



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
UNIT 31401, BOX 41
APO AE 09630

IMEU-VIC-MWC

1 March 2008

STANDING OPERATING PROCEDURES (SOP)

SUBJECT: Releasing Children from Child and Youth Services (CYS) Programs

1. REFERENCES:

- a. AR 608-10, Child Development Services, 15 July 1997.
- b. AR 608-99, Family Support, Child Custody and Paternity, 29 October 2003.
- c. IMEU-MWD Memorandum, Subject: Child-Supervision Guidance, current update.

2. **PURPOSE:** To provide guidance concerning routine release of children to parents, non-custodial parents, siblings, or other children; to parents who appear under the influence of alcohol or drugs and plan to operate a motor vehicle upon their departure from the CYC facilities.

3. **APPLICABILITY:** This SOP is applicable to all the USAG-Vicenza CYC programs.

4. **Definition of Parent:** The biological father or mother of a child; a person who, by order of a competent jurisdiction, has been declared the father or mother of a child by adoption; the legal guardian of a child; or a person in whose household a child resides, provided that such person stands *in loco parentis* to that child and contributes at least one-half of the child's support.

5. PROCEDURES:

a. Routine Release:

(1) Unless prior written arrangements have been made with CYC personnel, only parents or parent designees shown on DA Form 4719-R may take a child from CDC, SAS and FCC programs.

(a) Generally a person that stands *in loco parentis* to a child, such as a step-parent, will be considered a parent and, as such, will be permitted to pick up and have children

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released to them from CDC, SAS and FCC programs.

(b) Exception: Absent a court order or other legally binding document ordering parental rights to the person that stands in *loco parentis*, the parent with parental rights to the child may forbid the release of his/her child to the person that stands in *loco parentis* to his child. This will be documented on DA Form 4719-R, as an attachment.

(2) Children may not be released to siblings or other children under age 13 unless approved by the program director on a case-by-case basis. These teenagers must also be documented on DA Form 4719-R by the parent.

(3) School age children 5th grade and below may not leave a CYS program unaccompanied. School-age children above 5th grade may not leave a CYS program unaccompanied without written permission from the parent.

(4) No parent may be denied access to a child including the right to pick up a child from any CYS facility or FCC home unless a copy of the custody agreement or court restraining order that relinquishes such parental rights is on file at the facility or FCC home (see above paragraph 5.a.(1)(b) for exception). The Office of the Staff Judge Advocate will be consulted when guidance is required on issues related to whether a custody agreement or court order issued by a foreign jurisdiction may be accepted and enforced with or without further procedures.

b. Release to parents who appear to be under the influence of drugs or alcohol:

(1) Military Member. Immediately call the Military Police Station (MPS) at DSN 634-7626 or civ. 0444-717626. A description of the parent, child, vehicle and plates will be provided to the MPS.

(2) Civilians. Warn the parent that you feel it is unsafe for him/her to drive in their current state of condition, and that you will call the MPS (0444-717626). Call the MPS prior to the parent leaving the FCC home or the CYS Center.

c. If the parent intends to drive a motor vehicle, CYS personnel or FCC providers will offer to telephone for another source of transportation for the parent and child such as:

(1) Spouse or friend of the parent.

(2) Emergency notification designee listed on the child's DA Form 4719-R.

(3) Taxi.

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(4) Sponsor's unit.

(5) Military Police (provided as a service to incapacitated drivers).


d. CYS personnel/provider will avoid any confrontation with apparently intoxicated parents, which may lead to violence.

6. POC for this SOP is Mr. Eric Weisel, Coordinator, Child and Youth Services, DSN 634-8347.

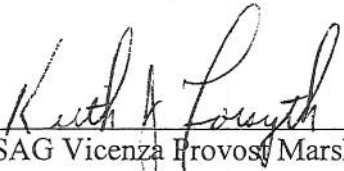


VIRGIL S.L. WILLIAMS
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FOR CONCURRENCE:



Judge Advocate General (JAG)



USAG Vicenza Provost Marshal