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Security



**CONTROL OF FAMILY MEMBERS, VISITORS,
AND TRESPASSERS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 60 SFS/SFA (MSgt Mark D. Boyd)

Certified by: 60 SFS/CC
(Lt Col Harry R. Kimberly III)

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This instruction implements AFD 31-2, *Law Enforcement*. It establishes procedures, sets forth policies, outlines responsibilities, and prescribes enforcement procedures for the control of family members, juvenile family members, and visitors within the confines of Travis AFB. The provisions of this instruction are applicable to all military sponsors, their family members, visitors, and Department of the Air Force (DAF) civilians who reside on or transit Travis AFB.

SUMMARY OF REVISIONS

A bar (|) indicates changes from the previous edition. Paragraphs **3.** through **7.** outline the procedures to follow concerning the Juvenile Misconduct Board/Magistrates.

1. Responsibilities:

1.1. Sponsors will:

1.1.1. Be responsible for the behavior and actions of their family members and visitors. When a visitor is sponsored to attend a function at the enlisted club or officers' open mess, the sponsor will not leave the visitor at the event unattended. After 2100, enlisted club members must physically respond to the gate to sponsor their guests.

1.1.2. Ensure that their family members and visitors are aware of and comply with provisions of this instruction.

1.1.3. Accompany their family members or visitors if it becomes necessary to interview, interrogate, or charge the family members or visitors with the violation of any law.

1.1.4. Observe the cautions placed in the base media; instruct and control their family members and visitors so as to avoid hazards located on Travis AFB.

1.2. Commanders will:

- 1.2.1. Review and act upon complaints and/or incidents involving adults, juvenile family members and visitors of personnel assigned, attached, and/or under their command and control.
- 1.2.2. Advise the Chief of Security Forces of their corrective action regarding complaints or incidents forwarded to them.
- 1.2.3. Coordinate their actions with the Staff Judge Advocate if the situation indicates action beyond their capability to accomplish or administer.
- 1.2.4. Refer cases to the installation commander for action as appropriate and necessary, such as termination of assignment to base quarters and expulsion from the base.

1.3. Chief of Security Forces will:

- 1.3.1. Exercise supervision over the enforcement of this and related directives.
- 1.3.2. Document complaints and incidents involving adults, juvenile family members, visitors, or trespassers and forward such documentation to the appropriate action agency.
- 1.3.3. Maintain sufficient and appropriate files relative to this instruction, its administration and enforcement.

2. Procedures:

2.1. Any juvenile family member shall not be out of the family quarters assigned to his/her sponsor or beyond the immediate vicinity of such quarters between the hours of 2200 and 0600, Sunday through Thursday nights, or between the hours of 2300 and 0600 on Friday and Saturday nights, and evenings preceding an official school holiday, except as noted in paragraph [2.2.2.](#) below:

2.2. Exceptions to the above policy are:

- 2.2.1. When a juvenile family member is accompanied by his or her parent, guardian, or other adult person having the care and custody of the family member, or when such family member is on an emergency errand directed by his or her parent, guardian, or other adult person having the care and custody of such family member.
- 2.2.2. For persons attending approved functions under adult supervision the curfew will not be enforced until the event concludes.
- 2.2.3. Juvenile family members may be invited guests in other family quarters on Travis AFB.
- 2.2.4. Juvenile family members who reside on Travis AFB and who enter the base after curfew hours will be allowed to proceed directly to their sponsor's quarters.
- 2.2.5. Juvenile family members with jobs on base will proceed by the most direct route between their place of employment and their sponsor's quarters after they leave to or from work.

2.3. Loitering will not be permitted in the passenger terminal or bowling alley area. Persons in the bowling center will either be, or accompanying someone who is, bowling, waiting to bowl (on waiting list), or eating.

2.4. Other prohibitions:

2.4.1. Juvenile family members/visitors are not authorized in “The Pit” (located in the dormitory area) unless accompanied by their sponsor or an adult.

2.4.2. No person will carry or discharge firearms of any kind, explode any combustible device, use a slingshot, air gun, or bow and arrow, except in places and at times authorized by the installation commander or the California Penal Code.

2.4.3. Juvenile family members are not permitted in any dormitory area unless accompanied by the juvenile’s parent or legal guardian. Dormitory area is defined as any immediate area or structure where unmarried male or female personnel reside.

2.4.4. Juvenile family members under the age of 14 may not use the base gymnasium unless accompanied by their sponsor or a responsible adult.

2.5. When a family member or juvenile family member is detained, Security Forces will notify the military sponsor, who in each case, will personally report to Security Forces Control Center to take custody of the family member. Juvenile family members will be released only to the military sponsor, parent, custodian, commander, first sergeant, or local police. If the sponsor is not available, the spouse may designate an adult person to assume control of the juvenile family member.

2.6. Family members, juvenile family members, and visitors are subject to federal and/or state law for offenses committed on Travis AFB and may be tried in federal or state courts. When an offense is deemed serious, the commander of the sponsor concerned will seek advice and assistance from the Staff Judge Advocate. Military sponsors, their family members, juvenile family members and visitors, whether living on base or in the surrounding community, will abide by city ordinances or other applicable laws.

3. Juvenile Misconduct Board:

3.1. The installation commander (60 AMW/CC) is charged with the responsibility for maintaining law and order on the base AFI 31-101, *The Air Force Installation Security Program*. To achieve this goal, the 60 SPTG/CC is delegated the authority to assemble a Juvenile Misconduct Board or appoint individual Magistrates, review allegations, and request that any person charged with misconduct explain why privileges should not be limited or revoked, or why disciplinary action should not be initiated.

3.1.1. Privileges subject to revocation include: base exchange privileges, commissary privileges, housing privileges, base driving privileges, and the privilege of entering any part (or all) of the base.

3.1.2. The installation commander hereby delegates to the board(s) selected by 60 SPTG/CC, the authority to take command action (to include those stated in paragraph four), which can be legally delegated.

3.1.2.1. The installation commander hereby delegates to the 60 SPTG/CC the appeal authority for actions taken by Juvenile Misconduct Board/Magistrates.

3.1.2.2. The installation commander retains the authority to bar an individual from Travis Air Force Base. This authority may not be delegated.

3.2. Parent(s), guardian(s), or host(s) (in the case of juvenile house guests from off-base), have primary responsibility for the conduct of juveniles in their care and ensuring compliance with all appli-

cable federal, state, and local laws, as well as any applicable Air Force instructions or regulations and base instructions or regulations.

3.3. Wing responsibilities:

3.3.1. The 60 SPTG/CC has been delegated responsibility for the Juvenile Corrections Program oversight.

3.4. Security Forces (60 SFS/SFAA) will:

3.4.1. Prepare incident or complaint report package.

3.4.2. Send a copy of the incident or complaint report with a recommendation for action through 60 AMW/JA for review and coordination.

3.4.3. Provide 60AMW/JA with any and all videotapes (evidence) pertaining to shoplifting cases at AAFES within 5 (five) days of incident.

3.4.4. Ensure that the SPTG conference room is prepared for the board.

3.5. Staff Judge Advocate (60 AMW/JA) will:

3.5.1. Evaluate each case based on the information received from the Security Forces (60 SFS/SFAA).

3.5.2. Prepare a notification memorandum for the Juvenile Misconduct Board President's/Magistrate's signature, addressed to the juvenile offender and his or her sponsor informing them of the charge. The memorandum will include a date, time, and location for the Juvenile Misconduct Hearing. After the memorandum is signed and returned for mailing, 60 AMW/JA will ensure the signed notification memorandum is mailed to the juvenile offender and sponsor or delivered by the individual's First Sergeant for the Juvenile Misconduct Board President's/Magistrate's signature.

3.5.3. Provide legal advice, upon request, to the Juvenile Misconduct Board/Magistrates.

3.5.4. At the direction of the Juvenile Misconduct Board President/Magistrate, 60 AMW/JA will prepare a post-hearing decision memorandum for the Juvenile Misconduct Board President's/Magistrate's signature, addressed to the juvenile offender and his or her sponsor, announcing the final disposition of the case. After the memorandum is signed and returned for mailing, 60 AMW/JA will ensure the signed memorandum is mailed to the juvenile and sponsor, or delivered by the member's First Sergeant, as appropriate.

3.6. Sponsors and juveniles will:

3.6.1. Appear before the Juvenile Misconduct Board/Magistrate as directed in the notification memorandum.

3.6.2. Provide information relevant to the proceedings.

3.6.3. Comply with all orders of the Juvenile Misconduct Board/Magistrate.

3.7. Juvenile Misconduct Board/Presidents/Magistrates will:

3.7.1. Serve as the approval authority to determine whether a juvenile offender should be offered a hearing.

3.7.2. Conduct hearings to evaluate all referred cases of alleged juvenile misconduct, and determine penalties to be imposed with a view toward discouraging future juvenile misconduct and rehabilitating juvenile offenders.

3.7.3. Recommend to 60 AMW/CC the barment of those juvenile offenders in appropriate cases.

| 4. Conducting The Juvenile Misconduct Hearing:

4.1. The hearing shall be conducted by the Juvenile Misconduct Board/Magistrate. 60 SPTG/CD shall, in his/her discretion, determine whether the matter should be referred to a Board of Officers and NCOs or to an individual Magistrate.

4.2. The Juvenile Misconduct Board President/Magistrate may order the appearance of any witness he or she deems necessary for the resolution of the case. The magistrate may rely solely on hearsay evidence (to include Security Forces reports), which is deemed by the magistrate as reliable.

4.3. The Juvenile Misconduct Hearing will be closed to the public. Information provided will not be under oath and will be used to further rehabilitative goals and to preserve good order and discipline.

4.4. The juvenile and sponsor may make an oral statement. Any other information provided must be in writing. This is not an adversarial hearing. The juvenile offender and his or her sponsor have no right to have legal counsel or an attorney represent them during the hearing, nor do they have a right to cross-examine witnesses called by the board president/magistrate or call witnesses.

4.5. The board's/magistrate's findings shall be based on a preponderance of evidence.

| 5. Appropriate Command Response To Juvenile Misconduct:

5.1. Notification:

5.1.1. Each juvenile offender whom the 60 SPTG/CD directs to a hearing will receive a letter of notification signed by the Juvenile Misconduct Board President/Magistrate. The letter will inform the juvenile and his or her sponsor of the time and location of the hearing, and that failure to appear and to satisfy all the orders of the board/magistrate (to include the penalty imposed by the magistrate on the juvenile) may result in a recommendation to 60 AMW/CC that the juvenile be barred from Travis AFB due to his or her misconduct.

5.2. After considering the evidence of misconduct, the juvenile offender's and the sponsor's response to the allegations of misconduct and the best interests of Travis AFB, the Juvenile Misconduct Board/Magistrate will render findings of fact and consistent with any findings of misconduct, order that the juvenile undergo corrective action, including, but not limited to, one or more of the following:

5.2.1. No action.

5.2.2. Oral counseling, admonition, or reprimand to the juvenile and/or the sponsor.

5.2.3. Written counseling, admonition, or reprimand to the juvenile and/or sponsor.

5.2.4. Refer the juvenile to Family Advocacy, Mental Health, or other agency for counseling.

5.2.5. Refer the juvenile to a substance abuse and treatment program with the consent of the parent or sponsor.

5.2.6. Place certain base areas and facilities off limits to the juvenile.

- 5.2.7. Impose a curfew.
- 5.2.8. Refer the juvenile to the office of the Staff Judge Advocate to observe a court-martial.
- 5.2.9. Require the juvenile to complete a certain number of hours of community service work on Travis AFB (with consent of parent or sponsor).
- 5.2.10. Suspension or revocation of certain base privileges.
- 5.2.11. Recommend base barment to 60 AMW/CC.
- 5.2.12. Refer the case to the Solano County Attorney or appropriate civilian juvenile authorities for disposition.
- 5.2.13. Any other appropriate action in the best interest of the juvenile and the preservation of good order and discipline on Travis AFB.
- 5.2.14. Refusal by sponsor or juvenile to complete the recommendation of the Juvenile/Misconduct Board/Magistrate, may result in barment actions against the juvenile and referral of case to civilian authorities.

6. Appeal:

- 6.1. The written decision of the Juvenile Misconduct Board/Magistrate will be forwarded to the sponsor of the juvenile by 60 AMW/JA. The sponsor may appeal in writing any decision to the 60 SPTG/CC or 60 SPTG/CD through the office of the Staff Judge Advocate within five (5) calendar days of the receipt of the decision.
- 6.2. The 60 SPTG/CC or 60 SPTG/CD will provide a written decision to the sponsor. Any action taken will be documented on the appropriate incident report and filed as prescribed by regulations or instructions governing the use of that incident report (e.g., AF Form 3545, **Incident or Complaint Report**).
- 6.3. 60 AMW/JA will forward documentation on all action taken by the Juvenile Misconduct Board/Magistrate to 60 SFS/SFAA for proper documentation purposes. No incident system of records will be generated or kept by the Juvenile Misconduct Board/Magistrates.
- 6.4. All correspondence provided to the sponsor will be hand delivered or mailed via United States Postal Service certified mail with return receipt.

7. Records Management:

- 7.1. Maintain and dispose of records according to AFMAN 37-139, *Records Disposition Schedule*.

8. Definitions:

- 8.1. For the purpose of this instruction, the confines of Travis AFB include the entire geographical area including all real property and buildings, under the jurisdiction of the installation commander.
- 8.2. Sponsor:
 - 8.2.1. Any active or retired military personnel and/or DAF civilians who have family members, juvenile family members, or visitors affected by this instruction.

8.2.2. The spouse of the sponsor; or a person who receives a majority of his or her support from the sponsor and resides in the sponsor's household.

8.3. Family member:

8.3.1. For the purpose of this instruction, a family member is one of the following:

8.3.2. Those individuals up to 21 years old who are still under sponsorship of active or retired military personnel and/or DAF civilians.

8.3.3. Those individuals 21 to 23 years of age who are full time college students who are under sponsorship of active or retired military personnel and/or DAF civilians.

8.4. Juvenile family members:

8.4.1. Individuals under 18 years of age that are under sponsorship of active or retired military personnel and/or DAF civilians.

8.5. Misconduct:

8.5.1. Any violation of federal, state, or local statute; Air Force regulation or instruction; base regulation or instruction; or any other activity prejudicial to good order and discipline on Travis Air Force Base.

8.6. Visitors:

8.6.1. Those individuals who enter the confines of Travis AFB as guests of a military member, DAF civilian, their family members, or who enter as guests of a military organization. In no instance will a juvenile family member be considered a valid sponsor for a visitor.

8.7. Trespassers:

8.7.1. Individuals who wrongfully enter the confines of Travis AFB.

8.8. Approved Functions:

8.8.1. Functions officially recognized by the installation commander or school officials.

8.9. Curfew:

8.9.1. A specified time period during the day as set forth in paragraph 2.1. in which juvenile family members shall not be outside of the family quarters assigned to their sponsor or beyond the immediate vicinity of said quarters.

8.10. Loitering:

8.10.1. An act of sitting, standing around, or moving slowly about an area without any apparent purpose or motive for remaining in that area.

8.11. Juvenile Misconduct Magistrate (JMM):

8.11.1. A person appointed to hear matters of juvenile misconduct.

9. Adopted Forms: AF Form 3545.

JEFFREY N. LEKNES, Lt Col, USAF
Director of Wing Staff

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 31-2, *Law Enforcement*

AFI 31-101, *The Air Force Installation Security*

Attachment 2**NOTIFICATION MEMORANDUM FOR JUVENIE'S SPONSOR (SAMPLE)**

DEPARTMENT OF THE AIR FORCE
60th Air Mobility Wing (AMC)
Travis Air Force Base, California

DATE

MEMORANDUM FOR MSgt Thomas Sawyer
Sponsor of FM/D Becky T. Sawyer
1234 Maine St
Travis AFB, CA 94535

FROM: 60 SPTG/CD
400 Brennan Circle
Travis AFB CA 94535

SUBJECT: Notification of Juvenile Misconduct Hearing

1. Security Forces records indicate that on or about 2 February 1997, your family member daughter, Becky T. Sawyer, was detained for shoplifting in the Travis Air Force Base Main Exchange. Misconduct of this nature is prejudicial to good order and discipline on Travis Air Force Base. As a sponsor, you are responsible for the actions of your dependents.

2. Under *Travis Air Force Instruction 31-106, Control of Family Members, Visitors, and Trespassers*, and as a result of your family member's actions, you are directed to appear at a Juvenile Misconduct Hearing. Your daughter will accompany you. The Juvenile Misconduct Magistrate hears all cases referred to him/her in which a juvenile is alleged to have engaged in misconduct on Travis AFB. The Juvenile Misconduct Magistrate, after hearing all the evidence, will take appropriate command action. The hearing will provide you and your daughter the opportunity to explain why base privileges should not be limited and/or revoked and why disciplinary action should not be taken. The Juvenile Misconduct Magistrate may also recommend other action, to include community service, restitution, referrals to base agencies, or referral to local authorities.

3. You have been scheduled to appear before the Juvenile Misconduct Magistrate with your daughter, Becky T. Sawyer, on Friday, 21 February 1997, at 1400 hours in the SPTG conference room Building 51. Spouses are strongly encouraged to attend. You and/or your daughter may make an oral statement to the Juvenile Misconduct Magistrate. You and/or your daughter may provide any other information you wish considered, in written form only. This is a closed hearing not open to the public. It is not an adversarial proceeding and no right to cross - examination exists. If you and your child are unable to attend because of scheduled leave, TDY, or other unavoidable commitments, you may request a delay through the Staff Judge Advocate's office.

4. Failure to appear before the Juvenile Misconduct Magistrate scheduled hearing, or comply with the decision of the Chairperson may also result in your daughter's case being forwarded to the local authorities for disposition. Failure to appear before the Juvenile Misconduct Magistrate may result in the recommendation to 60 AMW/CC that your daughter be barred from base for her misconduct.

5. A copy of Travis Air Force Base Instruction 31-106, which explains the Juvenile Corrections Program, is provided as an attachment for you. If you have any questions concerning the upcoming hearing, contact the Chief of Adverse Actions at 424-3251.

LINDA M. THOMAS, Lt Col, USAF
Juvenile Misconduct Magistrate

1st Ind, to 60 SPTG/CD, _____, Notification of Juvenile Misconduct Hearing

60 AMW/JA

DATE

MEMORANDUM FOR 60 SPTG/CD

I hereby acknowledge receipt of the Notification of Juvenile Misconduct Board informing me that I am invited to attend the above-mentioned hearing with my daughter.

THOMAS SAWYER, MSgt, USAF

Attachment 3**DECISION MEMORANDUM FOR JUVENILE'S SPONSOR (SAMPLE)**

DEPARTMENT OF THE AIR FORCE
60th Air Mobility Wing (AMC)
Travis Air Force Base, California 94535

DATE

MEMORANDUM FOR MSgt Thomas Sawyer
Sponsor of FM/D Becky T. Sawyer
1234 Maine St
Travis AFB, CA 94535

FROM: 60SPTG/CD
400 Brennan Circle
Travis AFB CA 94535

SUBJECT: Notification of Juvenile Misconduct Hearing Result

1. After careful evaluation of the evidence, I find your daughter did commit the following misconduct:
 - 1.1. Becky T. Sawyer did whitewash the fence at the base commissary on 20 June 1996. I impose the following command action for your daughter's misconduct:
 - 1.1.1. Your daughter, Becky T. Sawyer, will perform twenty (20) hours of community service at the Travis Air Force Base Youth Center. You will need to contact Mr. Huck Finn at 555-1212 before 12 March 2000 to arrange a work schedule for Becky. Once the required hours have been satisfied, have Mr. Finn (or a designated representative from the Youth Center) sign the attached memorandum signifying Becky's completion of the board's requirement. In addition, your daughter will have her AAFES privileges suspended for a period of six (6) months commencing on 21 February 1997. You must take your daughter to the Pass and Registration Section, with this memorandum, to make the appropriate changes to her identification card.

2. If you are dissatisfied with my decision, you may appeal it in writing to the 60 SPTG/CC, through the Office of the Staff Judge Advocate, within seven (7) days of the receipt of this memorandum. The 60 SPTG/CC will provide a written decision to you. That address would be:

60 SPTG/CC
c/o 60 AMW/JA
510 Mulheron St
Travis AFB CA 94535-2406

3. I appreciate and commend your cooperation with the Juvenile Corrections Program. We encourage you to continue in the efforts you have undertaken to correct your child's behavior. We hope that these proceedings will have a positive effect on your child. If you have any questions concerning this hearing or the above stated action, please feel free to contact the Adverse Actions Section of the Office of the Staff Judge Advocate at 424-3251.

LINDA M. THOMAS, Lt Col, USAF
Juvenile Misconduct Magistrate

Attachment:
60 SVS/SVY Memorandum

Attachment 4

COMPLETION OF COMMUNITY SERVICE MEMORANDUM

DEPARTMENT OF THE AIR FORCE
60th Services Squadron (AMC)
Travis Air Force Base, California 94535

Date

MEMORANDUM FOR: 60 SPTG/CC

FROM: 60 SVS/SVY

SUBJECT: Completion of Community Service

This is to certify that Becky T. Sawyer has completed the required 20 hours of community service.

HUCKLEBERRY FINN, GS-9, DAF
Youth Center Director