

Administrative Changes to HILLAFBI31-202, *Juvenile Rehabilitative Program (JRP)*

OPR: 75 SFS/S5

References to OO-ALC/JA should be changed to 75 ABW/JA throughout the publication.

References to 75 SFS/S5SP should be changed to 75 SFS/S5L throughout the publication.

References to 75 MDOS/SGOWF should be changed to 75 MDOS/SGOHM throughout the publication.

28 AUGUST 2014

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE**

HILL AFB INSTRUCTION 31-202



16 OCTOBER 2009

**Certified Current 1 October 2014
Security**

**JUVENILE REHABILITATIVE
PROGRAM (JRP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 75 SFS/S5SP

Certified by: 75 SFS/CC
(Maj Shannon G. Smith)

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This Instruction establishes the Hill Air Force Base (Hill AFB) Juvenile Rehabilitative Program (JRP) and provides program guidance. It implements AFPD 31-1, *Integrated Defense*. It prescribes youth (defined as anyone under the age of eighteen years) misconduct prevention programs and outlines standard procedures for dealing with youth misconduct. It applies to all active duty and retired US military dependents whose sponsors are assigned and/or attached, either as permanent party or on temporary duty at Hill AFB, whose family members reside on or use facilities on Hill AFB. The objective of this instruction is to provide safe and secure living and working conditions for Air Force employees, members, and their families. It attempts to prevent misconduct through a clear policy on dealing with misconduct. When juvenile misconduct does occur, it seeks to rehabilitate youth through intermediate actions short of barment. The program also provides a means in which to interact with the juvenile offender and to foster positive relationships between offenders and 75th Security Forces Squadron (75 SFS). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the office of primary responsibility using AF FORM 847, **Recommendation for Change of Publication**. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed by this instruction is 10 USC 8013. Each form, format, or form letter prescribed by this instruction that requires a Privacy Act Statement (PAS), in accordance with AFI 33-332, *Air Force Privacy Act Program*, must have the PAS incorporated thereon or the PAS will be prominently posted and be provided by the requester prior to collecting this

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SUMMARY OF CHANGES

This revision changes the certifying official from the Staff Judge Advocate (OO-ALC/JA) to 75th Security Forces Squadron Commander (75 SFS/CC). It removes 75th Force Support Squadron/Family Support (75 FSS/FSFR), 75th Air Base Wing/Safety (75 ABW/SA), and the Army & Air Force Exchange Service (AAFES) general manager from responsibilities related to the JRP. It changes the responsibility of the unit first sergeant to receive the initial information letter and their responsibility to ensure it is complete and returned to 75 Security Forces Squadron Police Services Section (paragraph 2.7.1). It adds an attachment and references on the criteria for JRP consideration (paragraph 1.1 and Attachment 2); attachments were re-sequenced.

1. General. The 75th Mission Support Group Commander (75 MSG/CC) is directly responsible for the JRP. The military sponsor and spouse are directly responsible for controlling their dependents while on Hill AFB.

1.1. The Juvenile Misconduct Review Board's (JMRB) purview, as to what is seen by the board, lies in the Assimilative Acts Law and Department of Defense (DoD) Directive 5525.5, *DoD Cooperation with Civilian Law Enforcement Officials*, which allow Hill Air Force Base to address crimes as they would be addressed by the state of Utah. The JMRB consisting of the 75 MSG/CC, 75 MSG/CD, OO-ALC/JA, 75 FSS/FSFY, 75 MDOS/SGOWF, and 75 SFS/S5SP will only see class B and C misdemeanors and infraction cases. A misdemeanor is an offense lower than a felony, punishable by a county jail term of up to one year or a fine. An infraction is a minor offense punishable by a fine only.

2. Program Management and Responsibilities.

2.1. 75 MSG/CC.

2.1.1. Manages activities of the JRP.

2.1.2. Is the final authority for referring offenders to local civilian authorities or the (JMRB).

2.2. 75th Mission Support Group Deputy Commander (75 MSG/CD):

2.2.1. Chairs the JMRB and reviews its recommendations.

2.2.2. Signs correspondence directing disciplinary administrative action.

2.3. OO-ALC/JA.

2.3.1. Reviews all juvenile cases and makes recommendations of disposition to 75 MSG/CD.

2.3.2. Provides a representative to the JMRB.

2.4. 75 SFS/S5SP.

- 2.4.1. Identifies juvenile offenders and collects Security Forces Management Information System (SFMIS) case file and any police reports.
- 2.4.2. Issues initial information letter on the JMRB to the offender's sponsor or parent for retired personnel.
- 2.4.3. Issues initial information letter on the JMRB to the sponsor's first sergeant for active duty personnel. Notifies sponsor's first sergeant and/or commander of JMRB date.
- 2.4.4. Notifies Mental Health (75 MDOS/SGOWF) and the Youth Programs (75 FSS/FSFY) Director about the offender so they can review their records for background information.
- 2.4.5. Compiles any police history on the offender and his family.
- 2.4.6. Creates the JMRB's agenda and maintains all case files.
- 2.4.7. Provides a representative to the JMRB, and informs 75 SFS/CC of JMRB date and time.
- 2.4.8. Provides an individual to act as a caseworker for juveniles when assigned by the JMRB to perform community service at a 75 SFS location.

2.5. Director 75 FSS/FSFY.

- 2.5.1. Compiles any background information available.
- 2.5.2. Provides a representative to the JMRB.
- 2.5.3. Provides an individual to act as a caseworker for juveniles assigned by the JMRB to perform community service at a 75 FSS/FSFY location.

2.6. Director 75 MDOS/SGOWF.

- 2.6.1. Compiles any background information available.
- 2.6.2. Provides a representative to the JMRB.

2.7. Unit Commander/First Sergeant.

- 2.7.1. Ensures sponsor and juvenile offender are aware of JRP program by reviewing the initial information letter. Ensures initial information letter is endorsed by the sponsor and returned to (75 SFS/S5SP).
- 2.7.2. Attends the JMRB as a member for their particular case.
- 2.7.3. Ensures the orders issued by the JMRB chairperson are carried out.
- 2.7.4. Provides an individual to act as a caseworker for juveniles assigned by the JMRB to perform community service at the unit level.

3. Juvenile Misconduct Review Board (JMRB). When a juvenile offender is identified by Security Forces Operations (75 SFS/S3O), the juvenile will be turned over to his sponsor, or a responsible adult, and issued an information letter ([Attachment 3](#)) outlining the JMRB process. 75 SFS/S3O personnel will assign a date to the information letter and advise the sponsor they

have seven duty days from date of issue to return the information letter with concurrence/non-concurrence to 75 SFS/S5SP.

3.1. **JMRB Meetings.** The JMRB will meet on a quarterly basis or as needed by caseload.

3.2. **Review Cases.** The cases will be reviewed by OO-ALC/JA and 75 MSG/CD and may be transferred to civil authorities at any time.

3.2.1. If not transferred, a military sponsor will be made aware of the board date through command channels.

3.2.2. The JMRB is mandatory for both sponsor/parent and the juvenile, unless prior approval is granted from the board chairperson via 75 SFS/S5SP. Failure to attend will force 75 MSG/CD to make a decision without input from the family.

3.3. **Review Options.** The sponsor and the juvenile will have the opportunity to make statements if they desire at the board proceedings and to review JRP options (**Attachment 4**).

3.4. **Recommended Actions.** The board will recommend actions to be taken by the chairperson and propose a caseworker to track the juvenile's progress in the program.

3.4.1. Adult supervision for all activities directed by the board will be the responsibility of the sponsor/parent.

3.4.2. Caseworkers and sponsors/parents will ensure the youth is not exposed to hazardous environments, adult offenders (suspected or adjudicated), areas where alcoholic beverages or controlled substances are available, and areas that may adversely affect the morals of the youth.

3.5. **Chairperson.** The board chairperson will make the final determination on actions to be taken.

3.5.1. If the action includes the JRP, it will be outlined in a contract (**Attachment 5**) signed by the sponsor/parent. Failure to accept the terms of the contract or violating the contract may result in further administrative action by the 75 MSG/CD.

3.5.2. Action other than entrance into the JRP will be handled through normal command channels.

3.6. **Completed Cases.** Any case, which has been successfully completed, will be reviewed for closure.

3.7. **Open Cases.** The board will review open cases with broken contracts and forward recommendations for further administrative action to the board chairperson.

4. Appeals. All persons subject to actions under the provisions of this instruction may appeal such actions.

4.1. **Submission of Appeals:** Submit all appeals, in writing, to the 75 MSG/CD within five duty days of receipt of the action of the board. The 75 MSG/CD will notify 75 SFS/S5SP when an appeal is received. **NOTE:** The juvenile's parent or sponsor must originate and sign all appeals. They can include supporting letters and other documentation.

4.2. **Reviews.** Appeals are reviewed by the 75 MSG/CD who makes recommendations to the 75 MSG/CC for a final decision.

4.3. **Sanctions.** With the written approval of the 75 MSG/CC, the imposition of sanctions can be delayed pending resolution of the appeal. Automatic or minimum sanctions covered in other instructions such as loss of driving privileges for Driving Under the Influence (DUI), or revocation of exchange privileges for shoplifting may not be appealed from JMRB sanctions.

PATRICK C. HIGBY, Colonel, USAF
Commander, 75th Air Base Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 31-1, *Integrated Defense*, 7 July 2007

AFI 33-332, *Air Force Privacy Act Program*, 29 January 2004

DODD 5525.5, *DOD Cooperation with Civilian Law Enforcement Officials*, 15 January 1986, IC1, 20 December 1989

Abbreviations and Acronyms

JMRB— Juvenile Misconduct Review Board

JRP— Juvenile Rehabilitative Program

OO—**ALC/JA** - Staff Judge Advocate

PAS— Privacy Act Statement

SFMIS— Security Forces Management Information System

75 MDOS/SGOWF— Family Advocacy

75 SFS— 75th Security Forces Squadron

75 SFS/CC— 75th Security Forces Squadron Commander

75SFS/S5SP— 75th Security Forces Squadron Police Services

75 MSG/CD— 75th Mission Support Group Deputy Commander

75 FSS/ESFY— Youth Programs

Attachment 2

EXAMPLES OF CRITERIA FOR JRP CONSIDERATION.

	PURVIEW	REFERRED TO JM RB
Class B Misdemeanors		
Simple Assault	SFS	Yes
Possess Drug Paraphernalia	SFS/OSI	Yes
Theft or Vandalism—\$300 or Less	SFS	Yes
Trespassing	SFS	Yes
Concealed Weapon (dependent upon circumstances)	SFS	Yes
Class C Misdemeanors		
Public Intoxication	SFS	Yes
No Valid Driver's License	SFS	Yes
Public Nuisance	SFS	Yes
Criminal Mischief Under \$100	SFS	Yes

Attachment 3**SAMPLE JUVENILE MISCONDUCT REVIEW BOARD INFORMATION LETTER**

MEMORANDUM FOR SSGT JOHN E. DOE (SPONSOR OF BILLIE DOE)

FROM: 75 MSG/CD
7285 4th Street, Suite 100
Hill Air Force Base, Utah 84056-5206

SUBJECT: Juvenile Rehabilitation Program

1. As the Deputy Commander, 75th Mission Support Group, I invite you and your dependent to participate in the Juvenile Rehabilitation Program (JRP). It is my responsibility to determine appropriate punishment for juveniles involved in misconduct occurring on Hill AFB. Air Force Instruction 36-3026, *Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel*, dictates that juveniles who commit acts of misconduct may have their base privileges suspended, curtailed, or revoked. In extreme or repeat cases, the installation commander may bar juveniles from base, thereby preventing a family from residing in base housing. Our goal is to work with the juvenile involved to prevent the situation from getting to a more serious level.

2. The JRP is one method we use at Hill AFB to work with juveniles involved in misconduct. The JRP is a fully voluntary rehabilitative program and may include punishment, education, restitution, community service, counseling and/or loss of privileges for the youth, and it requires the full support of parents to be effective. The JRP is designed to encourage juveniles to be more responsible for their actions, and offer parents a more formal approach to discipline. This board itself is not a criminal proceeding.

3. As chairman of the JRP, I have the option to refer your dependent's case directly to off-base civilian juvenile authorities, or the matter may be referred to the JRP. Normally, a juvenile accused of misconduct and who is offered the option to participate in the JRP will be provided an opportunity to meet the Juvenile Misconduct Review Board. The board will evaluate the case along with a voluntary input from the juvenile and the juvenile's parents or sponsors. The board provides an opportunity to present information that could lead to a rehabilitative program of community service, counseling, class attendance, or other appropriate activity. The board will present their recommendation to me. As chairman of the JRP, I have the discretion to impose suspension, curtailment, or revocation of base privileges regardless of the board's recommendations. Each sanction is based upon the circumstances of the misconduct.

4. While the Hill JRP is not meant to take the place of or do away with your part in disciplining your dependent, it does provide 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 elect to have your dependent participate in the JRP, sign this memorandum and return it to the NCOIC of Police Services (75 SFS/S5SP). Your reply is requested by _____ -

_____. Your unit first sergeant or commander will notify you of the date and time of the board. You will be required to attend with your dependent. If you want your dependent to participate in the JRP but do not wish to meet the full board, you may request a waiver from me through 75 SFS/S5SP. If you have any questions or comments concerning the JRP, please contact 75 SFS/S5SP at (801) 777-1868.

Releaser's Name, Rank, USAF
Deputy Commander, 75th Mission Support Group

Attachment:

JRP Options

1st Ind, _____

TO: 75 SFS/S5SP
75 MSG/CD
IN TURN

I do/do not want my dependent to participate in the JRP.

Signature of Parent/Guardian

Attachment 4**SAMPLE JUVENILE REHABILITATION PROGRAM (JRP) OPTIONS**

MEMORANDUM FOR Juvenile , Dependent of Sponsor

FROM: Juvenile Misconduct Review Board
Local Base Address

SUBJECT: Juvenile Rehabilitation Program (JRP) Options

1. The JRP offers you the opportunity to give back positively to the Hill AFB community. You may suggest the length of time and kind of community service you desire to perform. The Juvenile Misconduct Review Board will support your request or recommend another option based on the offense and your explanation. I will make the final decision. Options available include, but are not limited to:

a. Community Service. Examples include: Working with services organizations or with AAFES, or providing restitution to victims.

b. Revocation of Privileges. Examples Include: Services, BX, Commissary, base housing. (The installation commander also may revoke base access privileges.)

c. Attending classes and seminars individually and as a family. Examples include: Substance/drug abuse, understanding your teen/school-age child, self-concept, strengthening Systematic Training for Effective Parenting (STEP) families, STEP classes, building family strengths, parent/teen communication, adult communication workshops and stress management.

d. Family counseling and/or individual counseling for family members.

e. Writing essays and speaking to various groups on lessons learned, identifying values, providing information and suggesting alternatives.

2. The goal of the JRP is to help individuals and families deal positively with situations that are difficult, and in some cases, illegal. Progress reports will be signed weekly and used to document attendance and performance of community service. We want to help, but you must decide that help is needed. The choice is yours.

Releaser's Name, Rank, USAF
Deputy Commander, 75th Mission Support Group

Attachment 5

SAMPLE AGREEMENT FOR JUVENILE REHABILITATION

You were reported to have committed the offense of _____ crime _____ on or about _____ date _____ in that you did: _____.

Upon your accepting responsibility for your behavior, and by your signature on this agreement, along with the written consent of your sponsor, it appears after an investigation of the offense and your background that the interests of Hill Air Force Base, your own interests, and the interest of justice will be served by the following procedure; therefore:

On the authority of the installation commander administrative action for the offense shall be deferred from this date, provided you abide by the following conditions and requirements of this agreement.

Should you violate the conditions of this agreement, the 75th Mission Support Group Deputy Commander (75 MSG/CD) may revoke or modify any conditions of this Juvenile Rehabilitation Program (JRP). The 75 MSG/CD may release you from the program at any time. The 75 MSG/CD may, at any time, within the period of your JRP, initiate administrative action for this offense should you violate the conditions of this agreement. In that case, he will furnish you with notice specifying the conditions of the agreement that you have violated.

After successfully completing your JRP and fulfilling all the terms and conditions of the agreement, no administrative action for the offense will be instituted.

CONDITIONS OF JUVENILE REHABILITATION

1. You shall not violate any federal, state or local law.
2. You shall attend school or work regularly at a lawful occupation. If you attend school, you must maintain a "C" average. If you lose your job or are unable to attend school, you shall notify the 75th Security Forces Squadron (75 SFS/S5SP, (801) 777-1868) immediately.
3. You must inform the 75 SFS/S5SP of any change of address or telephone numbers.
4. You shall report to the 75 SFS/S5SP as directed.
5. (Statement of additional terms)

I hereby state that the above has been read and explained to me. I understand the conditions of my Juvenile Rehabilitation Program and agree that I will comply with them.

signature
NAME OF JUVENILE

date
DATE

I have read the terms of my child's Juvenile Rehabilitation Program.

I understand and agree to (his)(her) participation in this program.

I understand that I will be required to be present and participate with my child at all times.
I hereby agree to hold harmless the Air Force, 75 MSG/CD. and Hill Air Force Base for any injuries to myself or my child that might occur as a result of my child's participation in the Juvenile Rehabilitation Program.

signature
Parent/Sponsor

date
DATE

signature
Deputy Commander, 75th Mission Support Group

date
DATE