

**BY ORDER OF THE COMMANDER
375TH AIRLIFT WING**

**SCOTT AIR FORCE BASE
INSTRUCTION 40-301**

30 SEPTEMBER 2002



Medical Command

FAMILY ADVOCACY PROGRAM (PA)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures for base agencies to follow in the management of reported incidents of family maltreatment or domestic violence; assigns responsibilities; explains policies and procedures for identifying, investigating, and documenting family maltreatment or domestic violence among military personnel; provides appropriate evaluation and provisions for supportive treatment services for the families; establishes the Family Advocacy Officer (FAO) as the base case manager; assigns the base Family Advocacy Committee (FAC) with functional objectives and activities in monitoring cases and sanctioning preventive programs. In addition to citing the base agencies that are responsible for case management, this instruction specifies the civilian agencies that provide the best response to situations of family or domestic violence.

This instruction implements Department of Defense Directive (DODD) 6400.1, *Family Advocacy Program*, Air Force Policy Directive (AFPD) 40-3, *Family Advocacy Program*, and is subject to the Privacy Act (PA) of 1974. The authority to collect the data described in this instruction is 10 U.S.C. 8013.

SUMMARY OF REVISIONS

This instruction updates language, titles, and wording to reflect the changes in Air Force Instruction (AFI) 40-301, *Family Advocacy*; adds paragraphs **3.7.**, Family Maltreatment Case Management Team, and **3.8.**, High Risk for Violence Response Team (HRVRT); includes the Child Sexual Maltreatment Response Team (CSMRT) since the last revision. **A Bar (|) indicates change from the previous edition.**

1. Case Identification and Reporting. Military and civilian personnel affiliated with Scott AFB are to report any incidents of suspected/established child abuse, neglect, or spouse abuse; report situations that threaten the emotional well being of dependents in accordance with (IAW) AFI 40-301.

1.1. On-Base Incidents. The incidents occurring on base that require immediate intervention to prevent further risk of harm must be reported to the 375th Security Forces Squadron (375 SFS), Exts. 256-2223, 2224, 6000, or call 911 for emergencies to prevent death or serious bodily harm.

1.2. Off-Base Incidents. Incidents in civilian communities requiring immediate intervention to prevent further risk of harm must be reported to the local police.

2. Investigations and Documentation.

2.1. The 375 SFS will:

2.1.1. Advise the 375th Medical Group (375 MDG) Emergency Room personnel to contact the Life Skills Flight on any incident or report of actual/imminent risk of harm to a child or adult family member on base.

2.1.2. Forward copies of AF Form 3545, **Incident Report**, to the unit commander/supervisor and FAO if it is a civilian employee.

2.2. The Air Force Office of Special Investigation (AFOSI) will:

2.2.1. Investigate cases of suspected/established child abuse, neglect, or other family maltreatment falling within the jurisdiction, as prescribed in AFI 71-101, Vol I, *Criminal Investigations*, AFOSI and 375 SFS investigative responsibilities.

2.2.2. Coordinate activities with other investigative agencies (base and civil) as appropriate.

2.2.3. Notify the FAO of the incident and status of AFOSI involvement.

2.2.4. Review the Defense Clearance and Investigations Index (DCII) for prior investigations involving individuals cited in or incidents related to family maltreatment.

2.2.5. Assess and index individuals cited or related to incidents of family or domestic maltreatment.

3. Evaluation and Disposition.

3.1. The 375 MDG will:

3.1.1. Provide a medical examination and necessary medical care via the emergency room or other appropriate clinics IAW AFI 40-301 and 375 MDG Instruction 40-111, *Family Advocacy Program (FAP)*.

3.1.2. Report all incidents of child abuse or neglect to the DCFS Hotline, as mandated by the state statute.

3.1.3. Complete and forward documentation of reported incidents of child abuse or neglect to the FAO.

3.1.4. Notify the FAO/representative (or Life Skills staff after duty hours), pediatrician on call, 375 SFS, AFOSI, and the DCFS of all incidents of suspected child abuse or neglect.

3.1.5. Call the FAO/representative (on-call Life Skills staff), 375 SFS, and the AFOSI of all incidents of suspected spouse abuse.

3.1.6. Hospitalize any child who appears to be in imminent risk of harm via legal protective custody as established by 375 MDG Instruction 40-111.

3.2. The Base Visual Information Services Center will:

- 3.2.1. Provide qualified personnel to photograph the victims' injuries, as specified, for use as legal evidence when requested by medical or investigative authority.
- 3.2.2. Process and forward negatives or proof sheets within 2 duty days to the FAO or the FAP NCOIC for appropriate inclusion in the case file and use in the investigation.
- 3.2.3. Process and forward color prints to the FAO within 5 days of request.
- 3.3. The Department of Children and Family Services (DCFS):
 - 3.3.1. Scott AFB and DCFS will share information relative to the investigation, disposition, and follow up in cases where the State of Illinois has jurisdiction, as outlined in the Memorandum of Understanding.
 - 3.3.2. The FAO will serve as the base liaison to the DCFS.
- 3.4. Civilian Agencies:
 - 3.4.1. The FAP, in conjunction with DCFS, will assess each case and determine the type and extent of appropriate follow-up services, utilizing civilian community resources when base services are not adequate.
 - 3.4.2. The FAP will advise victims of spouse abuse and perpetrators of family maltreatment of civilian resources when base services are not adequate.
- 3.5. Substance Abuse Services will:
 - 3.5.1. Assist in case management when drug or alcohol abuse is involved in an incident.
 - 3.5.2. Provide drug or alcohol rehabilitative services and assistance within the scope of their responsibilities as prescribed by AFI 40-301, when applicable.
- 3.6. The Wing Chaplain will:
 - 3.6.1. Provide confidential pastoral counseling to individuals and families involved in family maltreatment or neglect as requested.
 - 3.6.2. Promote base activities, programs, and facilities to foster and enhance the quality of family life for Scott AFB families.
- 3.7. The Family Maltreatment Case Management Team will:
 - 3.7.1. Serve to review and clinically manage assessments and interventions with families who have allegations of maltreatment.
 - 3.7.2. Perform responsibilities as outlined in AFI 40-301 and Air Force Family Advocacy Program (FAP) Standard M-1, *Family Maltreatment Case Management*.
 - 3.7.3. Consist of the Family Advocacy Treatment Managers, Staff Judge Advocate (SJA), Physician/Physician Assistant or Nurse Practitioner, 375 SFS, and OSI representatives, Family Support Center Director, Youth Flight or Child Development Center Director, Chaplain, and others as directed and approved by the FAC chairperson.
- 3.8. The High Risk for Violence Response Team (HRVRT) and the Child Sexual Maltreatment Response Team (CSMRT) will:

- 3.8.1. Complete the responsibilities outlined in Air Force Family Advocacy Program Standards M-2, *Child Sexual Maltreatment Response Team*, and M-3, *High Risk for Violence Response Team*, respectively.
 - 3.8.2. Include the FAO, Family Advocacy Case Manager, OSI, SJA, Life Skills Support Clinic, appropriate squadron commanders, 375 SFS Operational Flight Commander, Illinois DCFS, and others as necessary.
 - 3.8.3. The HRVRT and CSMRT will be chaired by the FAO.
- 3.9. The FAC will:
- 3.9.1. Serve as a Cross-Functional Oversight Committee organized to monitor and ensure proper operation of the FAP for the 375 AW Commander to ensure all protocols are followed IAW Air Force directives.
 - 3.9.2. Assess for FAP effectiveness and recommend base policy for the prevention of family maltreatment.
 - 3.9.3. Oversee the responsibilities of the FAC subcommittees as described in the USAF Family Advocacy Program Standards (to include, but not limited to, the Family Maltreatment Case Management Team and High Risk/Sexual Abuse Management Response Team).
- 3.10. The Office of the SJA will:
- 3.10.1. Provide legal services to those individuals that are eligible for assistance in cases of family maltreatment or neglect.
 - 3.10.2. Assist in case management as appropriate.
- 3.11. The unit commander and first sergeant will:
- 3.11.1. Acknowledge base services that support or enhance the quality of life for families.
 - 3.11.2. Become familiar with administrative policies relating to child abuse, neglect, and spouse abuse.
 - 3.11.3. Provide counseling and referral assistance to active duty members as warranted.
 - 3.11.4. Assist in case management as appropriate.
- 3.12. The FAO will:
- 3.12.1. Serve as the case manager for all incidents of suspected/established cases of family maltreatment or neglect as required by Air Force and the 375 MDG Instructions.
 - 3.12.2. Ensure provisions are provided by appropriate services to individuals and families involved in family maltreatment or neglect.
 - 3.12.3. Maintain documentation IAW AFI 40-301 and USAF Family Advocacy Program Standards.
 - 3.12.4. Promote awareness and preventative programs to the base community.
 - 3.12.5. Serve as the base liaison to DCFS.
- 3.13. The Installation Commander will:

3.13.1. Establish and ensure viable programs to effectively manage identified incidents of family maltreatment or neglect, as established by AFI 40-301.

3.13.2. Encourage development of an effective preventative services program for the base community in the area of family maltreatment or neglect.

4. Forms Adopted. AF Form 3545, **Incident Report**

CHARLES W. BEADLING, Col, USAF, MC, CFS
Commander, 375th Medical Group

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DODD 6400.1, *Family Advocacy Program*

AFI 40-301, *Family Advocacy*

AFI 71-101, Volume I, *Criminal Investigations*

AFPD 40-3, *Family Advocacy Program*

Air Force Family Advocacy Program (FAP) Standard M-1, *Family Maltreatment Case Management*

Air Force Family Advocacy Program Standard M-2, *Child Sexual Maltreatment Response Team*

Air Force Family Advocacy Program Standard M-3, *High Risk for Violence Response Team*

375 MDG Instruction 40-111, *Family Advocacy Program (FAP)*

Memorandum of Understanding between the Illinois Department of Children and Family Services (DCFS) and Scott AFB, 31 October 2001

Abbreviations and Acronyms

AFI—Air Force Instruction

AFOSI—Air Force Office of Special Investigations

CSMRT—Child Sexual Maltreatment Response Team

DCFS—Department of Children and Family Services

DCII—Defense Clearance and Investigations Index

DCP—Department of Child Protection

FAC—Family Advocacy Committee

FAO—Family Advocacy Officer

FAP—Family Advocacy Program

HRVRT—High Risk for Violence Response Team

IAW—In Accordance With

MDG—Medical Group

PA—Privacy Act of 1974

SAFBI—Scott Air Force Base Instruction

SFS—Security Forces Squadron

SJA—Staff Judge Advocate

U.S.C.—United States Code

Terms

Scott AFB FAP—A community-wide response designed and developed to prevent, identify, investigate, and treat individuals and families involved in violent, abusive, or neglectful domestic situations; contributes to the enhancement of the quality of life, education, and prevention of maltreatment within the Scott AFB community.

Family Maltreatment—Situations precipitated by family members or persons in a caretaker relationship with children that threaten health, safety, and welfare, or a result in physical or emotional harm to family members.

Abuse—Commission of actions that result in physical or emotional injury.

Neglect—Failure to act when legally obligated that impairs the health, safety, or welfare of family members. This definition is to include children left with a lack of appropriate supervision. Children under 11 years of age or who are incapable of self-care (i.e., children left in an automobile/building without appropriate supervision may be considered neglected). A child may also be assessed as neglected due to the lack of supervision (i.e., if a child under 6 years of age is outdoors without appropriate supervision to ensure there is no risk of harm).

Child—Any individual under the age of 17 or who is significantly impaired, mentally or physically.

Risk of Harm—The degree of actual or imminent danger of physical, emotional health, and safety resulting from acts or omissions.

Memorandum of Understanding—A written understanding between Scott AFB and the Illinois DCFS that coordinates case management in incidents of suspected and established child abuse or neglect.

Illinois Child Abuse and Neglect Hotline (800-25A-BUSE)—The initial point of involvement from DCFS in reporting situations of suspected or established child abuse or neglect. All incidents of suspected or established child abuse or neglect are to be reported to 800-25A-BUSE.

Department of Child Protection (DCP)—The branch of DCFS that is responsible for the investigation of all reported incidents of suspected child abuse or neglect.

Field Office—The branch of DCFS that is responsible for follow-up services by the state in instances of established (or voluntarily requested) cases of child abuse or neglect.