

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
17th MEDICAL GROUP (17 MDG)/FAMILY ADVOCACY PROGRAM
AND
TOM GREEN COUNTY SHERIFF'S CRISIS INTERVENTION UNIT (CIU)**

This is a Memorandum of Understanding (MOU) between the 17th Medical Group, Goodfellow Air Force Base (GAFB), Texas, and Tom Green County Sheriff's CIU. When referred to collectively, 17 MDG and the Tom Green County Sheriff's CIU are referred to as "Parties".

1. BACKGROUND: In accordance with Air Force Instruction 40-301, *Family Advocacy Program* (FAP), 16 November 2015, an MOU between FAP and key civilian agencies is required to ensure program effectiveness.

2. PURPOSE: To establish between the 17 MDG and the Tom Green County Crisis Sheriff's 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.

3. UNDERSTANDINGS OF THE PARTIES:

3.1. 17 MDG agrees to the following provisions:

3.1.1. 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 Military 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.

3.1.2. Goodfellow AFB will work with the Family Advocacy Office to publicize resources available through the CIU and how victims can access those services.

3.1.3. 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.

3.1.4. 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.

3.2. Crisis Intervention Unit agrees to the following provisions:

3.2.1. 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.

3.2.2. Services provided by the CIU include: crisis counseling, information and referral to appropriate resource, 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.

3.2.3. 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 privatized housing.

3.2.4. 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.

3.2.5. The CIU will work with victims of domestic violence, sexual assault, homicide survivors, suicide survivors, harassment and threats, stalking, robbery, assaults, Driving While Intoxicated (DWI) crash survivors, child sexual abuse, child physical abuse, elder abuse, and of disabled abuse and neglect.

4. PERSONNEL: Each Party is responsible for all costs of its personnel, including pay and benefits, support, and travel. Each Party is responsible for supervision and management of its personnel

5. PRIVACY INTERESTS:

5.1. 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.

5.2. 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 the 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.

5.3. The CIU shall disclose the alleged offender's information and/or specifics about the circumstances to Goodfellow AFB FAP staff.

5.4. 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.

5.5. 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.

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

6.1. Initial Report of Complaint: Upon receipt of an allegation of intimate partner abuse, the receiving party shall immediately notify the other party and shall relay all pertinent information for the alleged offender. Information for victim will also be relayed if written consent is obtained.

6.1.1. For CIU to respond to an on-base incident reported by FAP:

6.1.1.1. CIU will contact the Security Forces Squadron (654-3504) to request access to the base.

6.1.1.2. If contacted by CIU, the Family Advocacy Officer (FAO) (654-3122) or on-call mental health worker (654-3558) will document all reports received.

6.1.2. If CIU has responded, 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 determined by USAF FAP standards. 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.

6.2. Contacting the GAFB Installation Commander:

6.2.1. When CIU contacts the Family Advocacy Office to advise FAP of an incident they've responded to, the FAO or on-call mental health provider, depending on the severity of the situation, will notify the 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 FAO or on-call mental health worker when assisting victims there.

6.2.2. When CIU responds, the team will usually 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 and suitable auto insurance).

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

6.3. Child-related maltreatment incidents will be reported to the Texas Department of Family and Protective Services, either via the state-wide hotline (1-800-252-5400) or via their Internet site <https://www.dfps.state.tx.us/> by whichever agency is notified of the event (CIU or Goodfellow AFB Family Advocacy).

7. GENERAL PROVISIONS:

7.1. POINTS OF CONTACT: The following points of contact will be used by parties to communicate in the implementation of this MOU. Each Party may change its point of contact upon reasonable notice to the other Party.

7.1.1. Base Agencies

7.1.1.1. Goodfellow AFB:

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

Family Advocacy Program: 654-3122

Security Desk, 17th Security Forces Squadron: 654-3504

After hours: 17 TRW Command Post at 654-3558 (they will notify on-call

Mental health worker as needed)

7.1.2. State Agency

7.1.2.1. Crisis Intervention Unit:

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

After hours: 658-8111

7.2 CORRESPONDENCE: All correspondence to be sent and notices to be given pursuant to this MOU will be addressed, if to the Family Advocacy Program, to –

7.2.1. 271 Ft. Richardson Ave
Goodfellow Air Force Base
San Angelo, TX 76908

And, if to the Tom Green County Crisis Intervention Unit, to-

7.2.2. 3005 North Chadbourne
San Angelo, TX 76901

7.3. COORDINATION OF CARE: GAFB and Crisis Intervention Unit will share resources, plans of actions, and include respective parties in case staffing meetings in order to avoid duplication of services and provide continuity of care.

7.4. FUNDS AND MANPOWER: This MOU does not document nor provide for the exchange of funds or manpower between the Parties nor does it make any commitment of funds or resources.

7.5. MODIFICATION OF MOU: This MOU may only be modified by the written agreement of the Parties, duly signed by their authorized representatives. This MOU will be reviewed annually on or around the anniversary of its effective date, and every three years in its entirety.

7.6. DISPUTES: Any disputes relating to this MOU will, subject to any applicable law, Executive order, directive, or instruction, be resolved by consultation between the Parties or in accordance with DoDI 4000.19.

7.7. TERMINATION OF UNDERSTANDING: This MOU may be terminated in writing at will by either Party.

7.8. TRANSFERABILITY: This MOU is not transferable except with the written consent of the Parties.

7.9. ENTIRE UNDERSTANDING: It is expressly understood and agreed that this MOU embodies the entire understanding between the Parties regarding the MOU's subject matter.

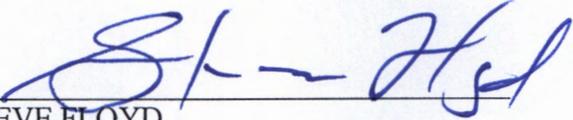
7.10. EFFECTIVE DATE: This MOU takes effect beginning on the day after the last Party signs.

7.11. EXPIRATION DATE: This MOU expires on nine years from the date in which it is signed.

7.12. CANCELLATION OF PREVIOUS MOU: This MOU cancels and supersedes the previously signed MOU between the same parties with the subject purpose of identifying actions required of 17 TRW and Tom Green County Crisis Intervention.

APPROVED:

For The Tom Green County Sheriff's Crisis Intervention Unit –



STEVE FLOYD
County Judge, Tom Green County

10-11-16.
Date

For the 17 MDG –

STEVEN P. VAN DE WALLE, Colonel, USAF, MSC
Commander, 17th Medical Group

Date