

Bossier Sheriff

YOUNG MARINES HANDBOOK

Contents

History	2
Young Marines Mission.	3
Young Marines Code of Conduct	4
Unacceptable Youth Misconduct and Definitions	5
Training and Definitions	6
Grooming Standards	8
Youth Discipline	8
Young Marines Activities	11
Youth Arrival and Pickup	10
Medication.	10
Military and Civilian Volunteers	11
Alcohol, Tobacco and Substances	11
Adult Conduct	11
Youth Injuries/Illness.	13
Recruit Graduation	13
Program Cost.	13
Reading Responsibility	13
Community Activities	14
Physical Force	14
Table of Organization	15



The Young Marines were founded in 1958 by the Brass City Detachment of the Marine Corps League in Waterbury, Connecticut.

The program was officially chartered by the Marine Corps League as a National Program in 1965.

Since then, the Young Marines have grown to over 365 units with 21,000 youth and 3,800 volunteers in 46 states, the District of Columbia, Germany, Japan and affiliates in a host of other countries.

The Young Marines have received recognition and numerous awards for its work with America's youth. Most notably the Young Marines are the proud two-time recipient of the Department of Defense's Fulcrum Shield Award for Excellence in Youth Anti-Drug Programs.

The Young Marines is a youth education and service program for boys and girls, ages 8 -18. The Young Marines promotes the mental, moral, and physical development of its young recruits. The program focuses on character-building and leadership abilities, and promotes a healthy, drug-free lifestyle.

The Young Marines is the official youth program of the U.S. Marine Corps.

The Young Marines is open to all Bossier Parish youth ages 8 -18 and is sponsored and administered by Sheriff Larry C. Deen and the Bossier Sheriff's Office. The training program and facilities are located at 601 Ogilvie St., Bossier City, La.

Upon joining the Young Marines, each recruit will undergo basic recruit training for approximately thirteen weeks.

During this thirteen-week program, the youth will have the opportunity to learn military history, customs and courtesies, close order drill, physical fitness and rank structure.

Most importantly the youth will learn to bond with and relate to other young recruits and will interact with caring adult mentors that are committed to providing them with a safe place to develop and grow with special emphasis on the love of God and fidelity to our country.

Upon completion of recruit training the recruit becomes a Young Marine, whereupon the youth will have the opportunity to learn new



Bossier Sheriff Young Marines learn to pull together.

skills, earn rank, wear the Young Marine uniform and have unique opportunities for learning and adventure .

Contact – Major Don Burling, 2510 Viking Drive, Bossier City, LA 71111, (318) 965-3500 or Deputy Norman Craig (318) 560-2372 or (318) 741-9160 phone or (318) 741-9158 fax.

Young Marines Mission

The mission of the Young Marines is to positively impact America's future by providing quality youth development programs for boys and girls that nurture and develop its members into responsible citizens who enjoy and promote a healthy, drug-and-gang-free lifestyle.

Purpose:

The purpose of the Bossier Sheriff's Office Young Marines training is to accomplish the mission and objectives of the National Young Marines Program.

Objectives:

Promote the physical, moral and mental development of its members.

Advocate a healthy, drug-and-gang-free lifestyle through continual drug-prevention and gang-resistance education.

Instill in its members the ideals of honesty, fairness, courage, respect, loyalty, dependability, attention to duty, love of God and fidelity to our country and its institutions.

Stimulate an interest in and respect for academic achievement and the history and traditions of the Marine Corps.

Promote physical fitness through the conduct of physical activities, including participation in athletic events and close-order drill.

Guiding Principles:

The health, welfare and safety of the Young Marines are paramount.

We value our instructors and support staff and will provide them with the tools they need to succeed.

We will never forget that this program is for our youth. We will uphold the core values of honor, courage and commitment.

We pledge to our parents to serve as a positive role model to their children.

“We get by giving.”

“Accomplishment is its own reward”

Young Marines Code of Conduct

Article I:

I am an American youth, proud of my country and our way of life. I am prepared to dedicate myself to educating others and myself in the history, traditions and institutions thereof. I will do my best to live by the core values of honor, courage and commitment.

Article II:

I will never let another Young Marine down of my own accord. If in charge, I will do my best to ensure the safety and well being of those for whom I am responsible. I will immediately report any suspicious activity or behavior to a registered adult.

Article III:

If I am offered drugs, alcohol or tobacco products, I will politely resist and refuse. I will make every effort to stay clear of situations involving gangs, drugs, alcohol and tobacco. I will not get involved in the same. I will also aid my friends and schoolmates to stay clear of such situations.

Article IV:

I will always be loyal to my fellow Young Marines. I will make no statements nor take part in any action that may bring discredit to my God, country, family and Young Marines. If I am the senior Young Marine present, I will take charge. If not, I will obey the lawful orders of those senior to me and support them in every way.

Article V:

When asked about the Young Marines program, I will answer questions politely, respectfully and to the best of my ability. If I am asked a question that I do not know the answer to, I will refer the person asking the question to a qualified adult. I will never give the information that I am not certain of nor mislead those who are seeking information about the Young Marines program.

Article VI:

I will never forget that I am an American youth and therefore the future of America, privileged with the freedom won and kept by the blood of those who fought to ensure that freedom. I am responsible for my actions and am dedicated to the principles that made my country free.

Unacceptable Youth Misconduct and Definitions

Disobedience:

An act of disobeying an order that is reasonable, and not in violation of the ideals of the Young Marines Program.

Disrespect:

An act, either word or deed, that does not properly reflect the required courtesy that is due that person, rank or position.

Assault:

A violent act, attempt or offer directed at an individual, either physical or verbal, with intent to do bodily harm to another person.

Unauthorized absence:

This is when you are not given permission to leave your designated place or duty. This would apply at all activities sponsored by the BSO or any Young Marine organization.

Destruction of property:

Any unauthorized marks, erasing required marks, or any act that destroys the value of the material or property.

Wrongful appropriation:

Wrongfully taking, obtaining or withholding, by any means, from the possession of the owner or any person, any money, property or item of value of any kind. Another word is stealing!

Narcotics and other controlled substances:

Possession, use, prescribing, administering or distributing for use or nonuse, any narcotics or other controlled substances, either to yourself or to another person.

Misbehavior of a sentinel:

Failure to remain in an alert status while assigned a duty that requires you to be awake.

Impersonation of senior ranking personnel:

The act of attempting to represent a rank more senior than your own.

Conduct unbecoming of a Young Marine:

Any conduct that betrays the trust, confidence and ideals of the Young Marines program.

General:

Conduct prejudicial to the good order and discipline of the Young Marines program



Young Marines learn military bearing and flag protocol.

Training and Definitions

Training:

Fulfill youth's desire to succeed through a challenging, varied and exciting program that imparts ample knowledge and skills required to successfully advance through the ranks of the Young Marines program.

Training programs offer a balanced mix of classroom, field, lecture and hands-on activities that meet one or more of the five objectives.

For the Young Marines (graduates of our recruit training program), training is normally conducted on Saturdays for four hours every week with encampments scheduled in the summer and winter lasting two to four days. Training is also conducted during field trips, community service projects, ceremonies, *etc.* (training and new ex-

periences are always on-going).

Training day:

Young Marines meet each Saturday from 13:00 hours to 17:00 hours (1 p.m. to 5 p.m.). This schedule is subject to change to accommodate training opportunities or special needs.

Encampments:

Unit activities for youth of all ages designed to encourage and build camaraderie, learn and share ideas, earn unit and personal awards and take part in friendly competitions.

Recruit training:

Recruit training is fast-paced and consists of four hours, both Saturday and Sunday, for approximately thirteen weeks. Training is from 0800 hours (8 a.m.) to 1200 hours (noon) Saturdays and from 1300 hours (1 p.m.) to 1700 hours (5 p.m.) Sundays. (As our program continues to grow, minor changes may be necessary to training schedules).

Recruits must master basic skills of and become familiar with:

- Young Marines Obligation
- Young Marines Creed
- Young Marines General Orders
- Young Marines rank structure
- Young Marines Hymn
- Self-discipline
- Basic close-order drill
- Proper uniform wear and maintenance
- Military terms and jargon
- Personal hygiene and appearance
- Physical fitness
- Basic first aid
- Young Marines and U.S. Marine Corps History
- Drug resistance and education
- Citizenship education
- Leadership skills
- Basic field and survival skills

Academic Instruction:

Academic instruction is fast-paced and can be demanding mentally. Though a portion of the training day is devoted to classroom instruction, it is equally important that youth study their material at



A Young Marine proudly receives her insignia of rank.

home as much as possible. *Parents are encouraged to show interest.* What you get out of this program is directly related to what you put in – recruits and parents alike.

During recruit training, the candidates will be tested on the classroom instruction. The cumulative score is one of the criteria used to determine whether a recruit will graduate and earn the title, Young Marine.

Close Order Drill:

Drill instructors provide instruction and guidance in the proper techniques and execution of marching. This is where the recruit learns discipline and the working of their platoon as a team. The procedures learned are necessary to move a platoon from one place to another and for participating in parades and ceremonies as a confident and proud Young Marine.

Physical Training:

One of the greatest challenges a youth will face is physical conditioning and endurance. Physical endurance is an important ingredient for success at recruit training and is a regularly scheduled activity. Physical fitness training is challenging, but can be enjoyable

and rewarding through physical accomplishments.

Grooming Standards

Grooming standards are enforced! It is every youth's responsibility to abide by the proper grooming standards set forth, and youth that do not follow the proper standards may not be permitted to attend the drill or Young Marines activity. If necessary, parents will be required to administer the proper grooming standard to their youth before they can be allowed to participate.

Males' hair shall be tapered and short enough so that it does not touch the ears or hang on the nape of the neck. No bowl, mushroom, braids or Mohawk, dyed, *etc.* hairstyles are allowed. No beards, long sideburns or any form of earrings shall be worn. A military regulation mustache is allowed.

Females' hair may touch the bottom of the collar, but not fall below the collar's lower edge. Long hair shall be rolled into a tight bun with all loose hairs smoothed back. Fingernails shall be no more than one-quarter inch, and only clear or no polish is acceptable. Hair shall be natural and without dyes, bleach or highlighted streaks. Jewelry is very limited and best not worn at all.

Youth Discipline

The Young Marines instructors administer discipline only in situations where improper decision-making or negative behavior by youth has occurred. Youth discipline comes in various forms and is instilled in a firm, instructional and fair manner consistent with the Young Marines' policies.

When it becomes necessary to impose discipline on a youth for his or her misconduct, parents are discouraged from imposing discipline at home a second time, unless it is of a serious nature that necessitates it. Parents should not use the Young Marines Program as a disciplinary weapon against their youth. This action causes youth to become resistant, lose interest in or respect for the program.

It is important for parents to understand that the Young Marines program does not impose youth discipline for any reason other than Young-Marines-related matters. Should a youth not cooperate at home or in school in the manner desired, and disciplinary measures

become necessary, a Young Marines instructor will speak with the child regarding the incident, but the responsibility lies with the authority of those persons affected. (However, we are interested in everything our Young Marines do.)

Young Marines Activities

Young Marines learn the military way of doing things and follow a strict chain of command. They are taught military customs and courtesies and learn to apply disciplined behavior during training, at home, school and at play.

The Young Marines program activities include physical fitness, close-order drill, CPR and first aid, wilderness survival, leadership, uniform care, land navigation, drug demand reduction, parades and ceremonies and other military subjects.

Young Marines youth also learn a variety of personal skills that help them to become leaders with the Young Marines program. Rank, ribbons and leadership positions are earned and assist youth in the nurturing process during their early critical years.

Youth learn to tolerate peer pressure and how to use proven techniques to assist them to become stronger mentally and to acquire the needed patience in coping under pressure. They become more confident when saying, "No."

Self-esteem and self-confidence is increased as the path to self-destruction is replaced by new leadership desires. Given the role of a leader, youth learn how to work with others by accepting their own abilities and analyzing their own inabilities equally.

With their self-esteem reaching new heights, youth learn to apply new confidence-building techniques and live longer, healthier, happier and safer lives.

Young Marines learn that there is nothing that they cannot accomplish if they give it their personal best and work as a team to address any situation. Young Marines gradually bring these qualities to the home and school environment.

Young Marines activities are designed to enhance the quality of life, education and personal discipline. They generate good will and encourage positive interaction among youth and adults.

"The Change is Forever"

Youth Arrival and Pickup

During recruit training, it is mandatory that at least one parent or guardian physically escort their child to the formation area. If a child is just dropped off, the child will not be permitted to train and the parents will be required to return and pick him/her up. Due to safety precautions, youth are not permitted to leave the training facility without a parent or responsible designated adult.

Recruit Training will begin at 0800 hours (8 a.m.) Saturdays with dismissal at 1200 hours (noon), and Sunday from 13:00 hours (1 p.m.) until 17:00 hours (5 p.m.). Be a few minutes early, **NEVER LATE!**

Even though dismissal may be delayed from time to time due to youth promotions and/or awards ceremonies, *parents are required to arrive and pick up their youth on time.* Parents who arrive early to pick up their youth can witness and support the youth who are promoted or awarded.

A contingency plan for picking up your youth should also be in place in case of an emergency or unforeseen delay.

Medication

Youth are not permitted to have any form of medication in their possession at any time, unless authorized by the program director, commanding officer or medical personnel.

All prescribed medication must be placed in a zipper plastic bag with the youth's name, labeled on the outside and submitted to staff upon arrival. The prescribed dosage and instructions must be labeled on the container and the label must also list all possible side effects. If a child requires medication and does not have it, they will not be permitted to train.

It is mandatory for youth that require the use of a medical inhaler to present the inhaler upon arrival. Only new inhalers or those in good condition will be permitted.

Please! It is very important that we know as much as possible about the medical condition of each youth.



A Young Marine is given an award for her accomplishments.

Military and Civilian Volunteers

Adult volunteers with military experience (active duty, reserve or prior service), who want to assist as training instructors, are welcome. All services are accepted. However, the discharge certificate must be in good standing. Volunteers may be asked to attend classes for the purpose of certification.

All parents and guardians are invited to join the Parent Support Group to assist the program. This will give you an opportunity not only to become involved in your youth's activity, but provide needed assistance to ensure all the needs of the youth are properly met.

Volunteers are not required to have youth or family members enrolled in the program in order to participate in the Young Marines.

Alcohol, Tobacco and Illegal Substances

Alcoholic beverages, any form of tobacco, foul language, illegal

substances or the like, are prohibited from ALL Young Marines activities. Violators will be requested to leave the area. Proper action WILL be taken if anyone is found in possession of an illegal substance.

As “the focal organization for fulfilling the United States Marine Corps participation in the Department of Defense’s drug demand reduction activities,” Young Marines and adults pledge to maintain a drug-free lifestyle.

Adult Conduct

Adult conduct plays a very important role in the nurturing of youth. To further this nurturing process, Bossier Sheriff’s Office staff will address parents and others, as well as one another, using the traditional “Sir” or “Ma’am” greetings. Parents are expected to return this consideration as their youth will most likely be observing their interaction with staff.

Program inquiries regarding training of a youth should be addressed using the chain of command commencing with the instructors, commanding officer, and ultimately the program director unless an individual has been referred to a specific staff member. *Sensitive issues should be addressed in private for appropriate resolution.*

It shall be understood that any form of child abuse or endangerment reported by a youth, or detected or suspected by an instructor, will be turned over to the Sheriff’s Office for investigation and the Louisiana Office of Child Protection will be notified.

Only authorized persons may remain in the training compound during the training period. *Parents that need to relay a message to their youth must address the training staff for the proper handling, and may only approach their youth when properly authorized to do so.*

In recognition of our national colors, it is appropriate if a person is present or in the area during our flag raising or lowering ceremony, that he/she stands silently in a respectful manner, honoring our nation’s flag.

During the posting of the colors or the Pledge of Allegiance, persons should stand at attention, remove any head covering, place their right hand over their heart, and recite the Pledge of Allegiance along with our youth. This will further set the example of patriotism and

love of country to our youth. (This should be a practice no matter where you are).

Parent meetings scheduled by the commanding officer, program director or senior staff are mandatory, as they are scheduled for the purpose of conveying important or time-sensitive information. At least one parent or guardian must be in attendance; however, a responsible family representative is authorized, but will not be permitted to sign documents requiring a parent's signature. It is the parent's sole responsibility to find ways to obtain the meeting information as meetings are scheduled in advance. Families are afforded sufficient time to find a representative.

In order to show courtesy and respect for this program to all persons who arrive on time, and to prevent meeting disruptions, we are committed to start our meetings and/or activities promptly as scheduled.

Unregistered persons are not permitted to interact with youth at any time during training periods. Only authorized instructors or members of Parent Support and their vehicles are permitted to remain in the training facility parking area or other training locations during scheduled Young Marines activities.

Youth Injuries / Illness

The Young Marines program does not provide medical insurance benefits. However, each registered member is enrolled in the National Young Marines accident and liability insurance policy. This coverage is renewed annually during the re-registration period.

Youth that have been ill or had a fever within 24 hours of drill must not show up for training. Also, minor injuries or health concerns that may affect youth physical training must be reported upon arrival to that youth's Commanding Officer. A physician's certificate for light duty or when major illness or injury has occurred, may be required on a case-by-case basis. (We must know the medical condition of each youth at all times).

Recruit Graduation

Graduation Day is a memorable and rewarding experience in the life of a youth, as they are given the title of Young Marine. The graduation will be held at the end of Recruit Training with the date, time and location being announced once they are confirmed. Only those recruits that successfully complete the training will be permitted to

attend the graduation ceremony.

Following the recruit graduation, youth return to training as Young Marines to continue advanced training. Opportunities to earn promotions to higher ranks and positions of leadership within the program are now within their reach. They will also have the opportunity to participate in nationally sponsored summer leadership and adventure programs.

Program Cost

This is a free program fully supported by the Bossier Sheriff's Office and Sheriff Larry C. Deen. All uniforms are provided and replaced as needed; however, if an issued item is lost or not properly cared for, it is the responsibility of the youth or parent to replace that item.

Reading Responsibility

It is the parents' responsibility to read ALL of the information provided to them in letters, memoranda and flyers. Talk to your Young Marine about up-coming training activities and assignments for study. During recruit training, study is a must!

Community Activities

Young Marines frequently participate in community events such as parades, flag-folding ceremonies, color guards, *etc.* throughout the north Louisiana area. For most youth, this will be the first time in their lives that they participate in these types of activities and therefore, parents, family members and friends are encouraged to support them with their attendance at the events.

Participation in certain community activities is helpful to Young Marines, providing them with the opportunity to earn credit towards a particular ribbon award.

When participating in community events, our youth are filled with pride and a sense of belonging. This pride escalates when they hear the cheers and clapping from their family or see the proud expressions on their parents' faces after an outstanding performance.

Parents' participation during community events and other related activities also demonstrate their support for the Young Marines organization.

Physical Force

Physical force and verbal abuse are prohibited, and defamatory remarks shall not be used in the presence of youth.

Physical force is the physical touching, holding or striking of another with any object for the purpose of restraining and/or inflicting pain. Physical force shall not be used to instruct, correct or discipline Young Marines. However, a minimum of physical force may be used under the following conditions:

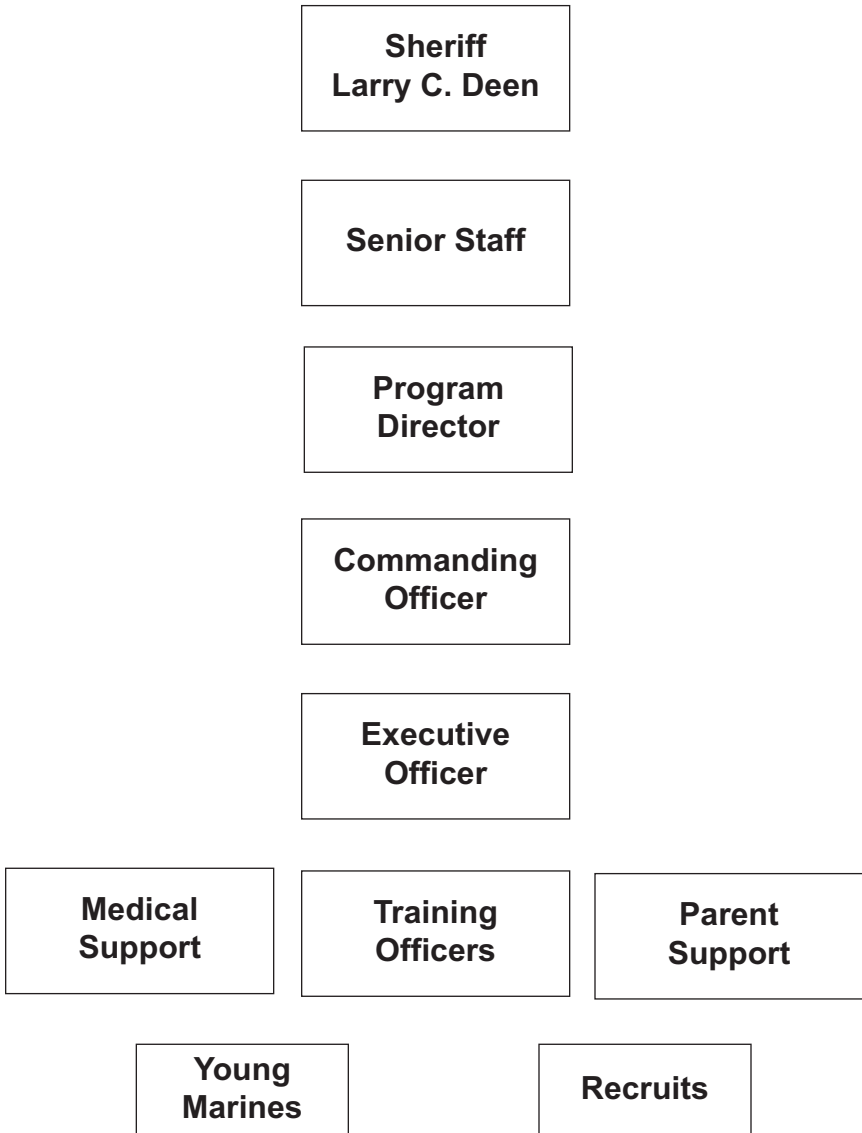
- To break up a physical altercation
- To protect others
- To protect yourself

Touching for reasons other than instructional purposes among youth is prohibited and violators will be subject to the Young Marines Code of Conduct.



While information from the Young Marine publications and other units may have been used, the information contained in this handbook is exclusive to the Bossier Sheriff's Office Young Marines Program. It should not be interpreted as being 100 percent consistent with other Young Marines units' training concepts and philosophies.

Table of Organization













**Contact Chief Don Burling
2510 Viking Drive,
Bossier City, LA 71111
(318) 965-3500**

**or Lt. Norman Craig
(318) 560-2372 or (318) 741-9160
or (318) 741-9158 fax.**