

Defense Logistics Agency Instruction



DLAI 4317
Effective July 9, 2012
DLA Installation Support
Security and Emergency Services (DS-S)

Crime Prevention

References: Refer to [Enclosure 1](#).

1. **PURPOSE**. This instruction establishes procedures for the implementation of Defense Logistics Agency's (DLA) Crime Prevention Program, in accordance with DLAI 4306, "Physical Security Program," (Reference (a)) and DLAR 4145.11, "Safeguarding of DLA Sensitive Inventory Items, Controlled Substances, and Pilferable Items of Supply," (Reference (b)).

2. **APPLICABILITY**. This instruction is directive in nature and is applicable to all personnel assigned or attached to DLA.

3. **POLICY**. It is DLA policy to:
 - a. Coordinate installation crime prevention and physical security programs to protect against criminal elements and loss of material/equipment.

 - b. Create an effective program to promote awareness of issues involving crime prevention.

 - c. Provide protective measures to prevent loss from theft or pilferage during receipt, storage, and shipment of all DLA material, equipment and/or supplies. The extent of protection will be commensurate with statutory and regulatory requirements; the degree of susceptibility to theft or pilferage; and history of losses from theft or pilferage of applicable items, in accordance with Reference (b).

 - d. Promote police-community cooperative relationships to prevent and reduce crime.

4. **RESPONSIBILITIES**.
 - a. Crime Prevention is a command function that cannot be delegated. It is more than a single focus, law enforcement effort; it requires direct and continuous responsibility of commanders, directors, supervisors and the involvement of employees at all levels. The appointment of Crime Prevention Representatives does not relieve Activities of their responsibility to exercise aggressive and continuous leadership in the promotion and support of the DLA Crime Prevention Program.

b. Staff Director, DLA Installation Support, Security and Emergency Services (DS-S), shall:

(1) Serve as the primary staff advisor to the DLA Director and Vice Director, the DLA Executive Board, DLA Installation Support Director and the senior leader of DLA Field Activities on crime prevention matters.

(2) Establish policies and procedures to enhance the DoD Physical Security Program within DLA consistent with Reference (a).

(3) Designate a DLA Crime Prevention Program Officer.

c. DLA Crime Prevention Program Officer shall:

(1) Develop, implement, and maintain the DLA Crime Prevention Program. This assignment of responsibility does not relieve police officers or other DLA members of being aware of and involved in crime prevention procedures and activities.

(2) Oversee the Crime Prevention awareness training for all military, civilian and contractor (within the terms of their contract) personnel assigned to DLA.

(3) Utilize and disseminate training products and information concerning loss prevention and crime prevention measures and awareness.

(4) Conduct staff assistance visits and Security Program Reviews (SPRs) at DLA activities. The purpose of these visits is to assist DLA activities in implementing the Crime/Loss Prevention Program.

d. DLA Primary Level Field Activity (PLFA) Commanders / Directors and Installation Commanders shall:

(1) Within their authorities, increase efforts to pursue investigative leads on suspicious losses or pilferage.

(2) Report all potential criminal activity to DLA police force or Military police force.

(3) Establish a positive system of control and loss prevention over cargo, material, and packages moving in and out of their respective activities, in accordance with DLAI 1119, "Physical Inventory Control Program (PICP)," (Reference (c)).

(4) Serve as a liaison to persons or organizations, both inside and outside DLA, involved in property accountability measures, in accordance with Reference (b).

(5) Maintain material control and visibility of all DLA supply chain assets, in accordance with DoD 4140.1-R, "DoD Supply Chain Material Management Regulation," (Reference (d)).

e. DLA Chiefs, Security and Emergency Services/Chiefs, Security Services shall:

(1) Appoint a Crime Prevention Representative in writing to ensure all local DLA employees are kept abreast of crime prevention tips and awareness and perform the duties in paragraph 4.g of this document.

(2) Ensure all employees receive initial and periodic training in crime prevention awareness.

(3) In accordance with PLFA/Installation Commander/Director, conduct random unannounced inspections of subordinate units to ensure compliance with policies set forth in this instruction.

(4) In accordance with PLFA/Installation Commander/Director, implement a Crime/Loss Prevention Program, to identify loss trends and detect criminal activity; refer to Enclosure 2 (Crime Prevention Development Cycle) for program development guidance.

(5) In accordance with PLFA/Installation Commander/Director, establish physical security measures to properly protect inventory items at depot, base, and installation level, according to Reference (a) and DoD 5200.08-R, Physical Security Program (Reference (e)).

f. DLA Police Chiefs shall:

(1) Encourage police-community partnerships in crime prevention.

(2) Working in conjunction with the Crime Prevention Representative, upgrade the protection of personnel and property by educating people to recognize and avoid crime situations.

(3) Increase surveillance by encouraging DLA personnel to challenge unidentified individuals on the facility and work areas.

(4) In cooperation with the Crime Prevention Representative, achieve maximum involvement with the DLA community and Police Forces in crime prevention activities.

(5) Review and analyze crime trend data to determine selective enforcement techniques and element level crime prevention techniques.

(6) Organize community projects that foster joint police and community efforts; for example, National Night Out, Police Week, Crime Prevention Month, iWatch, Citizen Awareness Program, etc.

(7) In an collaborative effort with the local Crime Prevention Representative, use media; speaking engagements; forums; statistics and reports to promote crime prevention goals, for example:

(a) Commander's Call, town hall meetings, newcomer's orientation, work center staff meetings, social activities, Child Development Center, etc.

(b) Crime prevention topics include personal security while away from work, home security, private property theft prevention techniques, child safety, victim/witness assistance, traffic safety, active shooter awareness, robbery awareness, etc.

(c) Provide installation crime reports detailing the crimes which have been reported on their specific installation, to the crime prevention officer.

(8) Maintain close liaison with local authorities and activity's Physical Security Specialist on crime prevention awareness. Where possible, set up joint programs to promote military and civilian community involvement.

(9) Coordinate with fire prevention and safety personnel to ensure that crime prevention procedures and programs do not compromise fire or safety programs and that fire and safety programs do not compromise crime prevention programs.

g. Local Crime Prevention representatives shall:

(1) Develop and implement localized Crime Prevention Standard Operating Procedures (SOPs).

(2) Manage the organization's Crime Prevention Program, to include incorporating a Crime Prevention council into local working group sessions, when possible.

(3) Continue involvement and participation with the installation's police force and/or security forces supporting crime prevention awareness.

(4) Analyze crime statistics and security surveys and evaluate the information to enhance the protection of personnel and assets.

(5) Ensure all local DLA employees are kept abreast of crime prevention issues and promote increased awareness.

h. DLA employees shall:

(1) Report all suspicious persons or criminal activities to DLA police force or Military police force.

(2) Assume responsibility for reporting malfunctions in door locks or equipment, for making sure locked doors close behind them, and for not letting unknown persons tailgate behind them when entering a secure area.

(3) Employees who are reluctant to report criminal activity or fear reprisal from actions are covered by the Notification and Federal Employee Antidiscrimination and Retaliation Act of

2002, also known as the No FEAR Act.

5. PROCEDURES.

a. DLA Field Activities shall protect against any unauthorized movement or pilferage of personal and government property by judiciously implementing and monitoring physical security measures. This shall include analysis of loss rates through inventories, reports of surveys, and criminal incident reports to establish whether repetitive losses indicate criminal or negligent activity.

b. Small unit or individual supplies (i.e. supply lockers, cabinets, or offices) below the base or installation level shall be afforded protection, as determined by the senior DLA official responsible for small unit or individual supplies. Good security planning must be precise and tailored to a specific activity. The end product then becomes the formulation and execution of continuous procedures and programs designed to reduce the threat against personnel, property and equipment. It is every employee's responsibility to prevent and report pilferage. Reports of pilferage, theft and loss shall be made through appropriate command channels.

c. Crime prevention is a pattern of attitudes and behaviors directed both at reducing the threat of crime and enhancing the sense of safety and security to improve the quality of life in our installation communities. While the Police Chief is responsible for initiating and promoting police-community involvement, police officers share the responsibility for developing, coordinating, promoting, and improving relations between the police and the community.

6. EFFECTIVE DATE: This Instruction is effective immediately.

Director, Strategic Plans and Policy

Enclosures

Enclosure - References

Enclosure - Crime Prevention Development Cycle

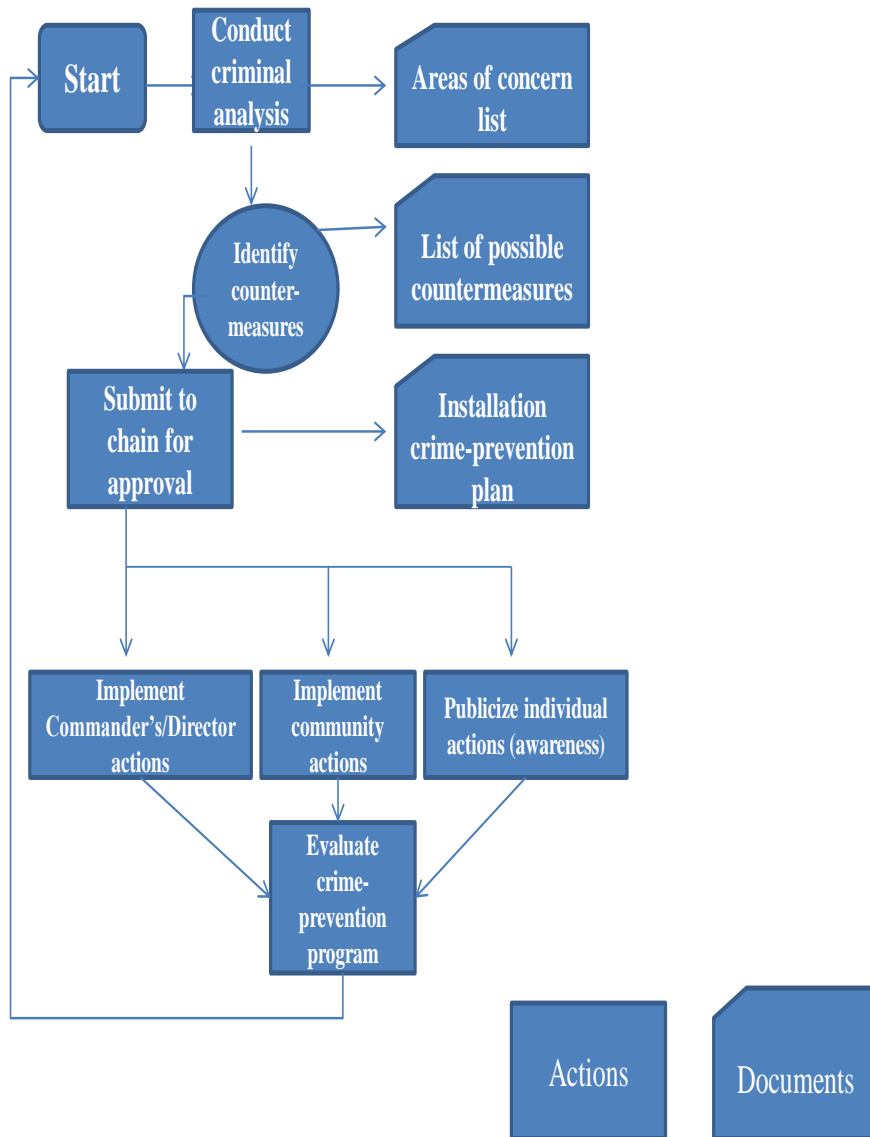
ENCLOSURE 1

REFERENCES

- a. DLAI 4306, “Physical Security Program”, modified December 7, 2009,
<https://headquarters.dla.mil/DES/policy/i4306.htm>
- b. DLAR 4145.11, “Safeguarding of DLA Sensitive Inventory Items, Controlled Substances, and Pilferable Items of Supply”, February 1, 1990,
<http://www.dla.mil/dlaps/dlar/r4145.11.pdf>
- c. DLAI 1119, “Physical Inventory Control Program (PICP)”, September 4, 2009,
<https://headquarters.dla.mil/DES/policy/i1119.htm>
- d. DoD 4140.1-R, “DoD Supply Chain Material Management Regulation”, May 23, 2003,
<http://www.dtic.mil/whs/directives/corres/pdf/414001r.pdf>
- e. DoD 5200.08-R, “Physical Security Program”, Incorporating change 1, May 27, 2009,
<http://www.dtic.mil/whs/directives/corres/pdf/520008r.pdf>

ENCLOSURE 2

CRIME PREVENTION DEVELOPMENT CYCLE



Crime Prevention Program Development Cycle