

21 NOV 2018

US Army Garrison, Redstone  
Redstone Arsenal, Alabama 35898

Garrison SOP  
No. 608-2

FAMILY ADVOCACY PROGRAM (FAP)  
STANDARD OPERATING PROCEDURE (SOP)

	Paragraph
Purpose.....	1
Scope.....	2
Policy.....	3
Procedure.....	4
Responsibilities.....	5
References .....	6

1. **PURPOSE.** This SOP establishes the local procedures to be followed in the US Army Garrison, for the implementation, operation, and administration of the Family Advocacy Program (FAP) in accordance with Army Regulation (AR) 608-18, Army Family Advocacy Program, 13 September 2011. The goal of this program includes prevention and treatment of military Families experiencing or who are at risk for experiencing spouse/intimate partner abuse and/or child abuse/neglect.

2. **SCOPE.** This SOP applies to all personnel at Redstone Arsenal associated with or responsible for fulfilling the requirements of AR 608-18.

3. **POLICY.** The policy of this program is to prevent spouse/intimate partner and child abuse, to encourage the reporting of all instances of such abuse, to ensure the prompt assessment and investigation of all abuse cases, to protect victims of abuse, to allow victims of domestic abuse the option of restricted and unrestricted reporting, and to treat all service members and Family members affected by or involved in abuse while protecting the applicable rights of both alleged victims and alleged offenders.

4. **PROCEDURES.**

- a. Reporting of Child Abuse /Neglect Incidents.

Garrison SOP  
No. 608-2

(1) The Directorate of Operations (DO) Law Enforcement Desk serves as the designated reporting point of contact (RPOC) for FAP. The law enforcement desk maintains a 24-hour telephone answering service to facilitate reporting. The RPOC can be reached on post at 911 or 256-876-2222 and is responsible for contacting the FAP for all domestic violence and child abuse/neglect reports.

(2) Mandated reporters of child abuse/neglect will report all known or suspected cases directly to the Madison County Department of Human Resources (DHR) 24 hour hotline, 256-427-6200. Mandated reporters will then report to the RPOC who is responsible for contacting the FAP Social Worker in Department of Behavioral Health (DBH), 256-955-8888, extension 1937.

(3) In accordance with AR 608-18, all installation law enforcement personnel, physicians, nurses, social workers, school personnel, Child and Youth Services (CYS) personnel, psychologists, or others involved with providing treatment are mandated reporters. Per Alabama State Law, oral reports to DHR must be followed up with a written report on DHR Form 1593. To avoid duplicate reports, the mandated reporter with first-hand knowledge of the abuse/neglect will file the written report.

(4) In cases of suspected child maltreatment that occurs on-post, DHR and law enforcement will participate in the investigation in coordination with FAP. In cases of off-post reports involving military Families, DHR will ensure that FAP and law enforcement are contacted.

b. Reporting of Domestic Violence Incidents.

(1) Unrestricted reports of domestic violence, shall be immediately reported to the RPOC. Additionally, the RPOC will notify the FAP Social Worker who will notify the service members' Commander within 24 hours. The FAP Social Worker shall also be supplied with the military law enforcement blotter and incident reports involving any likely spouse or intimate partner cases.

(2) If a victim of domestic violence discloses the incident to FAP or healthcare providers and requests restricted reporting of the incident, the Victim Advocate (VA) or FAP Social Worker should be contacted in lieu of the RPOC. Commanders should report allegations of abuse involving their service members to the RPOC.

(3) To encourage the reporting of all incidents of Family violence, anonymous reports may be taken from non-mandated reporters.

(4) Victims of domestic violence choosing restricted or unrestricted reporting of an incident are entitled to receive the services of a VA. This is a voluntary service. The advocate provides comprehensive assistance and support including crisis intervention, assistance in securing medical treatment for injuries or a forensic examination, information on legal rights and proceedings, referral to shelters, and other resources available to victims.

(5) Restricted reporting is limited to adult victims of domestic violence who have attained the age of 18 or are married, to include current and former unmarried intimates of an active duty service member, Family member spouses, and active duty victims.

(6) Victims may elect a restricted report only when domestic abuse disclosures are made to a VA, the FAP Manager (FAPM), or military healthcare providers (HCP), including the FAP clinical social worker.

(7) If the victim discloses the domestic incident in the presence of anyone other than the specified individuals listed above or a military chaplain, this negates the restricted reporting option.

(8) Although a report to a chaplain is not a restricted report, it is a communication that may be protected under Military Rules of Evidence (MRE) or applicable statutes and regulations. The restricted reporting process does not affect any privilege recognized under the MRE.

(9) The victim must sign and date a Victim Reporting Preference Statement (VRPS), elect a reporting option, indicate that he/she had an opportunity to talk with a VA, FAPM, FAP Social Worker, or other HCP, be advised of the benefits and limitations of restricted and unrestricted reporting, and understand the exceptions to restricted reporting, the Department of Defense preference, and reasons for unrestricted reporting.

(10) The VA is the point of contact to request a Restricted Reporting Case Number (RRCN) for the Restricted Reporting Report. The HCP must have the RRCN when providing a forensic exam or routine medical exam to include collection of evidence. This number is attached to forensic evidence.

(11) The DO/Redstone Arsenal Law Enforcement secures the evidence and stores it for one year, unless the victim changes his/her report to unrestricted. At least one month prior to its destruction date, the DO notifies the FAPM regarding the status of the evidence in storage.

(12) To convert a restricted report to an unrestricted report, the victim must sign and date the VRPS indicating the change. The victim must indicate in writing what restricted reporting information may be disclosed and to whom the information can be forwarded.

(13) If, as a result of a victim's disclosure, a VA or HCP has a reasonable belief that child abuse has also occurred, a report to DHR, FAP Social Worker, and the RPOC will be made. However, disclosure will be limited only to information related to the suspected child abuse.

(14) The Staff Judge Advocate (SJA) Office will provide consultation to the FAP/VA on application of restricted reporting policy, specifically the implementation of exceptions.

c. Investigations.

(1) All on-post reports of Family violence shall be coordinated through the DO Law Enforcement Desk. The RPOC will coordinate with civilian enforcement agencies completing investigations of off-post reports of spouse abuse.

(2) Notification of Unit Commanders. The FAP will ensure that the appropriate Unit Commander is notified as soon as possible of any report of spouse/intimate partner or child abuse pertaining to the Family of one of his or her service members. The Unit Commander will participate in the decision concerning the safety plan for his/her service member and the Family members. Service members can be temporarily placed with a friend, either on or off post, with the approval of the Unit Commander.

(3) The RPOC will notify the Redstone Arsenal Police and Criminal Investigative Division (CID) of every report of child abuse involving a possible criminal offense as soon as the report is received. CID is the primary investigating agency for any allegation of on-post child abuse.

(4) Upon receiving a report, the RPOC will ensure expeditious notification to the following agencies/personnel as needed: FAP Social Worker at DBH, DHR, FAPM, Garrison Commander, and the VA.

(5) When there is a report of child abuse occurring at a Department of Defense operated or sanctioned activity, the CID Special Agent investigating the incident will contact the CYS Coordinator and the FAP Social Worker.

d. Protection of Abuse Victims.

(1) All agencies/personnel investigating incidents of suspected child or spouse abuse will immediately assess the imminent danger for the alleged victim and other Family members and take action to ensure their safety. The alleged offender may be charged and held at DO in accordance with Alabama State Laws.

(2) Interviews between DO Law Enforcement and the alleged victim and DO Law Enforcement and the alleged offender are done separately and out of the hearing range of the other.

(3) Any action taken pursuant to this paragraph must be in strict accordance with the procedures and limitations outlined in the Department of the Army (DA) Memorandum, Restricted Reporting Policy for Incidents of Domestic Violence and AR 608-18, chapter 3, sections IV and V, except that such action may include restricting the service member to the home of a friend, either on or off post, or encouraging an adult victim to go to a shelter or another safe designation. Transportation to a shelter location is coordinated between Crisis Services of North Alabama, the law enforcement desk, and the Huntsville Police. The location of the shelter is kept confidential.

(4) If an alleged adult victim chooses to return to the alleged scene of conflict, he/she will be advised of the potential harmful consequences. There will be no attempt to prevent the return, unless it is believed the adult is not mentally competent to make this decision or it is known that the return would indeed be explosive or harmful to the alleged victim or other people. In such cases, the individual will be advised of the potential for harm and personnel will obtain guidance from the SJA and the Garrison.

(5) In all cases involving the reported maltreatment of a child and/or the potential need to remove a child from the home, DHR will be immediately contacted as outlined in the Memorandum of Agreement (MOA) Between Redstone Arsenal and Madison County Department of Human Resources.

(6) The DHR Caseworker will follow applicable laws concerning protective custody and their agency policies and procedures for the removal of child victim(s) of abuse or other children in the household who may be in danger of continued abuse or life-threatening neglect by the offender(s). The DHR worker will ensure the safe transit of any children to an emergency shelter or foster home.

(7) Upon initial contact, if the child warrants a medical assessment, law enforcement will transport the child to the nearest appropriate medical facility. Prior to transporting, verbal parental consent will be obtained, if possible.

(8) If there are reports of child sexual abuse, the RPOC, FAP, and DHR will be notified to respond and assess. If an interview/assessment at the National Children's Advocacy Center is warranted, the child will be transported under the direction of DHR by a non-offending parent or law enforcement.

(9) When transitional compensation for abused dependents may be authorized for a spouse and/or children because of the actions of a service member, the FAPM and/or VA will ensure that the spouse is referred to the SJA/Victim-Witness Liaison for evaluation. The SJA/Victim-Witness Liaison may refer a client to the FAPM for other assistance that the Family may need during the transition period.

## 5. RESPONSIBILITIES.

a. The following agencies/personnel have specific responsibilities as outlined in AR 608-18 and DA Memorandum, Restricted Reporting Policy for Incidents of Domestic Abuse: Family Advocacy Committee (FAC), FAP Case Review Committee (CRC), CRC Chairperson, FAPM, VA, New Parent Support Program (NPSP) Home Visitor, DO, Redstone Arsenal CID Office, SJA, installation chaplain, pediatrician and other medical HCP at FAHC, Community Health Nurse, CYS Chief, Substance Use Disorder Clinical Care (SUDCC), Unit Commanders, Public Affairs Officer (PAO), Chief of Dental Services, and Chief of DBH. To ensure sharing of information amongst agencies, several MOAs have been established.

b. Definitions relevant to child abuse, neglect, and spouse/intimate partner abuse may be found in AR 608-18, Section II, Terms, and in the DA Memorandum, Restricted Reporting Policy for Incidents of Domestic Abuse.

c. Family Advocacy CRC. The team is appointed by the Garrison Commander and is under the supervision of the FAHC Commander. The FAHC Commander signs the CRC minutes. All reported cases of suspected child abuse and unrestricted spouse/intimate partner abuse will be presented to the CRC for determination and treatment recommendations in accordance with DA/Medical Command (MEDCOM) written policies and procedures. The FAP social worker will initiate and maintain communication with the Unit Commander as outlined in AR 608-18.

Garrison SOP  
No. 608-2

d. Treatment. A treatment plan outlined by the CRC will be provided through various clinical, educational, and support services on Redstone Arsenal and in the civilian community. The CRC will monitor progress on a regular basis.

e. FAC. The FAC is appointed, chaired, and operates under the supervision of the Garrison Commander. The FAC meets quarterly and provides recommendations for FAP policy, programs and procedures, facilitates an integrated community approach, and promotes cooperation with other military installations. The FAC ensures cost effective services are provided through cooperation with civilian agencies, New Parent Support, and Home Visitors.

f. Fatality Review Committee (FRC). The FRC is appointed and operates under the supervision of the Garrison Commander. The FRC meets quarterly to review all known and suspected domestic violence or child abuse related homicides and suicides. The team provides a comprehensive assessment and review in order to improve systemic issues that may be identified. An annual report, signed by the Garrison Commander, will be submitted to IMCOM G-9.

g. Confidentiality Release of Information. All information attained during the investigation, assessment, and treatment of family advocacy cases will be maintained in confidence according to pertinent military regulations and Alabama Law. Agencies participating in the investigation, assessment, and treatment of child and spouse/intimate partner cases will share information as outlined in this SOP. Release of information to any military civilian agency or professional, who has a "need-to-know", will be accomplished within these regulations and laws. The designated authority within FAHC must approve all requests for release of information or review of records. The designated authority within CID must approve all requests for information or review CID records.

h. Central Registry Guidance. The Chairperson of the CRC is responsible for submitting the names of FAP personnel who are to be given access to the Central Registry. The FAP administrative assistant and Chairperson/ FAP social worker will be given access to complete background checks on all Families reported for child and spouse/intimate partner abuse and to complete DA Form 7517, Child/Spouse/Intimate Partner Abuse Report, on all suspected and substantiated cases of abuse.

i. Background Checks. FAP personnel are required to have an Installation Records Check (IRC) and CID checks. The IRC, at a minimum, should include checks conducted by the DO, SUDCC, local civilian police, and FAHC, to include the Army Central Registry and mental health records. Employees should receive a record re-verification every 5 years.

j. **Mandatory Training.** All Civilian employees and contractors in the ACS FAP will receive training on the identification and reporting procedures for suspected child maltreatment and domestic abuse to include restricted reporting. They will also complete the Alabama Department of Human Resources Child Abuse Mandated Reporter Training. Training must be completed within 60 days of beginning employment. All Commanders and Senior NCOs will be briefed within 90 days of assumption of Command.

k. **Prevention and Education Plan.** The FAP provides services designed to prevent domestic abuse and child abuse by promoting awareness, improving Family functioning, easing the kinds of stress that can aggravate or trigger patterns of abusive behavior, and creating a community that is supportive of Families. The prevention plan is designed to enhance community awareness through collaboration with Civilian agencies and other military installations in order to provide cost effective services and to promote program efficiencies. The prevention plan promotes command awareness of abuse, provides information of existing services, and provides specific educational programs. The performance based outcome measures are used to evaluate the program. Prevention activities are a priority and services will be provided in accordance with community needs assessments.

l. **NPSP.** This program provides primary and secondary prevention activities to Families as outlined in AR 608-18 and the DA NPSP Contract. The Home Visitor targets parents at moderate to high risk and is provided with a cellular telephone to carry during all home visits. Visits to the home are arranged at a time convenient to the Family and to encourage the participation of the father, step-father, or intimate partner of the mother. It is important that both parents have equal opportunity to fully participate in the services offered by the program.

m. **Quality Improvement Plan.** There will be an on-going evaluation of the quality of FAP services. This evaluation shall place particular emphasis on monitoring the impact of all FAP related services. The evaluation shall address the quality, utilization, appropriateness, and timeliness of services being provided. Quality assurance information will be collected through committee meetings, customer surveys, focus groups, and community needs assessments.

## 6. REFERENCES.

a. DA Memorandum, Restricted Reporting Policy for Incidents of Domestic Abuse, 26 April 2006.



Garrison SOP  
No. 608-2

- b. AR 608-18, The Army Family Advocacy Program, 13 September 2011.
  - c. Department of Defense Instruction (DoDI) Number 64000.01, February 13, 2015 with Incorporated Change 2, Effective March 16, 2018.
  - d. Alabama State Law, Title 26, Chapter 14, Section 26-14-3.
  - e. Memorandum of Agreement Between Redstone Arsenal and Madison County Department of Human Resources (CPS).
  - f. Memorandum of Agreement Between Redstone Arsenal and Crisis Services of North Alabama.
  - g. H.R.3894, U.S. Code Title 10 Amended, Talia's Law.
7. This SOP will be revised and updated as needed.



KELSEY A. SMITH  
COL, AV  
Commanding