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Services

JUVENILE SERVICES PROGRAM



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This instruction establishes the basic guidelines and procedures for the implementation and management of juvenile offense cases on Charleston Air Force Base. The Juvenile Services Program (JSP) applies to all active duty personnel and their juvenile dependents.

1. BASIC GOALS: The JSP will attempt to prevent juvenile offenses which pose a threat to the good order and discipline on Charleston Air Force Base. The Juvenile Support Board (JSB) is an administrative outreach committee of the JSP. The JSB is designed to rehabilitate and deter juveniles from engaging in inappropriate behavior, and to provide support to the juvenile, the sponsor, and participating family members. The JSB will also involve the family in the decision-making process.

2. DEFINITIONS:

2.1. Juvenile. Individual under the age of eighteen (18) years at the time of the offense.

2.2. Juvenile Offense. Any violation of applicable federal or state law, or Air Force or Charleston Air Force Base instruction.

2.3. Sponsor. Active duty parent or legal guardian of the juvenile. A sponsor's responsibilities include the behavior of juvenile guests invited on base by the sponsor or their dependents.

2.4. Juvenile Support Board. Hearings convened by the 437 SPTG/CC or the 437 SPTG/CD. Juvenile offenders and their sponsors meet a panel of JSB members to account for the juvenile's offense and to impose a form of accountability upon the juvenile.

2.5. Contract. A written agreement signed by the juvenile, the sponsor, and the JSB chairperson, describing the rehabilitative course of action for the juvenile when community service actions are imposed.

2.6. Program Manager. Appointed by the 437 SPTG/CC to manage and coordinate every aspect of the JSP and JSB. Acts as the focal point and liaison between juvenile, sponsor, JSB, and all agencies involved.

2.7. Initial Interview. Juveniles and their sponsors will meet with the program manager for an initial interview. The program manager may then refer juveniles and their sponsors to appropriate on-base services and agencies. The JSB may also refer juveniles and sponsors to support agencies.

3. INDIVIDUAL MEMBERSHIP POLICY AND RESPONSIBILITY:

3.1. Membership. The primary function of the JSB is to review each case presented individually and determine appropriate accountability. Members of the JSB will receive information regarding each case and then discuss each case prior to the juvenile's hearing.

3.2. Policy. Any incident involving juvenile offenses may be brought before the JSB. Decisions of the board will be corrective and rehabilitative in nature, designed to encourage the well-being of juveniles and to strengthen the family unit, as well as to preserve good order and discipline.

3.3. Responsibilities:

3.3.1. Installation Commander (437 AW/CC): Responsible for the overall JSP, its policies, goals and procedures.

3.3.2. Support Group Commander (437 SPTG/CC) or Deputy Support Group Commander (437 SPTG/CD): Serves as chairperson of the JSB. Responsible for program management and approving authority. Empowered by the installation commander to make final determination on which juvenile offenses are brought before the JSB and to impose the rehabilitative actions determined by the JSB.

3.3.3. Command Chief Master Sergeant (437 AW/CCC): Serves as a member of the JSB. Liaison to unit commanders, first sergeants, and 437 AW/CC.

3.3.4. Chief, Family Member Support Flight (437 SVS/SVY): Serves as the primary program manager and member of the JSB. Insures confidentiality of cases before the JSB. Responsible for adherence to the community service requirements as outlined in paragraph 6. of this instruction.

3.3.5. Chaplain Representative (437 AW/HC): Serves as a member of the JSB. Responsible for pastoral care and support of the JSB actions.

3.3.5.1. Provides evaluation, consultation, counseling services, and support to identified and potential juvenile offenders.

3.3.6. NCOIC, Investigations (437 SFS/SFOI): Serves as a member of the JSB. Responsible for all law enforcement activities in support of the JSP.

3.3.6.1. Reports any juvenile offense incident to JSB Program Manager.

3.3.6.2. Provides access to security police blotters and incident reports involving incidents of juvenile offenses to members of the JSB.

3.3.7. Staff Judge Advocate Representative (437 AW/JA): Serves as a member of the JSB. Responsible for the legal aspects of the JSB. Provides legal guidance and assistance regarding JSB initiatives and programs.

3.3.8. Behavioral Science Representative/Family Advocacy Officer (437 MDG/SGOH): Serves as a member of the JSB. Responsible for referral cases involving mental health, substance abuse, and parenting issues.

3.3.9. Director, Family Support Center (437 MSS/DPF): Serves as a member of the JSB. Coordinates community-based efforts, programs and services in conjunction with JSB actions.

3.3.10. Chief, Military Equal Opportunity (437 AW/ME): Serves as a member of the JSB, as required by chairperson. Responsible for equal opportunity education, counseling, and complaint clarification for incidents involving juvenile offenders.

3.3.11. Sponsors: Responsible for compliance with JSB directives, including adherence to the community service requirements, as directed and outlined in paragraph 6. of this instruction, "Community Service Requirements." Must ensure dependents and guests maintain appropriate social behavior and comply with all applicable federal and state laws, and regulations.

4. JUVENILE SUPPORT BOARD: The Juvenile Services Program establishes the Juvenile Support Board on Charleston Air Force Base. The board shall meet at the call of the Chairperson. The board will meet on an as needed basis.

4.1. Board Composition. In addition to the program manager (437 SVS/SVY), the JSB will be composed of the following assigned members:

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| a. 437 SPTG/CC or CD | e. 437 AW/JA (Representative) |
| b. 437 AW/CCC | f. 437 MDG/SGOH |
| c. 437 AW/HC (Representative) | g. 437 MSS/DPF |
| d. 437 SFS/SFOI (NCOIC) | h. 437 AW/ME (As Required) |

4.2. Recommendations of the Juvenile Support Board: The sponsor and/or juvenile are subject to the following recommendations. Appearing before the JSB allows the sponsor and juvenile the opportunity to mitigate these recommendations.

- 4.2.1. Oral reprimand/admonishment.
- 4.2.2. Written reprimand/admonishment.
- 4.2.3. Referral of the juvenile, sponsor and/or family to an appropriate agency for counseling or treatment.
- 4.2.4. Impose curfew on offending juvenile.
- 4.2.5. Community service on Charleston Air Force Base.
- 4.2.6. Appropriate fines--restitution for damaged property.
- 4.2.7. Withdrawal of Driving Privileges. Juvenile is subject to losing driving privileges on Charleston AFB.
- 4.2.8. Juvenile Offender Barment Letter. Barment from any or all AAFES facilities.
- 4.2.9. Sponsor Barment Letter. Barment from any or all AAFES facilities.
- 4.2.10. Barment from Charleston AFB.

4.2.11. Termination of government quarters.

4.2.12. Other actions as deemed appropriate.

4.3. Program Maintenance. The JSB program manager will maintain program information and provide data to the 437 AW/CC when requested. The program manager will recognize trends and evaluate overall program effectiveness. Case files and all records and information revealing the identity of JSB participants, both juvenile and sponsor, will be maintained in accordance with 5 U.S.C. 552a (The Privacy Act of 1974, Public Law 93-579).

4.3.1. Case file information will not be disclosed to any person or organization outside of DoD, unless the disclosure is authorized under the Privacy Act of 1974.

5. MANAGING THE JUVENILE SERVICES PROGRAM:

5.1. Notification and Consultation. When a juvenile offense occurs at Charleston Air Force Base, the sponsor's commander will receive a copy of the Security Police Desk Blotter or an official incident report for review. A copy of the security police blotter or official incident report will also be forwarded to the JSB chairperson, who will then determine whether referral to the JSB is warranted.

5.1.1. Cases referred to the JSB will be reviewed and decisions rendered as soon as practical. The program manager will coordinate scheduling of the JSB.

5.2. JSB Appearances. When a case is referred to the JSB, the program manager will notify the juvenile's sponsor, explain the JSB process, and establish the hearing date. The JSB chairperson will direct the military sponsor to appear before the JSB, and encourage the juvenile offender to appear before the JSB. Civilian spouses are also encouraged to attend.

5.2.1. During the JSB sessions, the board members will confront the sponsor/juvenile and discuss the subject incident(s). In closed session, the board will deliberate on appropriate recommendations/directives for the sponsor/juvenile. After deliberation and consultation with the installation commander, the chairperson will advise the sponsor/juvenile of the board's decisions by letter. When community services action is imposed, a written JSP contract will detail the action required, and the sponsor/juvenile will sign the contract, acknowledging/accepting the requirements. JSB directives are binding on the military member, by virtue of the authority granted by the wing commander via this operating instruction. Failure to comply can result in administrative actions.

6. COMMUNITY SERVICE REQUIREMENTS: Full compliance with directed community service action is the responsibility of the military sponsor. The program manager is the focal point for the conduct of the community service activities directed by the JSB.

6.1. The JSP Program Manager is responsible for:

6.1.1. Soliciting and maintaining a list of base agencies willing to participate in the community service program.

6.1.2. Coordinating community service directed actions with the particular base agency involved and establishing on-site supervision by the agency involved.

6.1.3. Tracking hours worked and for monitoring the accomplishment of the community service obligation.

6.2. The Juvenile's Sponsor: The military sponsor is responsible for ensuring the juvenile's compliance.

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