

**MEMORANDUM of UNDERSTANDING (MOU)
BETWEEN GOODFELLOW AIR FORCE BASE
AND TOM GREEN COUNTY SHERIFF'S CRISIS INTERVENTION UNIT**

1. PURPOSE: To establish a written agreement between the Goodfellow Air Force Base (GAFB) and the Tom Green County Crisis Intervention Unit (CIU) defining procedures for victim protection, victim advocacy services, support, and information and referral services for victims of domestic violence who are eligible for military medical treatment.

2. GENERAL: This Memorandum of Understanding (MOU) does not create additional jurisdiction or limit or modify existing jurisdiction vested in the parties. This MOU provides guidance and documents an agreement for general support between Goodfellow AFB and the CIU.

3. RESPONSIBILITIES:

A. Goodfellow AFB agrees to the following provisions:

(1) When responding to or investigating domestic violence cases or providing medical or other services for domestic violence victims, personnel from Goodfellow AFB Security Forces (SFS), Family Advocacy Program (FAP) personnel and medical treatment facility (MTF) personnel, shall provide victims of domestic violence with basic referral information for the CIU, including telephone/hotline number and a general description of support and victim advocacy services offered by the CIU.

(2) Goodfellow AFB will work with FAP to publicize resources available through the CIU and how victims can access those services.

(3) FAP will provide information to the CIU staff, as needed, on resources available to victims of domestic violence through FAP and through other programs and agencies located on Goodfellow AFB.

(4) Access to Goodfellow AFB will be provided to the CIU staff for the purpose of providing services to military or military dependent victims of domestic violence.

B. Crisis Intervention Unit agrees to the following provisions:

(1) When the CIU receives a referral from Goodfellow AFB at the request of the victim, or when the CIU identifies a victim of domestic violence as an individual eligible for military medical treatment, the CIU will provide the same services to that victim as it provides to all other clients, in accordance with the victim's wishes and needs.

(2) Services provided by the CIU include: crisis counseling; information and referral to appropriate resources; assisting victim(s) in obtaining an emergency protective order (EPO) application and taking it to the jail for placement in the suspect's booking jacket; meeting with the victim to discuss options and helping them formulate a plan of action; assisting the victim in applying for Crime Victims' Compensation (if eligible), and transportation to and from the family shelter and/or Shannon Medical Clinic (for minor injury) as needed.

The CIU staff/volunteers are on-call 24 hours a day. All services are provided free of charge. The goal is to keep victims safe. Referrals to other agencies are made to ensure the victims' needs are met in all programs.

(3) When the CIU receives a referral from Goodfellow AFB or when the CIU identifies a victim of domestic violence as an individual eligible for military medical treatment, the CIU staff shall provide that victim with information regarding FAP and other resources available to victims of domestic violence on Goodfellow AFB and the leased housing.

(4) The CIU staff will work with FAP to train base staff, including, but not limited to, personnel from Security Forces; Family Advocacy; First Sergeants, and from the medical treatment facility (MTF), as to resources available through the CIU and the procedure for victims to access those services.

(5) The CIU works with victims of domestic violence; sexual assault; homicide survivors; suicide survivors; harassment and threats; stalking; robbery; assaults; DWI crash survivors; child sexual abuse; child physical abuse; elder abuse, and of disabled abuse and neglect.

4. PRIVACY INTERESTS:

A. The CIU shall not disclose the victim's identity and/or specifics about the victim's circumstances to Goodfellow AFB personnel, including, but not limited to, FAP staff or SFS without the written consent of the victim, ***unless required to do so by state or federal law.*** Victims must sign authorizations for the release of information prior to the exchange of any information with Goodfellow AFB regarding that victim. Once the release of information form has been signed, though, information should be exchanged for the purposes of referral, treatment and intervention planning, and coordination efforts.

B. Goodfellow AFB personnel, including but not limited to FAP staff and Security Forces may also not disclose victims' identities nor specifics about the victims circumstances to the CIU without written consent of the victim, unless otherwise required to do so by state or federal law. Victims will need to sign a "Release of Information" form prior to the exchange of any information regarding that victim. Once the release of information form has been signed, information shall be exchanged for the purposes of referral, treatment and intervention planning, and coordination efforts.

C. Copies of the original signed "Release of Information" form shall be kept on file with the initiating organization and a copy will be transmitted to the receiving party.

D. The CIU shall provide on a monthly basis to Goodfellow AFB Family Advocacy, non-identifying statistical information regarding the military-beneficiary victims to whom it provides services.

5. PROCEDURES: The following procedures shall apply to the reporting and investigation of complaints of child and/or spouse abuse and neglect allegedly occurring in the local area, whether on or off-base:

A. Initial Report of Complaint: Upon receipt of an allegation of spousal abuse, the receiving party shall immediately notify the other party and relay all pertinent information upon the written consent of the victim.

(1) For CIU to respond to an on-base incident reported by FAP:

(a) CIU will notify the Base Family Advocacy Office; or the on-call base mental-health worker, via the base Command Post (654-3558). [After hours, CIU may also contact the Security Forces Squadron (654-3504) to request access to the base.]

(b) If contacted by CIU, the FAO or on-call mental-health worker, will document all reports received, and assist as needed in getting CIU access to the base, which may include phoning the gate or Visitor's Center to facilitate CIU access.

(2) For FAP to respond off-base to an incident reported by CIU:

(a) During normal duty hours, once contacted, FAP will determine whether it's feasible or not to meet with CIU and accompany them to the residence in question. If not, or if CIU has responded first and called FAP later, the FAP workers will seek maximum information from CIU as to the actions they took, the problems observed, etc., and will log-in and process the case as appropriate, as determined by USAF FAP Standards.

(b) During non-duty hours, the on-call mental-health worker will document the report and provide it to Family Advocacy at the start of the next duty day.

B. Contacting the GAFB Installation Commander:

(1) When CIU contacts the Family Advocacy Office (or the on-call mental-health worker) requesting access to the base or base properties to respond to a domestic incident, or to advise FAP of an incident they've responded to, the Family Advocacy Officer (FAO) or on-call mental-health provider, depending on the severity of the situation, will notify the 17th Medical Group Commander (17 MDG/CC or designee). Although entry to the new off-base housing area north of the base (The Landings) is not controlled, CIU should still notify the FAO or on-call mental-health worker when assisting victims there.

(2) When CIU responds, it usually will consist of two individuals traveling in the CIU vehicle, with each individual having suitable identification to facilitate base access (which should include a picture ID, driver's license, suitable auto insurance).

(3) The 17th Medical Group Commander or designee will be responsible for determining whether notification of the Wing Commander (17 TRW/CC) is necessary.

C. Child-related maltreatment incidents will be reported by whichever agency (CIU or Goodfellow AFB Family Advocacy) to the Texas Department of Family and Protective Services, either via the state-wide hotline (1-800-252-5400) or via their Internet site.

6. EFFECTIVE ADMINISTRATION AND EXECUTION OF THIS MOU

A. This MOU will be reviewed biennially (every two years) and shall remain in full force and effective until specifically abrogated by one of the parties to this agreement with sixty (60) days notice to the other party.

B. Effective execution of this agreement can be achieved only through continuing communication and dialogue between the parties. It is the intent of this MOU that channels of communication will be used to resolve questions, misunderstandings, or complaints that may arise that are not specifically addressed in this MOU.

C. Personnel from Goodfellow AFB and the CIU shall meet, as necessary, to share information regarding individual cases after having received signed "Release of Information" forms from the victims and to generally discuss and review quality of services provided to victims.

D. POINTS OF CONTACT.

(1) Goodfellow AFB:

(a) Duty hours (Mon-Fri 7:30 am to 4:30 pm):

(1) Family Advocacy Program, 654-3122

(2) Security Desk, 17th Security Forces Squadron., 654-3075

(b) After hours: 17 TRW Command Post at 654-3558 (they will notify on-call mental-health worker as needed)

(2) Crisis Intervention Unit:

(a) Duty hours: County Sheriff's Office, 658-3921

(b) After hours: 658-8111.

WITNESS our hands this day _____

MARK T. DAMIANO, Colonel, USAF (3893)
Commander



MICHAEL BROWN 8-16-11
County Judge
Tom Green County
122 W Harris
San Angelo, TX 76903