



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, US ARMY GARRISON  
2837 BOYD AVENUE  
FORT HUACHUCA ARIZONA 85613-7001

ATZS-CDR (608-18)

6 January 2004

MEMORANDUM FOR SEE DISTRUBUTION

SUBJECT: POLICY - Reporting Child Abuse, Neglect, and Unattended Children on Fort Huachuca

1. References:

a. Army Regulation 608-18, The Army Family Advocacy Program, 1 Sep 95.

b. Arizona Revised Statute, Section 13-3620 A.

c. Memorandum of Understanding between US Army Intelligence Center and Fort Huachuca and Arizona State Department of Economic Security, District VI, Nov 00.

2. The purpose of this memorandum is to establish policy and procedure for reporting child abuse, neglect, and unattended children on Fort Huachuca.

3. Reference 1b above, requires mandatory reporting of child abuse by any physician, hospital intern or resident, surgeon, dentist, osteopath, chiropractor, podiatrist, county medical examiner, nurse, psychologist, school personnel, social worker, peace officer, parent, counselor, clergyman, priest, or any other person having responsibility for the care or treatment of children.

4. Fort Huachuca Reporting Policy:

a. Every soldier, employee, and family member of the Fort Huachuca military community is encouraged to report any known and suspected cases of child abuse or neglect to the Military Police (MP) at 533-3000/2181 or 911, and Child Protective Service (CPS) at 1-888-767-2445 or 1-877-238-4501. The MP will forward all reports of child abuse or neglect to the Social Work Service - Family Advocacy Program (538-0625) and notify the Military Police Investigation (MPI) or Criminal Investigation Division (CID), as deemed appropriate.

b. Child and Youth Service (CYS) personnel should report any incident of suspected child maltreatment to the MP and CPS simultaneously and follow the CYS internal reporting procedure to notify the appropriate program director/designee. The program director/designee will notify the CYS Chief, the Social Work Service Chief, and the Family Advocacy Program Manager (FAPM) at 533-6878.

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c. Exceptions to this policy:

(1) A military lawyer has no obligation to make a report of child abuse that comes to his/her attention as a result of privileged communication; unless the communication clearly contemplates the commission of a future crime.

(2) A uniformed or civilian member of the clergy working for the military has no obligation to make a report of child or spouse abuse that comes to their attention as a result of privileged communication. A member of the clergy may encourage a person who is a victim or perpetrator of spouse or child abuse to make a report of such abuse or seek treatment as appropriate.

5. Child abuse includes physical abuse, sexual abuse, and neglect. Any physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or other maltreatment of a child by a parent, guardian, or any other person (including an employee at a child's home or any staff person providing care for a child) who is responsible for the child's welfare on a temporary or permanent basis.

6. Despite efforts to publicize the MP as the central point of contact for child abuse and neglect cases, initial reports can be received by persons in a variety of activities on the installation, i.e., Army Community Service and medical treatment facilities. Any person receiving a report of child abuse or neglect should record the information with as much detail as the reporter is able or willing to provide. The person receiving the call should then immediately inform the MP, who will then advise Social Work Service of the report.

7. The person reporting the known or suspected incident of child abuse or neglect may remain anonymous.

8. The following are installation policies for military families, which promotes an environment where children are not exposed to risk to their well-being. Parents must consider the child's emotional, mental, and physical capabilities when leaving a child unattended or in a babysitter's care.

a. Children 9 or younger, will not be left alone at home, in parked vehicles, around hospital clinics and public facilities (public parks, public restrooms, exchange facilities, and commissaries), while their parents or guardians conduct business transactions, complete appointments, or shop.

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b. Children 10 to 12 may be left alone in an unsupervised home for reasonable periods of time not to exceed 4 hours. Parents will provide the child with a key; emergency telephone numbers to police, fire, hospital, and a telephone number where parents can be reached, the expected time of return, and the name and telephone number of an adult who can be immediately available in case of emergency.

c. Children under 12, may not baby-sit, including siblings. Children, 12 years or older, may baby-sit within the community during the day or evening hours (not to exceed midnight). Babysitters will be provided with emergency telephone numbers and information mentioned in paragraph 8b above. Red Cross babysitter training is strongly recommended prior to baby-sitting.

d. Children, under the age of 16, will not be left alone overnight. Children, 16 years and older, may be left alone overnight with a responsible adult (18 years or older) available for emergencies and has a medical power of attorney for the child. Children, 16 years and older, may baby-sit for younger children overnight, as long as there is a responsible adult available for emergencies and a medical power of attorney for each child being watched, as well as for the babysitter (if under 18).

e. When children are not picked up at the appropriate time from any Child and Youth Service (CYS) facilities, and parents/emergency contact person cannot be located, the Child Development Center (CDC), the School Age Services (SAS), or Youth Services (YS) center staff will call the MP and the MP will facilitate unit involvement in locating the parents.

9. The proponent for this policy is the Directorate of Community Activities, Army Community Service, Family Advocacy Program Manager, at 533-6878.

10. This policy supersedes Policy - Reporting Child Abuse, Neglect, and Unattended Children on Fort Huachuca, dated 24 Feb 03.

LAWRENCE J. PORTOUW  
Colonel, MI  
Commander, US Army Garrison

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