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Security

JUVENILE MISCONDUCT PROGRAM

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OPR: 460 ABW/JA (Capt India S. Nicholson) Certified by: 460 MSS/CC (Lt Col Paul D. Bauer)
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This instruction implements Air Force Policy Directive 31-2, *Law Enforcement*, 6 May 1994. It establishes the framework, procedures and responsibilities to govern the disposition of juvenile misconduct cases and the treatment of juvenile offenders on Buckley Air Force Base (Buckley AFB). This instruction is set up under the Installation Commander's inherent authority and applies to all military members and their dependents. The procedures established in this instruction do not limit authority otherwise available under applicable statutes, instructions, state and federal law. This publication requires collection and generation of information protected by the Privacy Act of 1974. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule* (to become the Air Force Disposition Schedule located on Web RIMS). Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing: "Privacy Act Information." For "Official Use Only (FOUO)" information comply with Department of Defense Regulation (DoD) 5400.7-R/AFSUP, *DoD Freedom of Information Act Program, Chapter 4.* Information generated by this instruction is authorized by 10 United States Code §8013 to complete documentation of AF Form 3545, **Incident Report**. This instruction sets policy on the conduct and control of juveniles on Buckley AFB and the standards for disposition of those juveniles who commit offenses on the installation. It defines parental responsibilities for the control of juveniles, outlines the limit of juvenile activity, identifies possible administrative actions that may be imposed on juvenile offenders, and provides 460th Security Forces Squadron (460 SFS) and the Juvenile Misconduct Board (JMB) with procedural guidelines relating to the disposition of juveniles. This instruction applies to all parents, legal guardians, and juveniles present on Buckley AFB. The 460 SFS Investigations Section (460 SFS/SFOI) will be responsible for monitoring this program. See **Attachment 1** for glossary of references and supporting information.

1. Policy.	3
2. Procedures.	3
3. Administrative actions.	6
4. Curfew.	6
5. Privacy/Off-Limit Areas.	7

6.	Responsibilities.	7
7.	Application.	8
8.	Community Service.	9
9.	Forms or IMTs Prescribed.	9
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		10
Attachment 2—SAMPLE STAFF SUMMARY SHEET		11
Attachment 3—SAMPLE DEPENDENT MISCONDUCT MEMORANDUM		12
Attachment 4—SAMPLE COMMUNITY SERVICE PROGRAM CONTRACT		14
Attachment 5—SAMPLE CONVENING LETTER		15
Attachment 6—SAMPLE JMB INFORMATION LETTER		16
Attachment 7—SAMPLE JUVENILE MISCONDUCT BOARD AGREEMENT		18
Attachment 8—SAMPLE WELCOME MEMORANDUM TO NEWCOMERS		20
Attachment 9—JMBR FLOW CHART		22

1. Policy. The purpose of the JMB is to deter future misconduct by the juvenile, to rectify any harm done to the Buckley AFB community and/or victim(s) of the misconduct and to recommend appropriate discipline if necessary. This instruction seeks to minimize the possibility of juveniles becoming involved in incidents of misconduct and other serious incidents, and to make parents or legal guardians aware of their responsibility regarding their children's activities and whereabouts, and to enhance the good order and discipline of this installation. (As used in this directive, a juvenile is a person under 18 years of age (exempt from this definition are military members and spouses) (**Attachment 1**). Each parent or legal guardian should make their dependent aware of this instruction and exercise reasonable leadership to support the spirit and intent of this instruction. In addition to ensuring their dependent children adhere to all Federal, State, and Civil laws, parents and legal guardians are responsible for ensuring that their dependents adhere to all Air Force and 460th Air Base Wing (460 ABW) directives.

1.1. All JMBs will be convened at the discretion of the 460th Air Base Wing Commander (460 ABW/CC). If 460 ABW/CC determines a JMB should convene, the Board Chairperson will select a date and time to convene. All JMBs will be convened in the Buckley AFB Legal Office, Court Room, 320 North Beaver Creek Street (Mod 1), Buckley AFB, CO.

1.2. If circumstances prevent a formal JMB from convening, 460 ABW/CC or 460th Air Base Wing Vice Commander (460 ABW/CV) may convene an emergency JMB. An emergency JMB must have at least three of the five Board Officers present. An emergency JMB may be conducted via telephone conference call.

1.3. The juvenile and the juvenile's sponsor may voluntarily participate in this program. If the juvenile does not agree to participate, the juvenile's case may be transferred to civilian authorities for prosecution.

2. Procedures.

2.1. In accordance with standing regulations and instructions, the 460th Security Forces Squadron (460 SFS) or other investigative agency will conduct an investigation of the juvenile misconduct on Buckley AFB and draft a report of investigation.

2.2. In this report of investigation, the 460 SFS Commander (460 SFS/CC) will make recommendations for a disposition and forward the recommendation via AF Form 1768, **Staff Summary Sheet**, to the 460th Air Base Wing Staff Judge Advocate (460 ABW/JA), 460th Mission Support Group Deputy Commander (460 MSG/CD), 460th Mission Support Group Commander (460 MSG/CC), 460 ABW/CV, and 460 ABW/CC (**Attachment 2**). 460 MSG/CD Disposition may include, but is not limited to:

2.2.1. A dependent/civilian misconduct letter signed by the 460 MSG/CD or 460 MSG/CC (**Attachment 3**).

2.2.1.1. Issued for first time and repeat offenders involved in minor offenses.

2.2.1.2. Issued for youth under 11 years of age, who cannot be placed into a community service program or attend the Youthful Offenders Awareness Seminar.

2.2.2. Mandatory attendance at a Youthful Offender Awareness Seminar, which may be an Arapahoe County Program or a locally devised program, paid for by the individual.

2.2.3. Assigned community service hours to be completed at a rate of at least 5 hours per week at the assigned participating agency. Requirements for community service are:

- 2.2.3.1. The youth must be at least 11 years old.
- 2.2.3.2. The program must meet guidelines for specific agency where service is being completed, i.e., age limit and number of youths already assigned.
- 2.2.3.3. The youth must complete a minimum of 5 service hours weekly.
- 2.2.3.4. The youth must follow guidelines in community service contract (**Attachment 4**).
- 2.2.4. Restriction to the youth's base residence for a determined amount of time.
- 2.2.5. Barment from any particular facility or area depending on the violation.
- 2.3. Based on the investigation, 460 ABW/CC shall do one of the following:
 - 2.3.1. Issue a dependent/civilian misconduct letter signed by the 460 MSG/CD or 460 MSG/CC (**Attachment 3**).
 - 2.3.2. Direct the Board Chairperson to convene the JMB (**Attachment 5**). Also, prepare a letter to the juvenile's sponsor reiterating the sponsor's responsibility for his or her dependent's conduct while on Buckley AFB (**Attachment 6**).
 - 2.3.3. After consultation with the 460 ABW/JA, refer the case to the United States Attorney's Office with a view towards prosecution (**NOTE**: These cases should involve severe misconduct and should be the exception rather than the rule).
- 2.4. If a JMB is convened, it will be closed to the public. The Board Chairperson, Board Officers, the juvenile's sponsor and the juvenile must be present to convene. The Board Chairperson may invite the victim(s) and any other relevant guest to the JMB. Information provided will not be under oath and will not be kept as a matter of record. For a complete list of the Board Chairperson and Board Officers, see **Attachment 1**.
- 2.5. The rights of the juvenile are to be respected. The juvenile will initially appear before the Board Chairperson and Board Officers with his or her sponsor.
- 2.6. The Board Chairperson and each Board Officer shall introduce himself or herself to the juvenile and the sponsor.
- 2.7. The Board Chairperson shall inform the juvenile and the sponsor of the following:
 - 2.7.1. What the alleged misconduct consisted of (date and location).
 - 2.7.2. What the investigation revealed (e.g., witnesses to the misconduct, any confessions, etc.)
 - 2.7.3. Why the JMB was convened:
 - 2.7.3.1. To address the specific facts of misconduct with the initial rationale of not referring the case to civilian authorities.
 - 2.7.3.2. To find a way to rectify the harm caused to the Buckley AFB community and any victims.
 - 2.7.4. The juvenile and/or sponsor has a right to make a statement if he/she chooses to do so.
 - 2.7.5. Discuss any other information the Board Chairperson determines is relevant.
- 2.8. The statements the Board Officers may make to the juvenile may include, but are not limited to, the effect the misconduct has had on the Buckley AFB community, potential civilian criminal charges

and punishment that could result from the misconduct, the expense and time used to investigate the misconduct and possible barment.

2.9. The victim may, with the Board Chairperson's approval, make a statement to the juvenile regarding the effect the juvenile's misconduct has had on the victim and the victim's family.

2.10. Once the juvenile and/or sponsor have been afforded an opportunity to make a statement, the juvenile and the sponsor will be excused from the room.

2.11. The Board Chairperson and Board Officers will review all the available evidence concerning the alleged misconduct. They will not reach a verdict of guilty or not guilty. However, upon a majority vote, they will conclude one of the following options (all members must vote):

2.11.1. Cause exists to take or recommend further action.

2.11.2. Cause does not exist to take or recommend further action.

2.12. If the vote ends in a tie, the Board Chairperson's vote will be the deciding vote.

2.13. If cause does not exist to take or recommend further action, the Board Chairperson will immediately inform the juvenile and the sponsor, and the JMB will be closed.

2.14. If cause exists to take or recommend further action, the Board Chairperson and Officers may take or recommend any of the following actions (this list is not all-inclusive and a combination of the following actions may be taken and/or recommended):

2.14.1. Directly issue an oral counseling to the juvenile and/or sponsor, or recommend consideration of appropriate administrative action of the sponsor by the sponsor's supervisor. In accordance with AFI 36-2907, *Unfavorable Information File (UIF) Program*.

2.14.2. Directly issue a written reprimand to the juvenile and/or the sponsor, or recommend consideration of appropriate administrative action of the sponsor by the sponsor's supervisor IAW AFI 36-2907.

2.14.3. Place certain base areas and facilities off-limits to the juvenile, or recommend 460 ABW/CC initiate action to restrict the juvenile from certain base areas and facilities.

2.14.4. Refer the juvenile along with all pertinent information to an appropriate agency (e.g., 460th Medical Squadron Life Skills (460 MDS/SGOH), a state-run juvenile delinquency program, etc.)

2.14.5. Recommend 460 ABW/CC authorize a barment of the juvenile from Buckley AFB. IAW AFI 31-101, *The Air Force Installation Security Program*.

2.14.6. Revoke the Base Exchange Privileges of the juvenile and/or the sponsor. Air Force Joint Instruction 34-211, *Army and Air Force Exchange Service General Policies*.

2.14.7. Have the juvenile pay restitution to the victim(s) and/or government.

2.14.8. Have the juvenile write an essay.

2.14.9. Have the juvenile perform community service.

2.14.9.1. If the community service is physical in nature (e.g., painting, cleaning, mowing grass, etc.), the action will be carried out between the hours of 0800-1600 on a Saturday. This is to ensure the community service does not interfere with school for the juvenile or duty time

for the sponsor.

2.14.9.2. Community service will not involve any work that is hazardous or dangerous to the juvenile.

2.14.9.3. The sponsor is responsible for ensuring the community service is safe and complete.

2.14.9.4. The Board Chairperson and Board Officers will determine the appropriate number of hours of community service to be performed and the type of services to be performed.

2.14.9.5. Upon completion of the community service, the sponsor shall report such status to the Board Chairperson either in person or in writing.

2.15. The 460 ABW/JA representative will memorialize the recommendation of the Board Chairperson and Board Officers in a written memorandum signed by the Board Chairperson (See [Attachment 7](#)).

2.15.1. If the juvenile and the sponsor agree with the recommendation of the Board Chairperson and Board Officers, they shall acknowledge and sign the written memorandum. The 460 ABW/JA representative will keep a copy of the signed memorandum and give copies to the juvenile and the sponsor.

2.15.2. If the juvenile and/or the sponsor do not agree with the recommendation, the matter may be referred to the United States Attorney's Office for action. The Board Chairperson and Board Officers must also decide whether to recommend other action such as barment of the juvenile from Buckley AFB. Such decisions shall be determined by a majority vote of the Board Chairperson and Board Officers as set out in paragraph [2.11](#).

2.16. Once the juvenile and the sponsor sign the written memorandum, or the Board Chairperson and Board Officers decide that other action will be recommended, the JMB will be closed.

2.17. Any action taken by the JMB will be forwarded in writing to the sponsor's supervisor. This includes the initial convening letter and all recommendations of the JMB.

3. Administrative actions. Parents or guardians who neglect to exercise reasonable control over their children under this instruction, higher headquarters directives, or applicable state laws and federal statutes may be subject to legal action. Such action may include any, or a combination of:

3.1. Barment.

3.2. Assessment of pecuniary liability where damage to U.S. Government property is involved.

3.3. Termination of government quarters.

3.4. Liability as determined by state laws.

3.5. Other proper administrative action as specified in this instruction.

4. Curfew. The curfew on Buckley AFB will be from 2400 to 0600, on Friday and Saturday, and from 2300 to 0600, Sunday through Thursday. Juveniles will not exceed set curfew hours, except when in the care and company of a responsible adult or when going directly to or from any authorized base or social activity. Juveniles must be inside quarters during curfew. As used in this instruction, "responsible adult" will mean a person not less than 21 years old, having the care, custody, or charge of the minor. The installation commander may implement additional curfew hours when conditions and circumstances warrant.

When additional curfew changes are implemented, notice will be made through the 460 ABW Bulletin, the Mile High Guardian newspaper, and, if necessary, through the e-mail system.

5. Privacy/Off-Limit Areas.

5.1. The privacy of an occupant's property will be respected and will not be entered, used, or occupied, without the permission of the occupant. This includes individual yards, whether they are fenced or open. Climbing, walking on, or crossing any wall, fence, or other barricade within the housing area is also prohibited. The following areas are also designated off limits as specified:

5.1.1. Driving Range/Golf course, during hours of darkness.

5.1.2. The base club, except for special events.

5.1.3. All AAFES, recreational, and food service facilities and complexes, during non-operating hours. This includes loitering in or near any closed facility, covered walkways, storage facilities, shopping/receiving areas, or parking lot areas.

5.1.4. Sanitation landfill at all times, unless accompanied by a responsible adult.

5.1.5. Schools or school grounds on Buckley AFB, except as authorized by the school district.

5.1.6. All dormitories and other bachelor quarters except when authorized by a unit commander or first sergeant. Violation of this requirement by military members is a violation of the Uniform Code of Military Justice and will subject the member to possible disciplinary action.

6. Responsibilities.

6.1. **Security Forces Investigations.** The 460th Security Forces Squadron Commander (460 SFS/CC) through 460th Security Forces Squadron, Office of Investigation (460 SFS/SFOI) will be responsible for monitoring this program, providing guidance to parents and legal guardians, making recommendations to the 460 MSG/CD or 460 MSG/CC, and appointing the Juvenile Control Officer. The Juvenile Control Officer will be a member of the 460th Security Forces Squadron in the grade of E-5 or higher, with no disciplinary infractions within the past 12 months, and designated by the commander. The Juvenile Control Officer has the responsibility to:

6.1.1. Review all cases involving juvenile offenders, conducting further investigations, interviews and records checks when warranted.

6.1.2. Ensure proper notification of parents or legal guardian of a detained juvenile is accomplished as soon as possible after detention.

6.1.3. Provide guidance and instruction on the application of this instruction and any applicable civil, state and federal statutes.

6.1.4. Serve as a liaison with Arapahoe County and Aurora County Probation Department, Arapahoe and Aurora County Sheriffs Offices and parents or legal guardians of juvenile offenders.

6.1.5. Brief the 460 MSG/CD or 460 MSG/CC on cases involving juveniles.

6.1.6. Provide the 460 ABW/CC with suggested disposition instructions on juveniles via AF Form 1768, through coordination of 460 ABW/JA ([Attachment 2](#)).

6.1.7. Coordinate with all involved agencies, to establish times, dates, and locations for the Juvenile Review Board to meet as needed for juvenile offenders pending disposition.

6.1.8. Advise the 460th Medical Squadron Family Advocacy Officer (460 MDS/SGOH) on incidents involving juvenile offenders for possible counseling, in accordance with AFI 31-206, *Security Forces Investigations Program*.

6.1.9. Complete all forms required in a timely manner and forward the completed forms through 460 SFS First Sergeant (460 SFS/CCF) to the appropriate agencies.

6.1.10. Ensure a letter outlining the requirements of this instruction be made available to all incoming personnel at the Base Newcomers Briefing (**Attachment 8**).

6.1.11. Ensure courtesy copies of all disposition letters are forwarded to the proper agencies.

6.2. Parents and/or Legal Guardians will.

6.2.1. Respond within 5 working days to the Juvenile Control Officer, once notified, to acknowledge receipt of any disposition remanded.

6.2.2. Provide transportation to the juvenile as needed to complete any and all disposition remanded.

6.2.3. Pay any fees necessary to complete any disposition remanded to the juvenile.

6.2.4. Ensure any community service remanded is being completed as scheduled.

6.2.5. Ensure any imposed curfews are strictly adhered to.

6.2.6. Respond within 10 working days to 460 MSG/CD or 460 MSG/CC through 460 ABW/JA if any of the recommended disposition is rebutted.

6.3. The Juvenile Review Board will.

6.3.1. Consist of members from: 460 MSG/CD or 460 MSG/CC (Chairman), 460 ABW/JA, 460 SFS/CC (or representative), 460 MDS/SGOH, 460th Air Base Wing Military Equal Opportunity (460 ABW/MEO) and First Sergeant's Association.

6.3.2. Hear only those cases stipulated by the 460 MSG/CD or 460 MSG/CC.

6.3.3. Not hear cases involving juveniles under the age of eleven unless directed by the 460 MSG/CD or 460 MSG/CC.

6.3.4. Have at least one parent or legal guardian present to meet the board with the juvenile (preferably both parents.).

6.3.5. Meet in the Legal Office, Court Room, 320 N. Beaver Creek Street (Mod 1) or an alternate location, at the designated time.

6.3.6. Only be required to find that it is more likely than not that the alleged offense(s) occurred and to make a recommendation for disposition to 460 ABW/CC.

6.3.7. Consider recommending barment to the 460 ABW/CC.

6.3.8. Conduct the Juvenile Review Board in accordance with the guidelines set forth in this instruction (**Attachment 9**).

7. Application.

7.1. There are numerous considerations that the Juvenile Control Officer, the 460 SFS/CC, 460 ABW/JA, and 460 MSG/CD or 460 MSG/CC must take into account when determining whether a juvenile is to be referred to civil authorities or to be entered into Buckley AFB Juvenile Misconduct Program. These considerations include but are not limited to:

- 7.1.1. The juvenile must be at least 11 years old to enter the program.
- 7.1.2. Whether the particular offense is considered a felony by Colorado law.
- 7.1.3. Whether the particular offense is one of violence or subjects other members of the community to harm or potential harm.
- 7.1.4. Whether the juvenile is a repeat offender on the installation, or has been formally entered into the civil Juvenile Probation or state Youth Authority Department.
- 7.1.5. Whether the juvenile or his/her parents or legal guardians have shown themselves unable or unwilling to cooperate with non-authoritative agencies (i.e. Mental Health, Social Actions, etc.), or such treatment has failed in the past.
- 7.1.6. Whether treatment service needed by the juvenile can only be obtained through the juvenile court and/or probation department.
- 7.1.7. Whether the juvenile is in need of aid or protection of the court.

8. Community Service. In cases where community service is remanded by the Juvenile Review Board in lieu of barmment, or self-referred by the sponsor, the parents and/or legal guardian will:

- 8.1. Fill out 460 ABW Form 4, **Community Service Program Contract**, with their juvenile dependent. Any failure to fill out 460 ABW Form 4 may preclude the dependent from performing community service and use of authorized facilities and services may be denied at Buckley AFB.
- 8.2. Be responsible and ensure all community service is completed by the scheduled date or make other arrangements with the Juvenile Control Officer.
- 8.3. Ensure all elements of the community service contract are being met ([Attachment 4](#)).
- 8.4. Ensure community service is being completed at a rate of at least 5 hours a week.
- 8.5. Ensure any imposed curfew is adhered to until the community service is complete.

9. Forms or IMTs Prescribed.

9.1. Adopted Forms or IMTs.

- 9.1.1. AF Form 1768, **Staff Summary Sheet**.
- 9.1.2. AF Form 3545, **Incident Report**.

9.2. Prescribed Forms or IMTs.

- 9.2.1. 460 ABW Form 4, **Community Service Program Contract**.

ALLEN KIRKMAN, JR., Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Terms

Board Chairperson—The 460th Mission Support Group Deputy Commander (460 MSG/CD) or, in the event of 460 MSG/CD unavailability, the 460th Mission Support Group Commander (460 MSG/CC). In the event of 460 MSG/CC unavailability, any other available squadron commander appointed by 460 ABW/CC.

Board officers—A panel of six members: 460 MSG/CD, 460 ABW/JA, 460 SFS/CC (or representative), 460 MDS/SGOH, 460 ABW/MEO, and a First Sergeant's group representative.

Juvenile—Any unmarried person who is more than 11, but less than 18 years of age. 460 ABW/CC may allow for exceptions to this limitation for any unmarried person up to the age of 21.

Juvenile Control Officer—Member of the 460th Security Forces Squadron (460 SFS) in the grade of E-5 or higher, with no disciplinary infractions within the past 12 months, and designated by the commander.

Juvenile Misconduct Board—Standing program established to hear matters of juvenile misconduct and to take or recommend action for an administrative disposition.

Misconduct—Any violation of Air Force instruction, regulation or policy or any local, state or federal laws.

Sponsor—Any Armed Forces military member with responsibilities for any juvenile.

Torts Of Minors—A tort is an injury to the person, feelings, reputation, or property of a private individual for which the law will redress the injured party with a monetary award. In Colorado, an individual is entitled to recover damages in an amount not to exceed three thousand five hundred dollars (\$3,500) from the parents of each minor under the age of eighteen years. This is in addition to court costs and reasonable attorney fees. (Colorado Revised Statutes § 13-21-107).

Victim—Any person, organization or agency who the juvenile's misconduct injured financially, physically, or emotionally.

Voting Members—The Board Chairperson and the Board Officers.

Attachment 3**SAMPLE DEPENDENT MISCONDUCT MEMORANDUM**

Date

MEMORANDUM FOR SSGT JOHN L. DOE

FROM: 460 MSG/CD

18401 East A-Basin Avenue (Stop 88)
Buckley AFB CA 80011-9524

SUBJECT: Dependent Misconduct

1. On 1 Jan 03, your dependent daughter, Jane L. Doe was involved in an incident of juvenile misconduct. Specifically, she assaulted another dependent at the Base Exchange, causing her minor injuries. This is in violation of Colorado Revised Statutes Section 18-3-202 (Assault).

2. Incidents of this nature violate Air Force Instructions and civil laws and will not be tolerated. I am required to ensure appropriate action is taken to prevent a recurrence of unlawful incidents by Jane. Any recurrence of unlawful incidents by Jane could result in court action being taken against her.

3. There is a wide range of corrective actions, which I could take as a result of this misconduct. I have chosen to issue this "Dependent Misconduct Memorandum." Since this is the first incident that Jane has been involved in, I will only be revoking her privileges (list) for month(s). If she is involved in any future misconduct, I will recommend that more severe actions be taken. These actions may include removal of your family from base housing as applicable and/or barmment of Jane from this installation.

4. 460ABWI 31-201, *Juvenile Misconduct Program*, sets policy on the conduct and control of juveniles. You should make Jane aware of this instruction and exercise reasonable leadership to support the spirit and intent of the instruction. If you consider the severity of the above-required actions to be inappropriate (based upon the extent of Jane's involvement in the incident), you may submit a rebuttal to me in writing through the 460 SFS/CC within 10 days.

5. A copy of this memorandum will be forwarded to your respective organizational commander. Acknowledge receipt via first endorsement below within 5 working days of being notified by the 460th Security Forces Squadron.

XXX, Colonel, USAF
Deputy Commandercc:
460 (Squadron)/CC

1st Ind to 460 MSG/CD, (Insert Date), Dependent Misconduct

MEMORANDUM FOR 460 SFS/CC

Receipt of letter acknowledged on _____. I understand the above and will assure that my dependent(s) will comply.

signed
SSGT JOHN L. DOE

Attachment 4

SAMPLE COMMUNITY SERVICE PROGRAM CONTRACT

COMMUNITY SERVICE PROGRAM CONTRACT		
MINOR'S NAME DOE, JANE L.	DATE (YYYYMMDD) 20040319	
TERMS AND CONDITIONS		
<p><input checked="" type="checkbox"/> You agree to spend <u>80</u> hours in the Community Service Program to be completed by <u>20040419</u>. You are to complete a minimum of five work hours per week.</p> <p><input checked="" type="checkbox"/> You are to obey the instructions given to you by your supervisor.</p> <p><input checked="" type="checkbox"/> You are not to be tardy or absent. The only valid excuses are school, work, or illness. You must notify your supervisor if you are going to be tardy or absent.</p> <p><input checked="" type="checkbox"/> Being tardy, absent, or poor work performance will result in an unsatisfactory report, which could lead to future court action. You must sign in each time you report for work.</p> <p><input checked="" type="checkbox"/> Transportation to and from the work site will be your responsibility. No excuse regarding car failure or lack of transportation will be accepted.</p> <p><input checked="" type="checkbox"/> You shall at all times obey and observe all city, county, state and federal laws while in this program.</p> <p><input checked="" type="checkbox"/> Use of Government Telephones is prohibited. Public telephones are within walking distance.</p> <p><input checked="" type="checkbox"/> You may be required to wear safety equipment on job sites. Willful damage to the equipment will result in your being required to replace it.</p> <p><input checked="" type="checkbox"/> Protection of hands from blisters is your responsibility. It is suggested that you purchase and bring with you some type of gloves.</p> <p><input checked="" type="checkbox"/> A safety dress code will be enforced. Midriff, tube tops, shorts, flip-flops, etc., are not appropriate. Shirts and/or blouses must be worn at all times.</p>		
By my signature below, I hereby acknowledge that failure to comply with the instructions will constitute a violation of this contract and may result in future court action.		
MINOR'S SIGNATURE <i>Jane L. Doe</i>	AGE 15	DOB (YYYYMMDD) 19890517
ADDRESS 18300 E. Crested Butte Ave., Aurora CO 80011	PHONE 720-123-4567	GENDER Female
PARENTAL CONSENT		
I, Parent/Guardian of the above named minor, agree to keep the Juvenile Control Officer advised at all times of the minor's ability to participate in the program. I further consent to my child's participation in this community service.		
PARENT'S SIGNATURE <i>John Doe</i>	WITNESS SIGNATURE <i>William Anderson</i>	
<small>AUTHORITY: 460 ABWI 31-201. PRINCIPLE PURPOSE: To obtain information to be used in the community service program at Buckley AFB. ROUTINE USE: Information may be disclosed to any DOD component, Federal, state, and local agencies in the pursuit of their official duties. DISCLOSURE IS VOLUNTARY. Failure to provide the information will preclude the dependent from performing community service, and use of authorized facilities and services shall be denied at Buckley AFB.</small>		

Attachment 5

SAMPLE CONVENING LETTER

Date

MEMORANDUM FOR SPONSOR

FROM: 460 MSG/CD

SUBJECT: Dependent Misconduct at (Location on Buckley AFB)

1. On (--date--), (--state misconduct that occurred and where--), Security Forces investigated the (--state misconduct--) and (--state the result or outcome of investigation--).
2. The Security Forces investigation has not been turned over to the local juvenile authorities for action. While this is still a possible recourse, I would prefer to convene a Juvenile Misconduct Board in accordance with 460ABWI 31-201, *Juvenile Misconduct Program*, dated (XXXXX) (attached). The Juvenile Misconduct Board will address the alleged misconduct and determine what corrective action, if any, should be taken to ensure there is no recurrence.
3. The Board's decision will be based on the Security Forces investigation, (victim's name) input and any other relevant information that may be provided. This may include any written and/or oral statement that you and/or your dependent submit regarding the incident. The determined corrective action will be rendered as a recommendation for voluntary compliance on the part of the dependent.
4. I have set the Juvenile Misconduct Board to convene at (hours), on (--date--), (day of the week) at the Court Room in Building Mod 1. If you or your (son or daughter) are unable to attend, please contact my office immediately at (303) 847-XXXX to re-schedule.

XXX, Colonel, USAF
Deputy Commander

Attachment:
460ABWI 31-201, *Juvenile Misconduct Program*.

cc:
Sponsor's Supervisor

Attachment 6**SAMPLE JMB INFORMATION LETTER**

Date _____

MEMORANDUM FOR _____ Sponsor of _____

FROM: 460 MSG/CD

18401 East A-Basin Avenue (Stop 88)

Buckley AFB, CO 80011-9524

SUBJECT: Juvenile Misconduct Board (JMB)

1. As the 460th Mission Support Group Deputy Commander at Buckley AFB, it is my responsibility to decide on issues of misconduct that occur on this base. AFI 36-3026, *Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel*, and 460ABWI 31-201, *Juvenile Misconduct Board (JMB)*, dictate that juveniles who commit acts of misconduct can have their base privileges suspended, curtailed, or revoked. In extreme or repeat cases, the juvenile may be barred from the base, which could prevent the family from residing in base housing. Restriction of privileges is one way to deal with juvenile misconduct; referral of this case directly to Arapahoe County juvenile authorities is another.

2. The Board's actions are designed to make juveniles more responsible for their actions and offer parents a more formal approach to discipline. The program requires the full support of the parents to be effective. Unless diverted to the local county authorities, each juvenile accused of misconduct will meet the JMB, which will evaluate the case, along with any voluntary input from the juvenile and the parents/sponsors. The board is comprised of representatives from various agencies and will recommend action. All board actions are rehabilitative attempts and usually include community service, drug testing, counseling, loss of privileges for the youth and/or writing essays and speaking to various groups on lessons learned, identifying values, providing information, and suggesting alternatives. Each sanction is based upon the circumstances of the misconduct. While the board may recommend that the case be turned over to civilian authorities, the board itself is not a criminal proceeding.

3. You will have the opportunity to make a presentation to the board. If a board meeting is scheduled to review your dependent's case, you will be notified by mail if you are a civilian or by your First Sergeant or commander if you are a military member. You will be required to attend with your dependent, and if a board presentation is not possible, you may direct your request for a waiver to the board through (Juvenile Control Officer).

4. The Buckley JMB is not meant to take the place nor do away with your part in disciplining your dependent, but provides a more formal rehabilitative tool to help you and your dependent. Your active involvement in this program can weigh heavily in your favor if further disciplinary actions are considered.

5. If you have any questions or comments concerning the board, please contact the 460th Security Forces Squadron Reports and Analysis Office (460 SFS/SFAR) at (303) 847-9161.

XXX, Colonel, USAF
Deputy Commander

Attachment 7

SAMPLE JUVENILE MISCONDUCT BOARD AGREEMENT

Date

MEMORANDUM FOR (JUVENILE)

FROM: Juvenile Misconduct Board
18401 East A-Basin Avenue (Stop 88)
Buckley AFB, CO 80011-9524

SUBJECT: Juvenile Misconduct Review Board Agreement (JMB)

1. In the matter of Buckley AFB vs. _____, you have been placed under the following JMB agreement and period of supervision, effective this date. You will contact: _____ at _____ no later than _____ to develop a tracking plan to satisfy the mandate of the program. You will complete:

_____.

2. If you wish to appeal the actions of the board, you must do so within 10 calendar days. All appeals must be submitted to the 460 MSG/CD.

3. If you were involved in a shoplifting incident and payment is required, contact the Security Office at the Main Exchange, 618-744-0888, ext. 238.

4. You have until _____ to fulfill the terms of this agreement.

XXX, Colonel, USAF
Deputy Commander

Date

1st Ind, (JUVENILE)

MEMORANDUM FOR 460 MSG/CD

I promise to live up to the program agreement requirements, and I realize that failure to do so may result in the revocation of my base privileges (driving, Base Exchange, and/or 460 MSG/SVD) from Buckley AFB or my family being required to vacate on-base housing, and/or the initiation of action through Arapahoe County Juvenile Court.

(Signature of Juvenile)

(Print Name and Home Phone Number)

I agree to take part in this program and ensure my child and I comply with the terms of this agreement. I will immediately contact my commander or First Sergeant (if active duty), or the 460th Security Forces Squadron Reports and Analysis (460 SFS/SFAR) (303) 847-9161 should I encounter any problems in fulfilling this agreement. I understand that further administrative action may be taken if either my child or I withdraw from or fail to meet the terms of this agreement.

(Signature of Parent/Guardian)

(Print Name, Grade/Rank, and Duty Phone)

NOTE: If you are performing community service at an organization of choice, the organization will need to send a letter indicating the number of hours completed on company stationery to 460 SFS/CC, 18300 East Crested Butte Avenue, Stop 87, Buckley AFB CO 80011-9518, relating the community service has been completed.

Attachment 8**SAMPLE WELCOME MEMORANDUM TO NEWCOMERS**

MEMORANDUM FOR PARENTS AND GUARDIANS

FROM: 460 SFS/CC

18300 East Crested Butte Avenue (Stop 87)

Buckley AFB CO 80011-9518

SUBJECT: Welcome Letter to Parents and Guardians

1. Welcome to Buckley AFB. We at the 460th Security Forces Squadron hope you and your family have an enjoyable and safe tour. Buckley's location often presents special challenges to our community youth and their parents. There are some special rules on base for juveniles and I would like to make you aware of them. Some areas of the base are not safe and healthy for unsupervised children and should be avoided. Children are specifically not allowed in the following areas:

- a. Driving Range/Golf Course, during hours of darkness.
- b. Camana Club, except designated teen nights.
- c. The BX and Commissary complexes and parking areas during non-operating hours.
- d. All dormitories and other bachelor quarters, except with permission of the unit commander or First Sergeant.

2. To ensure your stay is as pleasant as possible, I would like to remind you of some additional responsibilities concerning the conduct and control of your dependents. Juveniles generally enjoy the same privileges on Buckley AFB as adults, however certain controls apply. 460ABWI 31-201, *Juvenile Misconduct Program*, sets the policy on the conduct and control of juveniles. It defines parental responsibilities to control juveniles, outlines the limits of juvenile activity, and identifies possible administrative actions, which may be imposed if the instruction is violated. A juvenile is defined as someone less than 18 years of age. Each parent or legal guardian should make their children aware of the instruction, and exercise reasonable leadership to support the spirit and intent of the instruction. Parents or guardians who neglect to exercise reasonable control over their dependents may be subject to legal action.

3. Parents should teach their children to respect the privacy of other people's property. This includes individual yards, whether they are fenced or open. Climbing, walking, or crossing any wall or fence, is also prohibited.

4. The curfew for juveniles on Buckley AFB is from 2400 to 0600, Friday and Saturday, and from 2300 to 0600, Sunday through Thursday. The only exceptions are when in the company of a responsible adult or when going directly to and from any authorized base social activity.

5. In the course of our normal duties, Security Forces will check places of amusement or entertainment and the general confines of the installation. This is done to monitor enforcement of 460ABWI 31-201, other directives and laws. When we observe a child or young person acting in an unsafe manner, or unsupervised, we will approach them to determine their age and parent's location. We will work with parents to make the community safe for all children, please support our efforts.

6. Again, welcome to Buckley AFB. If you have any questions concerning juvenile activities, please feel free to contact 460th Security Forces Squadron Investigations at 847-9334.

XXX, Maj, USAF

Commander, 460th Security Forces Squadron

Attachment 9

JMBR FLOW CHART

