

**BY ORDER OF THE COMMANDER  
LOS ANGELES AIR FORCE BASE**

**LOS ANGELES AIR FORCE BASE  
INSTRUCTION 31-110**



**11 JANUARY 2012**

**Security**

**LOS ANGELES AIR FORCE BASE YOUTH  
SUPERVISION POLICY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes guidelines for the supervision of children on Los Angeles Air Force Base in and around Military Family Housing, outdoors on fields and playgrounds, etc., and to establish an appropriate age for a child to supervise other children. Parents are ultimately responsible for the safety and welfare of their children and for compliance with this policy. It is also essential parents develop a safety and emergency plan. See attachment 1, Youth Supervision Metric Guidelines. In the event of suspected or actual child neglect or abuse, Security Forces will contact the base Family Advocacy Office. In accordance with local law, it is illegal to provide a minor with tobacco or alcohol products or for a minor to use tobacco or alcohol products on Los Angeles Air Force Base. This instruction applies to all personnel residing in Los Angeles Air Force Base Military Family Housing. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <http://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers in accordance with AFI 33-324. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

**SUMMARY OF CHANGES**

This format of this publication has been revised to reflect current addresses and office symbols.

**1. Youth Supervision Policy Definitions:**

- 1.1. Newborn: Ages 0-12 months of age
- 1.2. Infant: 12-24 months of age
- 1.3. Toddler: 2-3 years of age
- 1.4. Preschooler: 4-5 years of age
- 1.5. Child: 6 - 12 years of age
- 1.6. Teenager: 13-18 years of age
- 1.7. Juvenile: Under 18 years of age
- 1.8. Maturity: The ability to exercise sound judgment and responsibility on a consistent basis.
- 1.9. Managing Emergencies: The knowledge and ability to contact emergency services (i.e. 911, Fire Department, Police Department and Ambulance).
- 1.10. Supervision: Assuming responsibility for the safety and well being of others.
- 1.11. Frequent Monitoring: Recurring observation of the action or performance of others.
- 1.12. Adult Supervision: Someone 18 years or older who has or assumes responsibility of observing and monitoring a child for their safety and well being.
- 1.13. Unattended/unsupervised: Any juvenile left without an authorized person exercising supervision.
- 1.14. Certification: Approved baby-sitting training through the Community Center or Red Cross.

**2. Age Requirements.**

2.1. Children 0-6: Shall not be left alone in quarters; are not allowed to walk alone to and from school; may be outside alone, to include playing, at age five with immediate access (visual sight or hearing distance) to adult supervision. Base housing residents should be aware that "tot playgrounds" are unsupervised and children four years and younger may not be left at such locations without adult supervision. (Note: Becoming unaware of the location of your child is evidence that frequent monitoring has not been exercised.) Families living adjacent to the playgrounds and fields do not assume supervisory duties unless they have specifically agreed to do so with the children's' parents. Supervision or arrangements for supervision are always the parents' responsibility. They may not be left unattended in an automobile. They may not childsit siblings nor others and may not be unattended at sponsored events.

2.2. Children 7-9: Shall not be left alone in quarters; are allowed to walk alone to and from school; ay be outside alone, to include playing, with access (visual sight or hearing distance) to adult assistance. Families living adjacent to the playgrounds and fields do not assume supervisory duties unless they have specifically agreed to do so with the childrens' parents. Supervision or arrangements for supervision are always the parents' responsibility. They may not be left unattended in an automobile. They may neither childsit siblings nor others and cannot be unattended at sponsored events.

2.3. Children 10-11: May not be left alone in quarters from more than two hours. Children must be provided a telephone number and have ready access an adult supervisor. Youth supervision training is also required from the Community Center or other certified source. Before leaving children alone, it is important to assess their comfort level, maturity, and ability to manage emergencies. They may be left alone outside, to include playing and may be left unattended in an automobile with the keys removed and handbrake applied. Ten to 11 year olds are not allowed to chilsit others. However, they are allowed to chilsit siblings at age 11 for no more than two hours. (Must complete youth supervision training from the Community Center or other certified source). They are allowed to attend sponsored events unattended.

2.4. Children 12-14: May be left alone in quarters for more than two hours during daytime hours, before curfew. They may not be left alone in quarters alone overnight, but may be left alone outside and in an unattended automobile. They are allowed to chilsit siblings and others after completing youth supervision training from the Community Center or other certified source. They are allowed to attend sponsored events unattended.

2.5. Teenagers 15-18: They may be left alone in quarters for more than two hours and left alone overnight, not to exceed five consecutive days at age16. Adult supervision must be available to make periodic checks. They may be left alone outside and in an unattended automobile. They are allowed to chilsit siblings and others after completing youth supervision training from the Community Center or other certified source. They are allowed to attend sponsored events unattended.

**3. Youth Supervision Training:** Children 11 years and older must receive youth supervision training before being given the responsibility of supervising children. Training is available through the Community Center. The Community Center staff will maintain a list of juveniles authorized to perform supervision of other children. The list must include names, ages, addresses and phone numbers as well as a privacy act advisory. Children who receive training through other certified sources (such as the Red Cross) must provide a copy of the documented course to the Community Center.

**4. Curfew:** The Los Angeles Municipal Code (LAMC), section 45.03, restricts minors (children under the age of 18) during curfew hours from being in public places unless accompanied by an adult. Nighttime curfew policy hours are enforced seven days a week from 2200-0530. The curfew policy is intended to provide a safer community and better protects children from becoming victims of crime or becoming involved in delinquent behavior. Exceptions to the curfew policy apply only when a minor is attending an event, or going to or returning directly home from an event (such as a youth program activity, movie, school dance, etc.); involved with an emergency such as a fire, natural disaster, or automobile accident; sent on an errand by the minor's parent or guardian; or any minor traveling to and from a place of employment. Parents are required to notify the appropriate base entry gate that the child will be returning during curfew hours. In the event parents fail to provide pre-notification of a child's arrival time, a dependent/civilian misconduct report may be completed.

**5. Truancy Policy:** Children ages 6-17 years attending a public or private school other than home study are restricted from being outdoors (including playgrounds, activity fields, etc.) or in public places without adult supervision during truancy hours. Truancy hours are 0830 to 1330, Monday-Friday, excluding the child's scheduled school days off.

**6. Violators of the Curfew or Truancy Policy:** Violators of the curfew or truancy policies may be detained and processed through 61 SFS and released to the minor's parent or guardian. In the event the parent or guardian cannot be contacted in a reasonable time, the minor will be turned over to the appropriate commander, director, or first sergeant. If the minor has no military affiliation, 61 SFS will turn the minor over to the local authorities.

ELLEN M. PAWLIKOWSKI  
Lieutenant General, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFI 33-324, *The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information Collections*, 1 Jun 2000

***Prescribed Forms***

No Prescribed Forms.

***Adopted Forms***

AF Form 847, Recommendation for Change of Publication

## ATTACHMENT 2

### YOUTH SUPERVISION METRIC GUIDELINES

Note: Parents are ultimately responsible for the safety and welfare of their children. This guideline provides the baseline for child supervision it should be seen as a starting point for supervising and caring for your children, but not necessarily as an end in itself. We encourage parents to do more and to always strive for the highest level of care and supervision possible. Violating these guidelines will be some evidence of an unreasonable lack of proper supervision. A “yes” indicates that a child in that age group can, on average, handle the noted task. A ”no” means the noted task should not be left to a child of that age, and doing so will be seen as evidence of irresponsible parenting. Children who do not consistently demonstrate age-appropriate behavior should not be given the self-management responsibilities of that age group. Parents are responsible for using reasonable judgment. Parents are also responsible for any incident or mishap that is considered preventable) involving their child or children in their care.

Age of Child	Left alone without sitter in quarters for two hours or less	Left alone without sitter in quarters for more than two hours	Left alone overnight	Outside alone (to include playing)	Left in Car Unattended	Child Sit Siblings	Child Sit Others	Unattended at Sponsored Event
Newborn through Age 4	NO	NO	NO	NO	NO	NO	NO	NO
Age 5 through Age 6	NO	NO except at age 6 may walk to and from school	NO	YES playground or yard with immediate access (visual sight or hearing distance) to adult supervision **	NO	NO	NO	NO
Age 7 through Age 9	NO	NO except may walk to and from school	NO	YES with access to adult assistance **	NO	NO	NO	NO

Age of Child	Left alone without sitter in quarters for two hours or less	Left alone without sitter in quarters for more than two hours	Left alone overnight	Outside alone (to include playing)	Left in Car Unattended	Child Sit Siblings	Child Sit Others	Unattended at Sponsored Event
Age 10 through Age 11	YES with ready access (phone number to an adult supervisor)*/**	NO	NO	YES	YES keys removed and handbrake applied	YES 11 years old for two hours max*	NO	YES
Age 12 through Age 14	YES	YES during daytime hours before curfew; NO after curfew	NO	YES	YES	YES *	YES *	YES
Age 15 up to Age 18	YES	YES	YES, minors 16 and older may be left alone, not to exceed 5 consecutive days. Adult supervision must be available to make periodic checks.	YES	YES	YES *	YES *	YES

\* Trained by Community Center or other certified source

\*\* Adult Supervision is defined as someone who is 18 years or older that has or assumes responsibility for the child, e.g. parent, guardian, care provider, friend