

19 June 2002

Directorate of Community Activities

Family Advocacy Program

Summary. This new memorandum sets forth guidelines and procedures for the prevention, identification, reporting, investigation, and treatment of spouse and child maltreatment offenses involving military personnel residing on or off the Fort Huachuca Installation.

Applicability. This memorandum applies to all military personnel residing on Fort Huachuca, and all personnel living outside the boundaries of Fort Huachuca.

Supplementation. Supplementation of this memorandum is prohibited without prior approval from the proponent.

Suggested improvements. The proponent of this memorandum is the Army Community Service (ACS), United States Army Intelligence Center and Fort Huachuca (USAIC&FH). Users may send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended changes to Publications and Blank Forms) through channels to Commander, USAIC&FH, ATZS-MWC, Fort Huachuca, AZ 85613-6000.

Availability. This publication is available solely on the Fort Huachuca Homepage at <http://huachuca-www.army.mil>. Definitions can be found in AR 608-18, Section II Terms.

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1. Purpose. This memorandum sets forth guidelines to be used on Fort Huachuca military installation for the prevention, identification, reporting, investigation, and treatment of spouse and child maltreatment and assigns responsibilities for the Family Advocacy Program (FAP). The FAP is a Commander’s program administered by the Fort Huachuca USAIC&FH, ACS, and the Medical Treatment Facility (MTF). The Family Advocacy Committee (FAC) shall have oversight of the FAP.

2. References. Prescribed and referenced publications and forms are available electronically. Fort Huachuca publications and forms are available at <http://huachuca-www.army.mil> and higher echelon publications and forms are available at <http://www.usapa.army.mil>.

- a. Army Regulation (AR) 608-18, 1 September 1995, FAP.
- b. Department of Defense (DoD) Directive 6400.1-M.
- c. AR 608-1, Appendix F, Transitional Compensation Program.
- d. Memorandum of Agreement (MOA) between USAIC&FH and Arizona State Department of Economic Security (DES), District VI.
- e. MOA between USAIC&FH, and The US Army MTF Activity.
- f. Policy--Case Management of Out-of-Home, Institutional, and Sexual Child Abuse.
- g. Out of Home Child Sexual Abuse Cases, 1996.

3. Scope. This memorandum applies to spouse and child abuse occurring within Army families and other families entitled to care at Raymond W. Bliss Army Health Center, hereafter known as the MTF. It also applies to child abuse occurring in Army operated Activities such as the Child Development Center (CDC) and Army regulated activities

(ARA) such as Family Child Care (FCC) homes and Youth Services (YS). This memorandum supersedes the FAP Interim Policy and Procedures dated May 28, 1996.

4. Responsibilities. Components of the FAP will carry out their specific responsibilities outlined in AR 608-18, or otherwise stated below:

a. Installation Commander will ensure that procedures exist to protect victims of family member abuse from further harm, to include removal of offenders from government quarters.

b. Installation Family Advocacy Program Manager (FAPM) will:

(1) Coordinate with civilian and military service providers, and assume lead responsibility for developing, coordinating and implementing Fort Huachuca Memorandum 608-4.

(2) Co-sponsor Child Abuse Prevention events with civilian agencies (i.e. Committee for the Prevention of Child Abuse and Stand for Kids Day). This promotes cooperation between civilian and military authorities to reduce child and spouse abuse.

(3) Assist in the efforts to obtain background checks for volunteers, contractors, appropriated and non-appropriated employees who are involved with childcare or have regular contact with children.

c. The Dental Activity (DENTAC) Commander when warranted will:

(1) Cases identified as potential abuse or neglect will be brought to the attention of either the clinic chief or DENTAC commander for possible action and/or referral.

(2) Screen dental and medical records if accessible, in order to, identify and record all incidents of injury suggestive of spouse and child abuse.

d. The Director, Military Personnel Services (MPS), Adjutant General Directorate will provide support to the Case Review Committee (CRC) Chairperson in determining if soldiers of active cases are being reassigned.

e. The Provost Marshal Officer (PMO) will:

(1) When abuse occurs off the military installation, the military and civilian law enforcement agencies will work cooperatively to investigate the allegation of abuse.

(2) Operate 24-hour Report Point of Contact (RPOC) for all reports of spouse and child abuse. The military RPOC phone number is 533-3000 and Sierra Vista authority's phone number is 458-3311.

(3) Provide a copy of the Military Police (MP) blotter or civilian report of abuse entries only to the FAPM.

5. Composition of the CRC include members and consultants as outlined in AR 608-18, to include the Victim Advocate Program (VAP) Coordinator who serves as a consultant:

a. The CRC will convene, at a minimum, once a month to discuss child/spouse abuse cases.

b. The CRC will determine whether each case is substantiated or unsubstantiated. Only those persons on orders as CRC members may vote. Alternates on orders may vote in the primary person's absence. Persons attending the meeting as professional consultants will not vote. If a vote is tied, the case will be considered unsubstantiated. The CRC minutes will reflect members present and number of votes casted to substantiate each case. When a quorum (two-third of members) is not present, the meeting will be postponed but must be rescheduled within the next 2 weeks.

6. Composition of the FAC is outlined in AR 608-18.

a. The FAC will convene, at a minimum, once a quarter to discuss FAP issues.

b. The FAC minutes will be provided by the FAPM.

7. Prevention Education Programs. The following programs will be provided by the FAPM unless prohibited fiscal resource constraints:

FH Memo 608-4

a. Community Awareness Program. This program is to inform the military community of reporting procedures, the dynamics of child and spouse abuse, indicators of child and spouse abuse, and services available in the Fort Huachuca community. Upon request, programs will be conducted for parents, family support groups, school personnel, church groups, and similar organizations.

b. Military Education Program. This program will be provided for commanders and soldiers. In addition to the material covered in the Community Awareness Program, Commanders and First Sergeants will receive training in command responsibilities and coordination with the CRC. Training will include the Army's policies on family violence. Soldiers will be trained annually.

c. Parent Education Program. Parenting classes will be held on an on-going basis and include classes specifically geared toward early childhood, with other classes offered as needed.

d. Prenatal Support Program. A trained volunteer visits new mothers in the hospital and provides support information on child development and local resources. The volunteer follows up telephonically with the mothers for a minimum of 3 months. The volunteer will not answer medical questions. Families needing more intense follow-up will be referred to local resources (e.g. healthy families).

e. Child Safety Program. Family Advocacy staff and trained volunteers will conduct classes in child safety, physical abuse, and other reference awareness to school age children.

f. The VAP and Transitional Compensation Program (TCP). The VAP Coordinator will recruit and train the victim advocate volunteers and conduct classes in victim advocacy and transitional compensation to soldiers, spouse groups, and family readiness groups.

g. Professional Education Training. Professionals and Para-professionals who work with children will receive quarterly training in the dynamics of child abuse. Topics will include causes and effects of child abuse, the identification of child abuse, and the reporting responsibilities for child abuse.

8. Reporting Procedures.

a. Every soldier, employee, and member of the military community are to report information about known or suspected cases of spouse and child abuse. Commanders will also report this information. The designated RPOC for abuse are the MPs. Individuals will report cases of suspected spouse and child abuse. Anonymous reports may be made.

b. Arizona State Law 13-3620 of the Criminal Code requires the following personnel to report suspected child abuse and/or neglect: child care custodians, medical practitioners, and non-medical practitioners involved with children, and school personnel. This statute applies to employees of Child Development Service (CDS), FCC providers, YS paid staff and volunteers, MTF personnel who have direct patient contact, ACS paid staff and volunteers, chaplains, counselors, MPs and school personnel.

c. Reporting child abuse.

(1) When the MP receives a report of suspected child abuse, protection and safety of the alleged victim will be the first priority. The MPs will notify the Criminal Investigation Command (CID) and Child Protective Service (CPS). Subsequent notification to Social Work Services (SWS) will be made as soon as possible after the initial notification. The MP will forward any written reports to the CID.

(2) When SWS receive the initial report of suspected child abuse, they will immediately notify the MPs, and CPS.

(3) The CRC Chairperson or designee will notify the appropriate Unit Commander within 24 hours of a report of suspected child abuse.

(4) If the suspected incident of child sexual or physical abuse allegedly occurred in Army operated activities, or ARA, the program director will immediately report to the RPOC and FAPM, who will within 48 hours of receiving the report, notify appropriate officials (e.g. MP's, ACS Officer, Directorate Personnel Activity (DCA), Installation Commander, Training and Doctrine Command (TRADOC) FAPM).

d. Reporting spouse abuse:

(1) When the MPs receive the initial report of suspected spouse abuse, they will first determine the immediate safety of all parties and assess if the situation is stabilized. Protection of the alleged victim will be the first priority. The desk sergeant will try to determine if there are weapons.

(2) Upon arrival of the MPs, a determination will be accessed, if the situation is stabilized, but will result in charges against one of the spouses, the MP will notify SWS to report the incident. The SWS will confirm that the soldier's unit was notified.

(3) If the situation required immediate victim advocacy services, the MP will provide information concerning victim's rights as outlined on DD Form 2701, and notify the victim

advocate coordinator during duty hours, or the on-call volunteer victim advocate after duty hours, if victim requests such service.

(4) If the situation is unstable and requires crisis intervention services, the PMO notifies SWS for intervention services, during duty hours and the MP desk after duty hours requesting the on-call social worker. If the MPs have not heard from the social worker within 15 minutes, they will place the call to the social worker again. The MPs will also notify the soldier's unit.

(5) When the PMO notifies a commander, that one of the soldiers in the unit has been involved in an abuse incident, and is the alleged perpetrator, the Commander will be responsible for quartering the soldier in the barracks and ordering the soldier to stay away from the victim. The victim and children, if any, may remain in the home. Counseling for both victim and alleged abuser will be done by SWS. The soldier will remain quartered in the barracks until released by the Unit Commander after coordination with SWS. When the victim is an active duty female with a civilian spouse, the Commander will provide shelter for the soldier and children, if any, outside the quarters, until a restraining order is obtained against the perpetrator. If it is not possible for another family in the unit, or a friend, to house the victim(s) temporarily, the Commander will contact the Forgach House for assistance. It is the right of the victim to decide to seek shelter. It is also the right of the victim to be protected as well as the confidentiality, of the victim, as much as possible.

(6) When ACS receives a report involving an incident of suspected spouse or child abuse, the FAPM will provide crisis assistance to the client and report the incident to the MP and SWS to expedite treatment service and CRC case management.

(7) The CRC Chairperson will ensure that follow-up reports are made to the appropriate Unit Commander, upon CRC determination of status, treatment plan, duration of treatment, degree of cooperation from the soldier, and ways in which the command may facilitate treatment, including suggestions for duty limitation.

9. Investigation/Evaluation.

a. The investigation of child and spouse abuse is a collaborative effort between Fort Huachuca and civilian agencies involved in reported incidents. If CPS, or other civilian authorities, receives the initial report of abuse, that authority will notify the PMO as soon as possible. Law enforcement, medical, and social work personnel will work cooperatively and share information and records as permitted by law and regulation. The goals are to spare victims the trauma of multiple interrogations as well as expedite the investigation into the allegations and protect the alleged victim from further risk. Local policy for Case Management of Out-of-Home, Institutional, and Sexual Child Abuse is in compliance with Department of the Army Policy.

b. The roles of the different military and civilian agencies are distinct. The FAPM, SWS, and CPS (in child abuse cases) will determine continued safety of the victims. It is the role of the PMO and CID to investigate possible criminal misconduct.

c. Whenever possible, coordinated joint interviews by law enforcement, medical, and social work personnel are conducted to avoid multiple interviews and further trauma to the victim(s) of child and spouse abuse. The only exception to this is, if, one of the agencies is delayed more than a reasonable amount of time.

d. The FAP personnel will use the guidelines indicated by AR 608-18, when interviewing spouse and child victims and any other children in the household. When collecting information, the child and spouse's right to privacy are to be protected.

10. Emergency response in child abuse cases.

a. Some child abuse cases require immediate intervention by CPS to protect the victim from further danger by placing the child in the Children's Crisis Shelter or foster care. The CPS will take appropriate steps outlined by the State of Arizona Court System and the MOA between the US Army Intelligence Center and Fort Huachuca and Arizona DES to remove the child(ren) from their parents.

b. In cases of suspected physical or sexual abuse, CPS requires the collaboration of the MP and/or CID to determine possible criminal penalties before removal can take place. If removal is authorized, a plain-clothed MP in an unmarked car will transport the child to the MTF for an evaluation. Custody of the child will be transferred to the appropriate authorities at the hospital. Children of civilian sponsors will not be transported to the Raymond W. Bliss Health Center (RWBHC) on the installation. The CPS caseworker will determine what action to take for the child.

c. If the suspected perpetrator is a service member living in the victim's home, the service member will be removed from quarters, if not incarcerated, and ordered by his Commander not to return to the home. The Commander will provide space for the service member in the barracks. This action will minimize the need to remove a child to foster care. However, there must be a non-offending adult in the home who can appropriately support the child and meet their needs at this time. The perpetrator will not return home until recommended by the CRC.

d. When the incident takes place on post and the suspected perpetrator is a civilian, the CID will coordinate with the local United States Attorney's Office or the local District Attorney's Office for prosecution.

e. The CPS and Sierra Vista Police Department (SVDP) will notify SWS and the MP to coordinate the investigation and treatment when the incident occurs off post and the suspect is active duty military.

11. Treatment.

a. Treatment goals are:

- (1) To prevent the repetition of abuse.
- (2) To restore the health of victims and innocent family members who have suffered physical or psychological damage from abuse.
- (3) To return the abusers and families affected by abuse to a functioning state.

b. The local MTF, through the CRC, is responsible for recommending a treatment plan providing rehabilitative treatment, referring families to private treatment resources, and coordinating treatment through case managers. The CRC case records will be maintained at SWS. Case Managers will enlist the support of the service member's Unit Commander and keep them apprised of treatment plan and progress.

c. The CRC will determine if the allegations are clinically substantiated or unsubstantiated. New cases will be presented to the CRC no later than 6 weeks after the incident. Each case will be discussed at least quarterly to review progress of the treatment plan.

d. After appropriate services are provided, the CRC will determine when to close the case. They will report the success of treatment in addressing the issues leading to the abuse.

e. Treatment services include:

- (1) Anger Control Groups
- (2) Support Groups
- (3) Couples Counseling
- (4) Individual Counseling
- (5) Stress Management

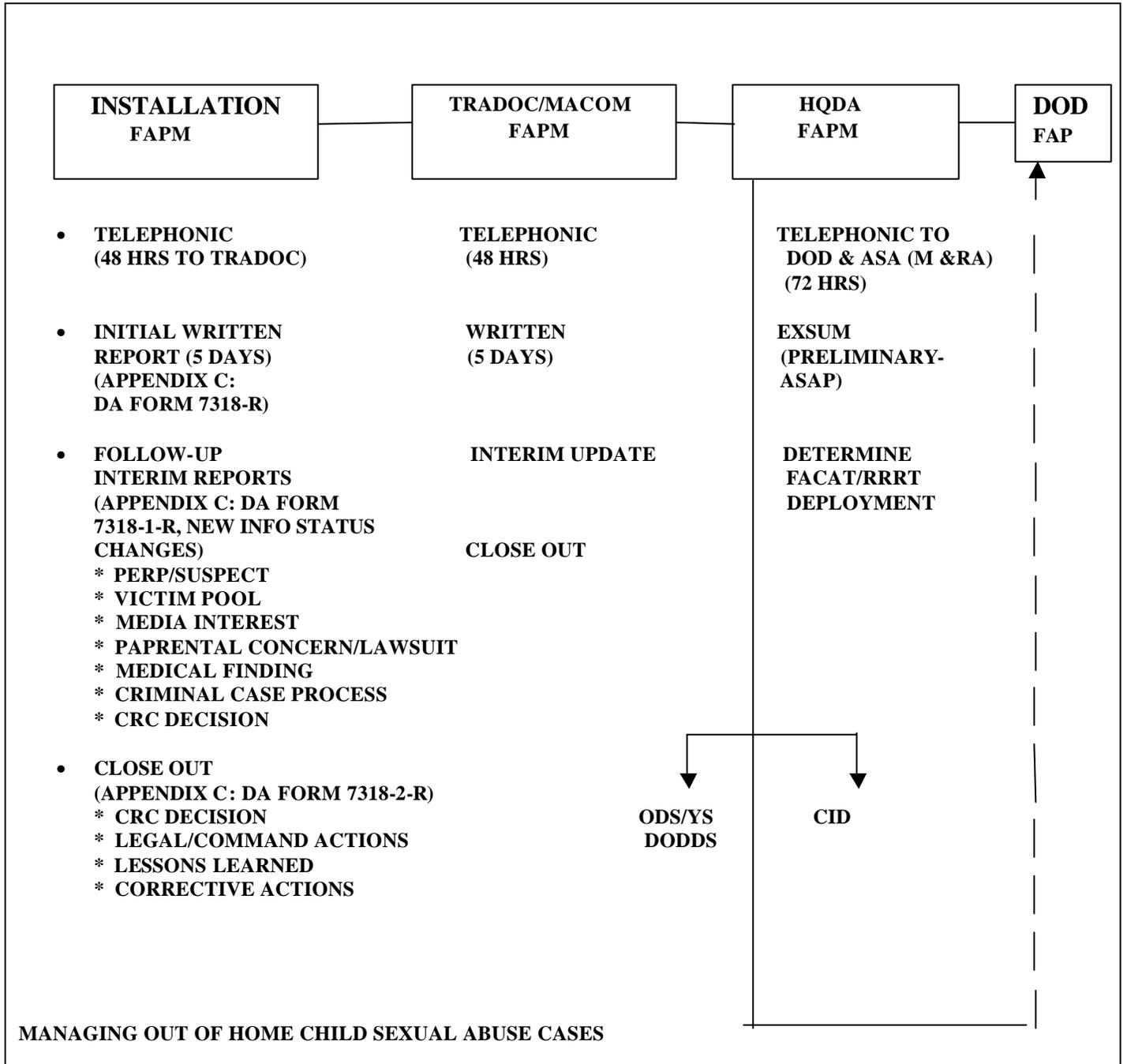
12. Statistical Records.

a. The chairperson of the CRC will serve as the designated person to authorized access to Army Central Registry (ACR) to include the FAPM and CRC case managers.

b. The MTF will maintain accurate statistics on number of cases of spouse and child abuse reported, substantiated, and unsubstantiated. These statistics will be made available to the FAPM for the ACS annual report and for presentation quarterly to the FAC by the Chief, SWS.

APPENDIX A

ADMINISTRATIVE ROUTING FOR OUT OF HOME CHILD ABUSE CASES



(ATZS-IMI-IP)



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