



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

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AMIM-DAH-W (100)

MEMORANDUM FOR All Sponsors and emancipated juveniles visiting or residing within the jurisdictional limits of United States Army Garrison (USAG) Daegu, Area IV

SUBJECT: Juvenile Review Board (JRB) Program Standard Operating Procedure

1. References:

- a. Army Regulation 600-20, Army Command Policy, 24 July 2020
- b. Army Regulation 405-20, Federal Legislative Jurisdiction, 21 February 1974
- c. United States Forces Korea Regulation 600-52, Civilian/Family Member Overseas Misconduct, 17 February 2014
- d. Army Directive 2019-13, Response to Major Juvenile Misconduct and Referral of Civilian Criminal Offenses to Civilian Authorities, 21 March 2019

2. Purpose: This memorandum establishes uniform policies and procedures for the disposition and administrative sanctions imposed on juveniles involved in dangerous, disruptive, disorderly, or criminal conduct within the jurisdictional limits of U.S. Army Garrison, Daegu (USAG-D). The Juvenile Review Board (JRB) Program is a rehabilitative process with the overall intent of assisting juveniles to abide by all laws, policies, and procedures implemented within USAG-D.

3. Applicability:

- a. This memorandum applies to all Sponsors and emancipated juveniles visiting or residing within the jurisdictional limits of USAG-D.
- b. This memorandum applies to juveniles who commit crimes or misconduct within USAG-D which affects security or good order and discipline.

4. Terms:

- a. Juvenile. A non-military member who is under the age of 18 and is living with or visiting a military/DoD civilian sponsor, guardian, or parent.

b. Misconduct. Behavior that:

- (1) Violates the Federal law or Republic of Korea laws.
- (2) Violates Army or USAG-D policies and/or regulations.
- (3) Is criminal, dangerous, disorderly, or disruptive to the USAG-D community.

c. The JRB is a group of individuals responsible for hearing cases of alleged misconduct on USAG-D by persons under the age of 18 and imposing appropriate administrative sanctions.

d. Debarment. The Garrison Commander has authority to bar juveniles from all USAG-D installations if the juvenile subject is a repeat offender and/or committed a serious criminal offense that threatens the good order and discipline or safety of the installation. If a military/DoD civilian dependent is issued a debarment memorandum from the Garrison Commander, they will not be allowed to enter any USAG-D installation, visit any installation housing area, or reside in any on-post housing area. A barred dependent may enter USAG-D property for medical purpose or to access the commissary (unless debarment was issued in reference to shoplifting/larceny, then no access to commissary). If a barred dependent enters USAG-D installations for one of these purposes, they must contact the Military Police Desk Sergeant, and use the most direct route to and from medical facility/commissary. If a dependent violates a debarment order, the Garrison Commander may terminate a sponsor's residential lease agreement. The person can also be charged for unlawfully entering military property under 18 U.S.C. 1382.

5. Board Members:

- a. USAG-D Deputy to the Garrison Commander (Board President).
- b. USAG-D Director, Directorate of Emergency Services.
- c. USAG-D Chaplain.
- d. Family Advocacy Program/Army Community Service.
- e. Adolescent Support and Counseling Services (ASACS).
- f. Directorate of Family, Morale, Welfare and Recreation, Youth Development/School Liaison Services.
- g. USAG-D Military Police Investigation Section.

h. Army & Air Force Exchange Service (AAFES) Loss Prevention (shoplifting cases only).

i. Staff Judge Advocate (upon request from the board president).

j. USAG-D Army Substance Abuse Program Manager

k. USAG-D Behavior Health

6. Responsibilities:

a. USAG-D Commander

(1) Provides overall supervision of the Juvenile Review Board (JRB) process and Community Service.

(2) Appoints the USAG-D President of the Board as the commander's representative for acts of alleged misconduct committed by juveniles residing on or committed in Area IV.

(3) Acts as the appeal authority if a juvenile decides to appeal the decision of the JRB.

b. USAG-D Deputy to the Garrison Commander

(1) Acts as the JRB Board President

(2) Decides on appropriate corrective/community service actions including, but not limited to one or more of the actions to be completed by the juvenile and ensure compliance is supervised.

c. Civilian Misconduct Officer:

(1) Acts as the recorder responsible for all administrative duties regarding the JRB program. This includes but is not limited to notifying the juvenile sponsor to attend the JRB and tracking community service.

(2) Tracks all rehabilitation of juvenile Family members to ensure timely compliance with the board's decision.

(3) Determines if the sponsor and legal guardian of the juvenile consent to proceed with the hearing process.

(4) Determine the time, place, and location for each hearing and give timely notice (normally 14 days in advance) to all participants, including the sponsor or legal

guardian, juvenile military Family member, and any witnesses or other persons with special expertise deemed necessary.

d. Sponsor:

- (1) Be responsible for their juvenile's conduct.
- (2) Decides, on behalf of their juvenile, whether to consent to proceed with the JRB.
- (3) Monitors their juvenile's compliance with any corrective community service actions directed by the JRB.
- (4) Cooperates with commanders, staff, and law enforcement personnel in carrying out their responsibilities.

e. Juvenile Military Family Member:

- (1) Complies with any corrective/community service actions directed by the JRB.
- (2) Cooperates with commanders, staff, and law enforcement personnel in carrying out their responsibilities.
- (3) Attends all required JRB proceedings when their sponsor consents to such proceedings.
- (4) Participates in all scheduled community service in a manner consistent with good order and discipline.

f. JRB Board Members:

- (1) Address questions and concerns from area of expertise.
- (2) Recommend rehabilitative measures and if necessary administrative sanctions to the Board President.

7. Incidents under jurisdiction:

- a. Misdemeanors or any other criminal activity that is appropriate for the JRB.
- b. The Board President retains the discretion to convene the JRB for lesser collateral offenses that are JRB appropriate, even if the more serious offense is not JRB appropriate. The Board President will ensure the hearing focuses only on the lesser collateral offense.

c. The sponsor will sign a Final Letter of Warning for second-time offenders stating that future misconduct may result in additional administrative action, to include debarment. Depending on the severity of the misconduct, the Garrison Commander retains the option to bar the individual from USAG-D property – regardless of his/her status as a juvenile.

8. Juvenile Review Board Hearing Procedures:

a. The JRB meets to consider cases that are within its jurisdiction. The hearing is closed to the public and participation in the process is voluntary. If the sponsor elects not to proceed with the JRB, the Board President has the discretion to convene the JRB for the purpose of recommending other adverse administrative action to address the juvenile's misconduct.

b. The purpose of the JRB is to rehabilitate and hold juveniles accountable for their admitted misconduct. As such, juveniles are not entitled to be represented by counselor to have counsel present during the board proceedings. The accused may present any relevant written matters, such as statements from witnesses, Family members, friends, teachers, doctors, etc. as long as these statements and/or witnesses are consistent with the goals of the JRB.

c. The JRB consists of an interview with the Family member and his or her sponsor. During the interview, the accused and the sponsor may bring to the attention of the JRB any matters that they feel should be considered, such as:

- (1) The Family member's record.
- (2) The circumstances surrounding the offense(s).
- (3) The controls or other corrective actions initiated or proposed by the sponsor.

d. Based upon the information gathered during the interview, information obtained from Military Police or Criminal Investigative Division and information obtained from the sponsor's chain of command, the JRB discusses each case and determines the appropriate disposition to recommend.

e. The JRB may impose a wide range of administrative actions after determining a Family member, under the age of 18, has engaged in misconduct. These options include, but are not limited to:

- (1) No action.
- (2) Removal of AAFES and Defense Commissary Agency privileges from identification cards.

- (3) Referral to an appropriate counseling agency.
- (4) Suspension/revocation of the right to participate in Morale, Welfare, and Recreation activities.
- (5) Referral to ASACS.
- (6) Essay. May be one-time essay or given on a weekly basis for the duration of the punishment. Topics are given weekly.
- (7) Imposition of a curfew.
- (8) Referral to Community Service Program: Parent/guardian is required to be present during Community Service. This is to prevent disruptive or disrespectful behavior (verbally abusive in any manner) to fellow community service members.
- (9) The chart below reflects recommended community service hours for 1st time offenders. This chart is only a guideline and the JRB may impose longer penalties if deemed appropriate. The Garrison Commander may override the board's recommendation.

Offense	Recommended Community Service Hours for 1 st Time Offenders
Trespassing / Entering Off Limits Areas	50
Disorderly Conduct / Loitering	50
Driving Without License	50
Larceny / Shoplifting under \$100	50
Simple Assault	50
Possession of a concealed Deadly Weapon	50
Damage / Destruction of Property / Vandalism	50
Wrongful Possession, Distribution / Use of Controlled Substances	100

- f. The Board President will submit recommendations to the Garrison Commander for final decision on all actions proposed by the JRB.
- g. Family members have the right to appeal any decision made by the JRB to the Garrison Commander in writing within 10 calendar days following the JRB hearing.
- h. The Civilian Misconduct Officer will notify Family members of the decision of the JRB in writing and give specific instructions to the Family members to complete the actions decided by the JRB.

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i. Family members will complete the actions recommended by the board and notify the CMO once those actions are complete.

9. The provisions in this memorandum are administrative in nature and are not intended to be punishment. Juveniles who are required to appear before the JRB may also be prosecuted by the Republic of Korea or vice versa in the juvenile court system.

10. The JRB maintains records of each case considered. Records of all JRB meetings are confidential. Disclosure of information will be in accordance with the Freedom of Information Act and the Privacy Act.

11. The point of contact for the Area IV JRB Program is Robert G. Malone, Jr., Area IV Civilian Misconduct Officer, AMIM-DAH-W, at robert.g.malone.civ@army.mil, 763-4928.


DAVID F. HENNING
COL, CA
Commanding