarters residents, housing neighborhood occupants, or base employees.

13. Physical Security. Active and passive measures to safeguard personnel and property against personal injury, loss of life, burglary, theft, sabotage, espionage, damage or destruction.

21 Jan 93

14. Physical Security Survey. A systematic evaluation of the overall security of a given facility or activity, which should not be regarded as an inspection or investigation. Surveys will identify all deficient areas that exist and those measures that should be taken to correct them. The systems examined may be either procedural (i.e., cash flow procedures) or physical (i.e., lighting, fencing, etc.) in nature. In some cases, certain sites such as commissaries or exchanges may have special requirements. In those instances, the appropriate directive pertaining to that facility or activity will be reviewed as part of the survey. Additional guidance is provided in OPNAVINST 5530.14.

15. Spouse Abuse. See MCO 1752.3A.

16. Territoriality. A principle of environmental design, territoriality recognizes that humans will take more of an interest in something they own or possess. The innovative placement of fences, walls, or shrubbery around base quarters to delineate "private" space is one example of the use of territoriality.



COMMUNITY RELATIONS/CRIME PREVENTION PROGRAMS

The purpose of this enclosure is to provide crime prevention program options to the installation commander. An effective installation crime prevention plan will be designed around the specific needs of the military community.

1. Bicycle Safety Program. A program designed to decrease bicycle accidents aboard the installation and housing areas by educating dependent children and teens on the proper and lawful operation of bicycles. Events like "Bicycle Rodeos" have proven very effective in raising bicycle safety awareness, and improving police relations within the community. Depending on local policies and available assets, a bicycle safety inspection system may also be initiated.

2. Bicycle Security Program. A program of security awareness education and bicycle registration to reduce vulnerability to theft and increase chances of recovery.

3. Child Beware Program. Presented to elementary school children by specially trained military police representatives, this program is designed to increase the child's awareness that strangers may represent a danger to them. Children are encouraged to report unusual incidents to their parents, teachers and the military police.

4. Child Identification Program. The purpose of this program is to provide parents a permanent record of fingerprints, photographs, and identification data on their children. Fingerprint cards and photographs will only be provided to the child's parent or guardian. Under no circumstances will identification data be retained in Government files.

5. Citizen Awareness Program. The thrust of this program is to educate the base community, through base newspapers and other media, about typical local crimes, victims, and offenders. For example, a monthly bulletin listing numbers of detected personal and property crimes, as well as motor vehicle offenses, could alert the military community that crime is a real occurrence aboard the installation, and that sound individual countermeasures are required.

21 Jan 93

6. Crime Hotline. A dedicated, well publicized crime reporting telephone number, terminating in a recording device at the installation provost marshal's office. The phone number digits should be easily recognizable by using all the same digits, or by spelling out a word such as 2746 (CRIME). Callers should be allowed to remain anonymous.

7. Crime Notice Program. When military police on regular patrol aboard the installation observe situations conducive to the commission of crimes, a courtesy notice is prepared if the responsible individual can be reasonably identified. One copy of the notice should be maintained by crime prevention personnel of the provost marshal's office.

8. 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.

9. Crime Stoppers Program. An anticrime program that uses anonymous tips to apprehend criminals, and pays a reward for useful information. An individual desiring to report criminal activity calls a well publicized telephonenumber at the military police desk and, without revealing the identity, provides all pertinent information. The military police logs all of the information in a log, and assigns a code number (such as 10-92 - tenth call in 1992) to the caller. The anonymous caller is requested to use this number in all future conversations with the military police. If an apprehension results from the information received, the caller can receive a monetary reward of a size appropriate to the crime. Unlike a civilian program, a crime stoppers program under military auspices cannot solicit contributions for disbursement of rewards. Accordingly, a board of directors from various installation activities must approve all expenditures. Consultation with the local SJA is essential prior to the establishment of a crime stoppers program.

10. D.A.R.E. (Drug Abuse Resistance Education) Program. One of the most widely used and effective drug education programs in the United States, D.A.R.E. brings drug education into the classroom of school systems. Through a 17-week course, fifth and sixth grade dependent children are taught to develop positive attitudes and behavior. Students gain the self confidence, sense of self-worth and the willpower they need to resist drugs and alcohol. Aboard military installations, D.A.R.E. programs may be managed by the Dependent School System, the military police, or jointly by both agencies.

11. Direct Deposit (Check-to-Bank) Program. A program to electronically transfer military pay checks directly to banks or credit unions, thereby significantly reducing the amount of currency available to thieves.

12. Family Orientation Briefings. Families reporting to a new duty station and prior to the deployment of the military member receive an orientation briefing. All aspects concerning life aboard the installation are covered, including Navy/Marine Corps Relief Society, commissary, exchange, medical, religious, and military police services available.

13. Lady Beware Program. An informational program developed with the goal of preventing rape and sexual assault. Several rape scenarios are developed and responses are discussed. Emphasis is placed on avoidance of high risk situations. This program may include instruction on self-defense, if instructional assets are available.

14. Law Enforcement Explorer Scouts. Sponsored by local military police, this program is designed to provide teenagers with an interest in law enforcement an opportunity for "hands on" education in law enforcement and sports. Providing positive adult role models for teenage dependents helps bridge the communications barrier and aids in youth development.

15. Local Crime Prevention School. The purpose of the school is to train unit representatives in the basics of crime prevention 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.

16. "McGruff" Campaign. This is a nationwide public service advertising campaign to promote crime prevention awareness and education. Guidelines for the use of the McGruff name, image, slogan and marks may be obtained through the National Crime Prevention Council, 1700 K Street, NW, Second Floor; Washington, DC 20006, Telephone: (202) 466-NCPC. Licensed McGruff products to promote crime and drug abuse prevention are available through the National Crime Prevention Council, Special Products Office, 1 Prospect Street, Amsterdam, NY 12010, Telephone: (518) 842-4388, FAX: (518) 842-1826.

21 Jan 93

17. "McGruff House" Program. A McGruff House is a temporary haven for children who find themselves in distress or frightening situations while walking in the neighborhood. A McGruff House provides a source of emergency aid and sense of security. It is not an escort service or safety guarantee. Volunteer participants agree to notify appropriate authorities for help, reassure and aid frightened or lost children, assist children with medical emergencies by obtaining appropriate help, and reporting incidents of crime to the military police. Volunteer participants will not personally administer first aid (except in cases of extreme emergency and then only if qualified), enforce laws, act as an escort, provide toilet or warmup facilities, provide food or beverages, or guarantee safety. The distribution of McGruff House signs is strictly controlled. Each numbered sign is released only after McGruff House applicants are evaluated and approved by installation authorities. As a minimum, a local records check and interview of at least two personal references should be conducted. Consultation with the local SJA is essential prior to the establishment of a McGruff House program.

18. Military Police Auxiliary Program. This program allows off-duty Marines from tenant organizations to voluntarily augment the duty sections of their installation's provost marshal's office. In exchange for basic military police training, military police reserve volunteers assist the crime prevention efforts of the installation during weekends, holidays and after hours. Once fully qualified, the volunteer may be awarded an additional MOS in occupational field 58 upon the recommendation of the provost marshal and the concurrence of the volunteer's commanding officer.

19. 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 contact appropriate social agencies for assistance. Programs of this type have been successful in improving community relations and opening lines of communication.

20. Neighborhood Meetings. Periodic meetings chaired by the installation commander, provost marshal, housing officer or other designated representatives to discuss and resolve problems in the military community.

21. Officer Friendly Program. This program teaches young children that military police are there to help them and the community. Several subjects can be covered in conjunction with this program; e.g., bicycle safety, beware of strangers, etc.

22. v This is a program to encourage owners of high value, theft attractive, and pilferable property to identify such items with an easily recognized and traced identification number, 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 property of a specific individual.

c. An owner's chance of recovering stolen property is much greater if the property is marked. If unmarked, military or civilian police may not be authorized to release the recovered property to the claiming individual.

23. Pawn Shop Liaison. This program seeks to minimize the disposal of stolen goods at pawn shops, by maintaining a close liaison with the proprietors of such businesses, and periodically providing them a list of stolen property. Additionally, crime prevention specialists should encourage the managers of pawn shops to report all suspicious transactions to the police.

24. Ride Along Program. This program familiarizes the military community with law enforcement procedures by allowing community members to accompany military police on patrol.

25. Safe House Program. Also known as McGruff House or Helping Hand Program, the Safe House Program is designed to assist dependent children who may encounter difficulties while they are enroute to and from school, or playing in the neighborhood. Under this program, screened adult volunteers display an easily recognizable symbol on their residence. School children should be taught that homes displaying this sign are places to seek help in an emergency.

21 Jan 93

26. Teen Power. A program where teenage youths take positive and responsible roles, forging partnerships with schools, law enforcement, and community agencies to help stop drug abuse. Teenagers participate in a variety of ways - as mediators, peer counselors, video-makers, tutors, and more.

27. 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.

28. Vehicle Identification Program. This program is designed to protect vehicles against theft by permanently etching the vehicle identification number (VIN) on window glass and other vehicle parts.

29. Youth Activities Sponsored by the Installation. Youth activities with military police participation, such as athletic events, bicycle rodeos, and PMO tours, increase the positive image of law enforcement among youthful dependents.

ENCLOSURE (2)

6

MCO 5500.18  
21 Jan 93

**SAMPLE**  
**CRIME PREVENTION MODEL**

1. The principles of Total Quality Leadership (TQL) are ideally suited for addressing installation or unit crime problems. For example, the installation executive steering committee (ESC) chaired by the installation commander, determines that prevention of crime and improved physical security of assets are one of the strategic goals of the installation, and formulates appropriate policies. For each strategic goal, a quality management board (QMB) is formed. A QMB is a team of officers in charge or managers who are jointly responsible for a process, system, product, or service. The QMB determines process improvement goals for the improvement of crime prevention, charters process action teams (PAT) for each process, and formulates a plan based on data collected by the PAT. A PAT may also be used to remove specific problem areas or impediments to mission accomplishment.
2. Based on the plan developed by the QMB, the installation commander issues a directive to address the specific problem.
3. By involving junior as well as senior members of the command in finding solutions to crime, commanders obtain the best possible course of action and realize increased support from all echelons of their command.
4. The installation physical security council (PSC) operates as one feedback mechanism to assess the success of the process. The analysis of crime statistics by crime prevention specialists attached to the staff of the provost marshal may also serve as an assessment tool.

MCO 5500.18  
21 Jan 93

SAMPLE  
CRIME PREVENTION MODEL

(Continued)

**PROBLEM:** Larceny of Private Property in Barracks

**GOAL:** Reduce Theft

**OBJECTIVE:** Reduce Theft Through Improved Control of Personal Property

Task	Responsibility		FY Milestones			
	Commander/ESC	QMB	1st	2d	3d	4th
1. Formulate strategic goals and policies (i.e., prevention of crime, increased physical security).	a. Charter a QMB. b. Issue guidance (goals, policies). c. Obtain Feedback. d. Supervise.					
2. Determine process improvement goals to support strategic goals and policies.		a. Charter a PAT. b. Appoint PAT team leader.				

ENCLOSURE (3)

MCO 5500.18  
21 Jan 93

SAMPLE  
CRIME PREVENTION MODEL

(Continued)

Task	Responsibility	Subtasks	FY Milestones			
			1st	2d	3d	4th
		<ul style="list-style-type: none"> <li>c. Obtain data from PAT.</li> <li>d. Formulate a plan.</li> <li>e. Obtain Feedback.</li> <li>f. Adjust plan.</li> </ul>				
-----						
3. Examine on-going actions and develop new courses of action.	PAT (broad membership from all affected staff agencies, sections, or groups within the organization).	<ul style="list-style-type: none"> <li>a. Collect data.</li> <li>b. Identify impediments and problems.</li> <li>c. Help establish process capability.</li> <li>d. Remove special causes.</li> </ul>				

MCO 5500.18  
21 Jan 93

SAMPLE  
CRIME PREVENTION MODEL

(Continued)

Task	Responsibility	Subtasks	FY Milestones			
			1st	2d	3d	4th
4. Establish and maintain a cohesive command effort for goal accomplishment.	Commander	a. Incorporate effective ongoing actions into a formal program.  b. Evaluate subordinate actions to verify capability to meet goal.  c. Issue directives to coordinate and expedite.  d. Update directives, as required.				

ENCLOSURE (3)

MCO 5500.18  
21 Jan 93

**SAMPLE  
CRIME PREVENTION MODEL**

(Continued)

Task	Responsibility	Subtasks	FY Milestones			
			1st	2d	3d	4th

e. Assign Task to agency with primary staff interest.

5. Monitor progress and reports.

**Commander**

- a. Develop feeder report system and method of evaluating goals (PSC, crime analysis).
- b. Evaluate data and establish crime rate reduction goals.
- c. Identify accomplishments.
- d. Identify shortfalls.

MCO 5500.18  
21 Jan 93

SAMPLE  
CRIME PREVENTION MODEL

(Continued)

Task	Responsibility	Subtasks	FY Milestones			
			1st	2d	3d	4th
		e. Manage by exception and provide guidance for task accomplishments.				
6. Update inspection checklist.	Commander	a. Provide teams to inspect living spaces. b. Adjust frequency.				

ENCLOSURE (3)

6

(

MCO 5500.18  
21 Jan 93

**SAMPLE  
CRIME PREVENTION MODEL**

(Continued)

Task	Responsibility	Subtasks	FY Milestones			
			1st	2d	3d	4th
7. Provide widest possible dissemination of positive actions taken in the crime prevention program.	<b>Public Affairs Officer</b>	<ul style="list-style-type: none"> <li>a. Emphasize use of available news media.</li> <li>b. Use local information programs to inform all personnel of specific problems; corrective actions taken; and results of corrective actions.</li> <li>c. Publicize measures found to be effective. Example: mark articles, keep list of articles, and secure valuables at all times.</li> </ul>				

MCO 5500.18  
21 Jan 93

SAMPLE  
CRIME PREVENTION MODEL

(Continued)

Task	Responsibility	Subtasks	FY Milestones			
			1st	2d	3d	4th
8. Evaluate quality of physical security.	Provost Marshal	a. Establish program of scheduled staff visits, surveys and inspections. b. Analyze results and evaluate trends. c. Review security training. d. Determine the need for additional protective measures such as guards, survey personnel and lighting.				

ENCLOSURE (3)

MCO 5500.18  
21 Jan 93

SAMPLE  
CRIME PREVENTION MODEL

(Continued)

Task	Responsibility	Subtasks	FY Milestones			
			1st	2d	3d	4th
9. Improve security as required.	Provost Marshal	a. Conduct followup inspections to ensure timely completion of corrective action. b. Tighten entry and exit controls. c. Resurvey areas with high loss rates. d. Identify theft conducive areas for corrective action. e. In coordination with PAO, publicize modus operandi of perpetrator.				

MCO 5500.18  
21 Jan 93

**SAMPLE  
CRIME PREVENTION MODEL**

(Continued)

Task	Responsibility	Subtasks	FY Milestones			
			1st	2d	3d	4th
10. Evaluate judicial and nonjudicial procedures for handling offenders.	Staff Judge Advocate	<ul style="list-style-type: none"> <li>a. Establish time frames for expeditious action against offenders.</li> <li>b. Reduce time for processing courts-martial.</li> <li>c. Assist in training unit commanders in proper use of judicial and nonjudicial punishment.</li> </ul>				

ENCLOSURE (3)

10

BACHELOR ENLISTED QUARTERS (BEQ) CRIME PREVENTION CHECKLIST

\_\_\_\_\_  
BUILDING NUMBER

ORGANIZATION	UNIT REPRESENTATIVE		PHONE
	YES	NO	REMARKS
1. Has the unit initiated a crime prevention program?			
2. Are crime prevention measure materials posted in high visibility areas?			
3. Are newly assigned personnel briefed on crime prevention measures and high crime areas?			
4. Are personnel encouraged to use banking facilities rather than keep large amounts of money in their possession?			
5. Is Operation Identification available and used by personnel?			
6. Does the unit keep a log of high value private property owned by Marines in the BEQ?			
7. Is high value personal property locked in a secured storage area when personnel are TAD, on leave, in the field, or deployed?			

BEQ CRIME PREVENTION CHECKLIST (Cont'd)	YES	NO	REMARKS
8. Is valuable property secured out of sight?			
9. Have windows been drilled and pinned?			
10. Have doors and windows been properly installed?			
11. Are door and window locks properly installed and functioning?			
12. Are footlockers, wall lockers, closets, etc., securable and serviceable?			
13. Is access to boltcutters controlled?			
14. Is strict key control maintained?			
15. Is the DNCO located in a position to observe all personnel coming and going?			
16. Does the DNCO make regular security checks of barracks exterior, interior and parking lot?			
17. Is there a system of visitor control?			

BEQ CRIME PREVENTION CHECKLIST (Cont'd)	YES	NO	REMARKS
18. Is there limited access to the building?			
19. Is the exterior and interior lighting adequate and operable?			
20. Have the surrounding trees and shrubbery been properly trimmed?			
21. Does the area surrounding the BEQ provide concealment for a criminal?			
22. Is there a set procedure for prompt reporting all thefts to military police?			
23. Are personnel encouraged to use the buddy system while on liberty?			
24. Are unit personnel aware of off limits areas?			
25. Are extra locks available to lock property in the event of an unsecured area?			
OVERALL COMMENTS			

INSPECTOR (Print Name)

SIGNATURE

DATE



SECURITY OF PRIVATELY OWNED WEAPONS AND AMMUNITION

1. General. This enclosure provides guidance concerning the possession, storage, use, and control of privately owned weapons and ammunition aboard Marine Corps installations. All personal weapons brought aboard Marine Corps installations will be registered with the installation provost marshal or other designated authority.

2. Prohibited Weapons. Installation commanders will publish regulations which will, at a minimum, provide the following guidance concerning prohibited weapons:

a. The manufacture, sale, importation, loan, giving or unlawful possession of any instrument or weapon of any kind commonly known as a black jack, billy club, metal knuckles, nunchaku, throwing star, throwing knife, butterfly knife, springloaded (switchblade) or gravity-fed knife, or illegally modified firearm is prohibited. This does not preclude the lawful possession of a police baton by law enforcement and security personnel, acting within the scope of their duties.

b. When a prohibited weapon is found aboard an installation, it will be confiscated and action referred to the appropriate commanding officer for adjudication. Upon completion of any legal proceeding, the item will be disposed of in accordance with DoD 4160.21-M (NOTAL) and local lost and found/impounded property procedures.

2. Privately Owned Firearms and Ammunition. Installation commanders will publish regulations which will, at a minimum, provide for the following controls over installation residents' privately owned firearms, ammunition or authorized war trophy firearms:

a. Residents of Bachelor Enlisted Quarters (BEQ) who are the legal owners of privately owned firearms and ammunition will either store them in their organizational armory, or off the Marine Corps installation. If stored in the armory, private firearms will be maintained inside a locked container, separate from Government weapons and ammunition, and inventoried per MCO 8300.1C.

b. At the discretion of the installation commander, staff noncommissioned officers (SNCO's) and officers may be authorized to store legally owned, private firearms at SNCO bachelor quarters or bachelor officer's quarters, provided the arms are properly secured inside a locked gun safe or strongbox.

21 Jan 93

c. Occupants of base housing are authorized to store legally owned, private firearms inside their quarters. Under no circumstances will any firearm be accessible to children, without close parental supervision. A device such as a trigger lock, gun safe, strongbox, or cable lock will be used to secure each firearm.

d. Personnel storing privately owned weapons aboard Marine Corps installations will comply with state and local laws regarding ownership, registration, possession and use of privately owned weapons and ammunition applicable at their place of duty.

e. Personnel who register and store privately owned weapons and ammunition on a Marine Corps installation, and who take such weapons from the installation to a civilian jurisdiction for any purpose, must comply with the applicable local and State laws governing ownership, registration, transportation and use of weapons and ammunition. Applicable state and local laws regarding the registration and possession of weapons will be the subject of periodic troop information briefs and newspaper articles.

f. Privately owned firearms and ammunition may be used in authorized hunting areas and MWR or other command sponsored recreational shoots, provided those firearms and ammunition meet applicable local regulations.

g. If privately owned firearms are transported aboard a military installation, they will be unloaded and carried in the trunk of the vehicle. In vehicles without a trunk, firearms will be encased in a carrying case, and placed as far away from vehicle occupants as the configuration permits. Weapons and ammunition shall be separated to the greatest extent possible. Should this guidance conflict with State or local laws, those laws will take precedence.

h. The carrying or transportation of concealed weapons on the person or in a vehicle is prohibited, except when authorized in the performance of official duties.

i. Unauthorized weapons and ammunition aboard a Marine Corps installation, whether concealed or in the open, on a person, in a vehicle, or at any other location, are subject to confiscation and, if confiscated, shall be disposed of per DoD 4160.21.

21 Jan 93

j. The provisions governing the possession and use of privately owned weapons in this Order will be brought to the attention of all newly assigned personnel during initial orientation, and as often thereafter as deemed necessary. The installation PAO will ensure periodic news disseminations on lawful firearms ownership.

3

ENCLOSURE (5)

MCO 5500.18

21 Jan 93

CRIME PREVENTION RESOURCES

Marine Corps Crime Prevention Officer  
Commandant of the Marine Corps (POS-21)  
Headquarters, U.S. Marine Corps  
2 Navy Annex  
Washington, DC 20380-1775  
(703) 614-4177, DSN: 224-4177

AAA Foundation for Traffic Safety  
12600 Fair Lakes Circle  
Fairfax, VA 22033-4900  
(703) 222-4104

Drug Abuse Resistance Education (D.A.R.E.)  
(800) 223-DARE (National Hotline)

National Association of Neighborhoods  
1651 Fuller St., NW  
Washington, DC 20009  
(202) 332-7766

National Association of Town Watch  
7 Wynnewood Rd., Suite 215  
P.O. Box 303  
Wynnewood, PA 19096  
(215) 649-7055

National Clearinghouse  
for Alcohol and Drug Information (NCADI)  
P.O. Box 2345  
Rockville, MD 20852  
(301) 468-2600, (800) 788-2800

National Crime Prevention Council (NCPC)  
1700 K Street, NW, Second Floor  
Washington, DC 20006-3817  
(202) 466-6272

National Crime Prevention Council  
Special Products Office  
1 Prospect Street  
Amsterdam, NY 12010  
(518) 842-4388, FAX: (518) 842-1826

21 Jan 93

National Criminal Justice Reference Service  
Box 6000  
Rockville, MD 20850  
(800) 851-3420, (800) 788-2800

National McGruff House Network  
1879 South Main, Suite 180  
Salt Lake City, UT 84115  
(801) 486-8768

National School Safety Center  
4165 Thousand Oaks Boulevard, Suite 290  
Westlake Village, CA 91362  
(805) 373-9977

ENCLOSURE (6)

2