



**At a Glance**  
**Military Resource Handbook**  
For Virginia's Sexual and Domestic Violence Centers



Virginia Sexual and Domestic Violence  
**ACTIONALLIANCE**

# Virginia Sexual & Domestic Violence Action Alliance

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## Mission Statement

The Virginia Sexual and Domestic Violence Action Alliance is a diverse group of individuals and organizations that believe that ALL people have the right to a life free of violence.

We recognize that sexual and domestic violence are linked to other forms of oppression, which disproportionately affect women, children and other marginalized people, harming individuals, families and societies as a whole.

We will use our diverse and collective voice to create a Virginia free from sexual and domestic violence—inspiring others to join and support values of equality, respect and shared power.

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### Committee Members for this project:

Military Representation: Bernadette Hardy, A.J. Brandt, LCDR. Miranda Nance Ph.D, Shannon Sullivan-Hurst, Lisa Ashley, Denise Roach, Keita Franklin, Laurie Brown, Cora Hodges, Ann Schulte, Melissa Black, Karen Guadalupe.

Sexual and Domestic Violence Program/Center Representation: Marcy Wright (Transitions Family Violence Services), Cherie Stone (Laurel Shelter), Shannon Minor (Laurel Shelter), Tiffany Speas (Laurel Shelter), Winter Freeman (Help and Emergency Response), David Delehanty (Fairfax Victim Assistance Network), Chana Ramsey (The James House), Jane Clayborne (The James House), Jeanne Jennings (Transitions Family Violence Services), Becky Lee (YWCA Women's Advocacy Services), Peggy Sullivan (ACTS/Turning Point), Robin Bledsoe (Avalon: A Center for Women and Children), Shawna Gray (The Center for Sexual Assault Survivors), Jeanette Kippenhan (Response: Sexual Assault Support Services of the YWCA).

Department of Social Services: Bill Gandel (Prince George Co.), Lenora Jones-Elliott (Richmond).

Co-Executive Directors of the Alliance: Jeanine Beiber, Ruth Micklem and Kristi VanAudenhove  
Alliance Staff for this project: Arlene Vassell-Richards, Darlene Ward, Sherrie Goggans.

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Virginia Sexual and Domestic Violence  
**ACTIONALLIANCE**

5008 Monument Avenue, Suite A  
Richmond, Virginia. 23230  
804-377-0335  
[www.vsdvalliance.org](http://www.vsdvalliance.org)  
E-mail: [info@vsdvalliance.org](mailto:info@vsdvalliance.org)

# Introduction

This resource kit has been designed for civilian advocates working with active duty members, spouses, partners and family members who have experienced or been exposed to sexual and/or domestic violence.

The resource kit is the product of a military and civilian committee that worked diligently to identify and address the needs of this population of survivors.

The dynamics and impact of sexual and domestic violence are no different with this population, but certain aspects of military life and culture will affect your response as an advocate.

Unlike the civilian world, reporting a spouse/partner for domestic violence can automatically cause his/her employer to be notified about his/her acts of abuse and could result in the termination of their job or other negative career consequences. This could increase the risk of retaliation, putting a survivor at greater risk. Survivors in military families are typically isolated from family members and may lack that vital support system. Also, this population of survivors tends to worry about losing housing and health care for the family if the perpetrator is providing the benefits.

It is important to also realize that not only is the military culture and life different than the civilian world, but protocols and practices differ among the services and possibly among the installations. The kit was not designed to identify and address these differences; it was designed to help advocates navigate the military system to advocate for survivors.

Due to mandates from Congress and increased public awareness of domestic and sexual violence in the military, civilian advocates and military advocates are developing great partnerships to enhance the services offered to this population. We encourage you to contact your local installation and get to know the victim advocates working in the Family Advocacy Program and the Sexual Assault Response Team; these are the people that can address your questions and concerns related to military systems.

As an advocate, you already have the basic skills necessary to work with this growing population, use this kit to enhance those skills.

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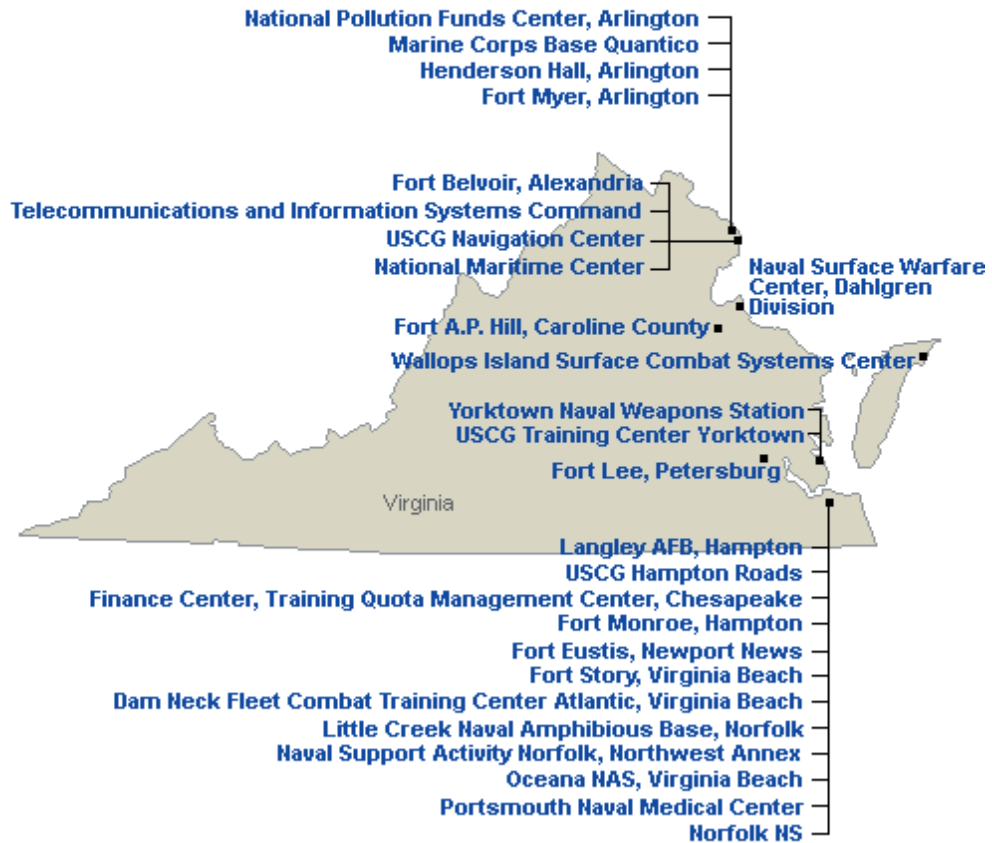
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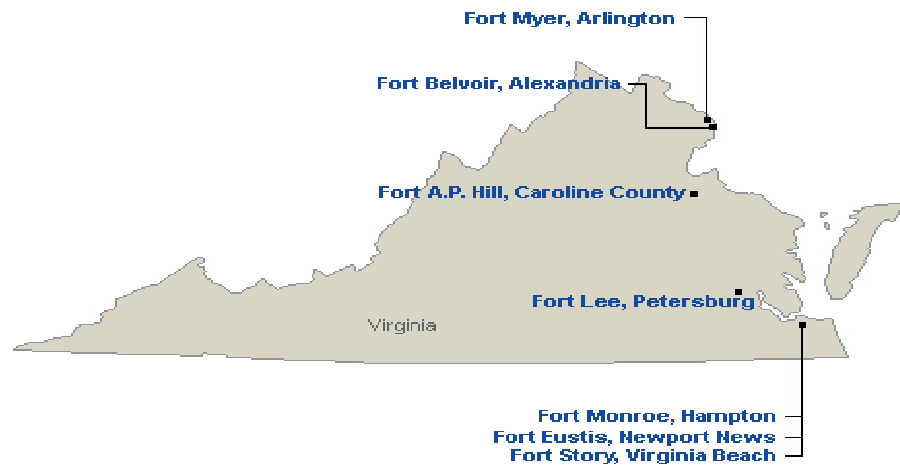
## Additional Resources and Articles (in a separate folder on this CD)

- Defense Task Force on Domestic Violence Report
- DoD Task Force Report on Care for Victims of Sexual Assault
- Connections-Military Culture and Sexual Assault Victims
- DoD-Domestic Violence Reporting Policy (brochure)
- National Capitol Region-Sexual Assault Prevention & Response (brochure)
- The Military Response to Victims of Domestic Violence-Tools for Civilian Advocates-Battered Women's Justice Project (BWJP)
- Lessons Learned-Military/Civilian Domestic Violence Collaboration
- Victim Advocate Safety Plan

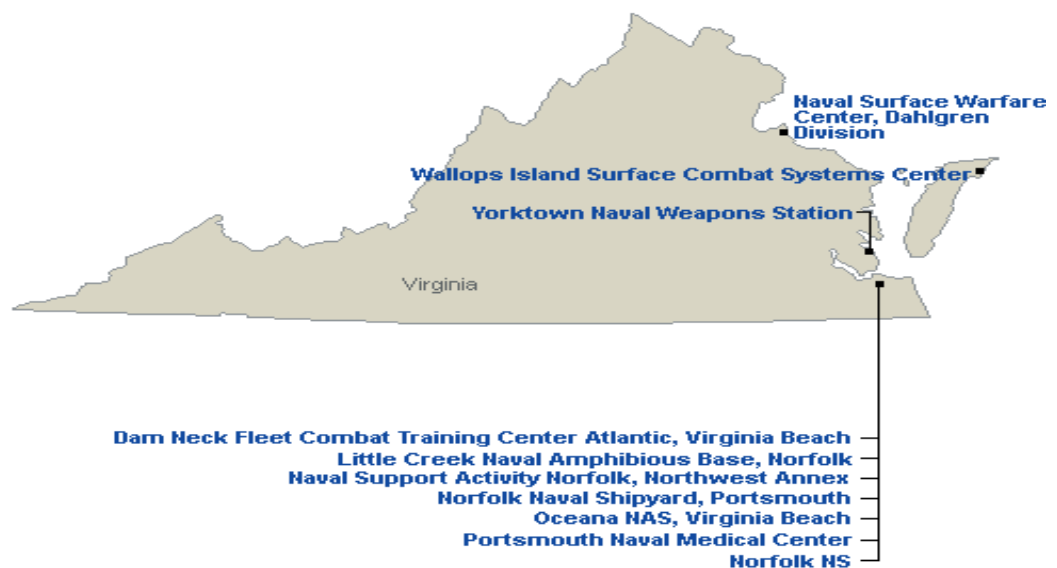
# List of all Virginia installations



# Army (For Fort Lee Petersburg, please refer to Prince George County)



# Navy



# Air Force



# Marines





# Coast Guard



# National Guard

## Virginia Air National Guard Address

VaANG Base Directory  
100 Falcon Rd  
Sandston VA 23150-2526  
The Air National Guard Readiness Center  
3500 Fetchet Avenue  
Andrews AFB MD 20762-5157



## Virginia Army National Guard Address

The National Guard Bureau  
1411 Jefferson Davis Highway  
Arlington VA 22202-3231



The Army National Guard Readiness Center  
111 S. George Mason Drive  
Arlington VA 22204

# Code of Virginia § 18.2-57.4

## § 18.2-57.4. Reporting findings of assault and battery to military family advocacy representatives.

If any active duty member of the United States Armed Forces is found guilty of a violation of § 18.2-57.2 or § 18.2-57.3, the court shall report the conviction to family advocacy representatives of the United States Armed Forces

(2004, c.681.)

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## § 18.2-57.2. Assault and battery against a family or household member; penalty.

A. Any person who commits an assault and battery against a family or household member is guilty of a Class 1 misdemeanor.

B. Upon a conviction for assault and battery against a family or household member, where it is alleged in the warrant, information, or indictment on which a person is convicted, that such person has been previously convicted of two offenses against a family or household member of (i) assault and battery against a family or household member in violation of this section, (ii) malicious wounding in violation of § 18.2-51, (iii) aggravated malicious wounding in violation of § 18.2-51.2, (iv) malicious bodily injury by means of a substance in violation of § 18.2-52, or (v) an offense under the law of any other jurisdiction which has the same elements of any of the above offenses, in any combination, all of which occurred within a period of 20 years, and each of which occurred on a different date, such person is guilty of a Class 6 felony.

C. Whenever a warrant for a violation of this section is issued, the magistrate shall issue an emergency protective order as authorized by § 16.1-253.4, except if the defendant is a minor, an emergency protective order shall not be required.

D. The definition of “family or household member” in § 16.1-228 applies to this section.

## § 18.2-57.3. Persons charged with first offense of assault and battery against a family or household member may be placed on local community-based probation; conditions; education and treatment programs; costs and fees; violations; discharge.

When a person who is no younger than 18 years of age or who is considered an adult at the time of the proceeding and who has not previously been convicted of any offense under this article or under any statute of the United States or of any state or any ordinance of any local government relating to assault and battery against a family or household member or has not previously had a proceeding against him for violation of such an offense dismissed as provided in this section, pleads guilty to or enters a plea of not guilty to a violation of § 18.2-57.2, the court, upon such plea if the facts found by the court would justify a finding of guilt, without entering a judgment of guilt and with the consent of the accused, may defer further proceedings and place him on local community-based probation upon terms and conditions.

As a term or condition, the court may, where assessment or evaluation services are available, require the accused to be assessed or evaluated and, based on the results of the assessment or evaluation, require the accused to enter an education or treatment program or services indicated by the assessment or evaluation, if available. The court, when assessment or evaluation services are not available, may require education or treatment services such as, in the opinion of the court, may be best suited to the needs of the accused.

The court shall require the person entering such education or treatment program or services under the provisions of this section to pay all or part of the costs of the program or services, including the costs of any assessment, evaluation, testing, education and treatment, based upon the accused's ability to pay unless the person is determined by the court to be indigent.

Following the finding of facts that would justify a finding of guilt, the court may order the defendant be placed with a local community-based probation services agency established pursuant to Article 9 (§ 9.1-173 et seq.) of Chapter 1 of Title 9.1, if such a services agency is available. As a condition of local community-based probation, if available, the court shall require the accused to successfully complete all treatment and/or education programs or services required by the assessment or evaluation and to be of good behavior during the period of supervised probation and for a period of not less than two years following the completion of probation. The court shall order the defendant to be of good behavior for a period of not less than two years following the finding of facts that would justify a finding of guilt when no supervised probation is ordered.

The court shall, unless done at arrest, order the accused to report to the original arresting law-enforcement agency to submit to fingerprinting.

Upon violation of a term or condition of supervised probation or of the period of good behavior, the court may enter an adjudication of guilt and proceed as otherwise provided. Upon fulfillment of the terms and conditions, the court shall discharge the person and dismiss the proceedings against him. Discharge and dismissal under this section shall be without adjudication of guilt and is a conviction only for the purposes of applying this section in subsequent proceedings. As such, no charges dismissed pursuant to this section shall be eligible for expungement under § 19.2-392.2.

Notwithstanding any other provision of this section, whenever a court places an individual on probation upon terms and conditions pursuant to this section, such action shall be treated as a conviction for purposes of § 18.2-308.

### Note to Advocates:

- Please inform survivors that this will be done prior to conviction
- Please check with your local court clerks to find out the appropriate reporting process
- Virginia Codes: <http://legis.state.va.us>

# Domestic Violence & Sexual Violence in the Military



# Reports of Sexual Assault in All Military Divisions

	1999	2000	2001	2002	2003
Total DOD-report sexual assaults	n/a	n/a	n/a	901	1,012
Soldiers on active duty	473,879	482,176	479,591	518,320	620,812
Female soldiers on active duty	167,350	169,205	172,970	212,266	215,022
Incidents per 100,000 total services members	139	154	159	151	132

Sources of data: Department of Defense (DOD). The DOD defines sexual assault as rape, forcible sodomy, assault with intent to commit rape or sodomy, indecent assault or intent to commit any of those offenses.

---Ms., Fall 2004

# Domestic Violence in the Military

- In 2002, there were more than 18,000 incidents of spousal abuse reported to the Department of Defense's Family Advocacy Program.<sup>1</sup> 84% of these incidents involved physical abuse.<sup>2</sup>
- Domestic violence victims in military communities are most likely to be women (66% of cases identified female victims)<sup>3</sup> and the civilian spouses of active duty personnel (62% of abusers are on active military duty).<sup>4</sup>
- Among active duty military women, 30% reported an adult lifetime prevalence of intimate partner abuse, while 22% reported intimate partner violence during military service.<sup>5</sup>
- Domestic Violence homicides in the military community from 1995-2001 include: 54 in the Navy or Marine Corps; 131 in the Army; 32 in the Air Force.<sup>6</sup>
- In 2002, 24% of women surveyed by the Defense Department reported experiencing sexual harassment in the forms of crude/offensive behavior, unwanted sexual attention, and/or sexual coercion.<sup>7</sup>
- Although data is hard to obtain, it is apparent that relatively few military personnel are prosecuted or administratively sanctioned on charges stemming from domestic violence.<sup>8</sup>
- The Department of Defense (DOD) divides the severity of abuse into three categories: severe physical abuse, moderate physical abuse, and mild physical abuse. The DOD severity definitions are inconsistent with commonly "characterizations" of domestic violence. A DOD prerequisite to be categorized as severe physical abuse is major physical injury requiring inpatient medical treatment or causing temporary or permanent disability or disfigurement. A strangulation case in the civilian community is considered very dangerous, whereas in the Department of Defense, it might be defined to be mild or moderate abuse. As a result 69% of domestic violence cases reported in FY99 were mild and only 6% were classified as severe.<sup>9</sup>
- In a 2001 Department of Defense memo on the subject of domestic violence, Deputy Defense Secretary Paul Wolfowitz declared, "domestic violence will not be tolerated in the Department of Defense." He made clear that "commanders at every level have a duty to take appropriate steps to prevent domestic violence, protect victims and hold those who commit it accountable."<sup>10</sup> In spite of this memo, the rates of moderate and severe spousal abuse have increased between FY 1997-2001 (23% to 36% for moderate, 2% to 7% for severe). Mild spousal abuse, on the other hand, has decreased (72% to 57%).<sup>11</sup>

# Domestic Violence in the Military (cont'd)

- According to Defense Secretary Donald Rumsfeld, “Domestic violence is a pervasive problem that transcends all ethnic, racial, gender and socioeconomic boundaries, and it will not be tolerated in the Department of Defense. Domestic violence destroys individuals, ruins families and weakens our communities.<sup>12</sup>

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<sup>1</sup> U.S. Department of Defense, Family Advocacy Program Report: “Child and Spouse Abuse Data,” (FY97-01).

<sup>2</sup> Ibid.

<sup>3</sup> U.S. Department of Defense, Family Advocacy Program Data, FY02.

<sup>4</sup> “Child and Spouse Abuse Data,” (FY97-01).

<sup>5</sup> Campbell, Garza, et al., Intimate Partner Violence and Abuse Among Active Duty Military Women, Violence Against Women, 2003.

<sup>6</sup> Initial Report of the Defense Task Force on Domestic Violence, U.S. Department of Defense, 2001.

<sup>7</sup> Armed Forces 2002 Sexual Harassment Survey, U.S. Department of Defense, 2001.

<sup>8</sup> Initial Report of the Defense Task Force on Domestic Violence, U.S. Department of Defense, 2001.

<sup>9</sup> “Defense Task Force on Domestic Violence, 2003 Third Year Report,” U.S. Department of Defense, February 2003.

<sup>10</sup> Paul Wolfowitz, Deputy Secretary of Defense, Department of Defense Memo, November 19, 2001.

<sup>11</sup> U.S. Department of Defense, Family Advocacy Program Report: “Child and Spouse Abuse Data,” (FY97-01).

<sup>12</sup> Department of Defense Memo, April 2001 in response to the Initial Report of the Defense Task Force on Domestic Violence.

From The National Coalition Against Domestic Violence. [www.ncadv.org](http://www.ncadv.org)

# MILITARY POWER AND CONTROL WHEEL



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**NATIONAL CENTER**  
on Domestic and Sexual Violence  
training • consulting • advocacy

4612 Shoal Creek Blvd. • Austin, Texas 78756  
512.407.9020 (phone and fax) • www.ncdsv.org

Developed from:  
Domestic Abuse Intervention Project  
202 East Superior Street  
Duluth, MN 55802  
218.722.4134



# Military Acronyms

AIT	Advanced Individualized Training
CO	Commanding Officer An officer who lawfully exercises authority over subordinates by virtue of rank or assignment.
CPO	Civil Protection Order A civil remedy providing various forms of relief for victims of abuse.
CRC	Case Review Committee A multi-disciplinary group of military practitioners that meet to hear information about incidents of domestic violence and child abuse, make a determination about substantiation of abuse, and provide recommendations for treatment for the abuser and support services for the family. These recommendations are given to the command.
DEERS	Defense Enrollment Eligibility Reporting System A computerized database of military sponsors, families and others world-wide who are entitled under the law to TRICARE (health) benefits.
DoD	Department of Defense The mission of the Department of Defense is to provide the military forces needed to deter war and to protect the security of our country. The department's headquarters is at the Pentagon.
DTFDV	Defense Task Force on Domestic Violence A group of military and civilian representatives assigned to assess the DoD response to domestic violence and make recommendations for improvements.
ERD	Early Return of Dependents Early Return of Dependents is authorized transportation of a service member's dependents and shipment of household goods shipment at government expense....because of official or personal situations which justify such authorization.
FAP	Family Advocacy Program Military support and services program to assist family members who are experiencing abuse.
FAPO	Family Advocacy Program Officer An officer assigned to work on issues of family abuse, may be assigned to the FAP program.
JAG	Judge Advocate General Military Attorney

# Military Acronyms (continued)

JFTR	Joint Federal Travel Regulation Regulations that govern conditions and allowances for all government travel, including relocation of service members and their families.
LES	Leave and Earnings Statement A monthly statement for service members, documenting how much they earned for basic pay and pay for special assignments; what allowances they received for food, housing, and clothing; as well as what deductions were taken out of their pay for allotments, child support, insurance and taxes.
MP	Military Police Service members who are trained as law enforcement officers.
MPO	Military Protective Order A direct order from a commander to a service member providing relief similar to a civilian protective order, but only enforceable on the military installation.
NJP	Non-Judicial Punishment Disciplinary action initiated by command, not a trial, no lawyers involved. May result in reprimand, loss of pay, restrictions, confinement to quarters, etc.
OSI	Office of Special Investigation
PCS	Permanent Change of Station A transfer to a new duty station at least 50 miles from your current assignment.
PMO	Provost Marshal's Office The office that oversees the military police department.
SAPRO	Sexual Assault Prevention and Response Office SAPRO serves as the single point of accountability for Department of Defense (DoD) sexual assault policy.
SARC	Sexual Assault Response Coordinator
SAPR	Sexual Assault Prevention and Response Program
SAVI	Sexual Assault Victim Intervention Program The program offers a standardized, consistent, victim -sensitive system to prevent and respond to sexual assault Navy-wide.

# Military Acronyms (continued)

SECDEF	Secretary of Defense The principal defense policy advisor to the President of the United States.
SF	Security Forces
SOFA	Status of Forces Agreement Governs jurisdictional issues regarding US forces in other countries.
SSCRA	Soldiers and Sailors Civil Relief Act This act can delay all civil court actions for service members, such as divorce proceedings, foreclosures and bankruptcy.
TC	Transitional Compensation Provides financial support to abused family members to reduce victims disincentives to reporting abuse and to remove the threat of financial retribution.
UCMJ	Uniform Code of Military Justice Congressional Code of Military Criminal Law applicable to all military members worldwide.
USSPA	Uniformed Services Former Spouse Protection Act Recognizes the right of State Courts to distribute military retired benefits to a spouse under certain circumstances.
VA	Victim Advocate
UVA	Uniformed Victim Advocate The UVA provide resources for immediate and ongoing Intervention and support to victims of sexual assault.
VAWA	Violence Against Women Act

# Department of Defense Policies on Sexual and Domestic Violence



# DoD Sexual Assault Policy

**Definition:** This policy memorandum provides a clear Department-wide definition of sexual assault. Previous reports identified considerable in-Service confusion about the difference between sexual assault and sexual harassment. For training and educational purposes, this memorandum provides definitions of the terms “Sexual Assault” and “Other Sex-Related Offenses.” When combined with the current definition of “Sexual Harassment,” these definitions will eliminate confusion and uncertainty about which actions constitute which offense. This clarity will ultimately contribute to increasing offender accountability and the ability of the commander to take appropriate action. These elements will have a substantial impact on creating a culture of prevention and an environment that increases the effectiveness of the Department’s education, counseling and management initiatives.

**Response Capability:** This policy memorandum establishes immediate response capability for each report of sexual assault in all locations, including deployed locations, to ensure timely access to appropriate victim services. This policy also includes designation and responsibilities of Sexual Assault Response Coordinators and Victim Advocates, and adoption of guidelines for rapid response, including identification of first responders, requisite training for personnel, and the manner for conducting case management. Program reviews showed it was difficult to ascertain the level and timeliness of support services offered to a victim of sexual assault, the extent of commander’s actions to safeguard victims or the final disposition of the case. Through the Sexual Assault Response Coordinator and the conduct of case management, the Department will ensure system accountability and victim access to quality services as needed.

**Collaboration:** This policy memorandum directs local commanders to establish Memoranda of Understanding (MOU), between their installation and local community service organizations and other Military Services to facilitate enhanced, optimum responses to sexual assault victims. At many locations, military treatment facilities have limited resources to provide specialized, expert medical and supportive care for victims of sexual assault. MOUs between military and civilian service providers and other Military Services offer a wide-range of support that include victim advocacy services, sexual assault examiner services, local hospitals and/or rape crisis centers, law enforcement services, and counseling services. These services might not be accessible without these agreements.

**Collateral Misconduct:** This policy memorandum provides critical prioritization of the level of offense the victim may have committed, allowing a victim of sexual assault to access care without fear of repercussions for collateral misconduct at the time of disclosure. A victim’s fear of punishment is one of the most significant barriers to reporting sexual assault. Many sexual assaults involve circumstances where the victim may have participated or engaged in some form of misconduct, (i.e. underage drinking or other alcohol-related offenses, adultery, fraternization or other violations). To the extent possible, commanders should delay the determination of disciplinary actions for a victim’s collateral misconduct related to the circumstances of an alleged sexual assault until the investigation and final disposition of the sexual assault case is completed.

# DoD Family & Domestic Violence Policy

In 1984, Department of Defense (DoD) Directive 6400.1 established the Family Advocacy Program (FAP) to address family violence in military families. The FAP consists of coordinated efforts designed to prevent, identify, report and treat all aspects of child abuse and neglect and domestic abuse. The DoD FAP recommends policy and program guidance to assist the Military Service FAPs, which are available locally at installations with command-sponsored families. The Service FAPs have a major role in addressing family violence at the local level through outreach, prevention and intervention efforts. Because abuse can take many forms and some forms of abuse can be much more severe than other forms, FAP provides a wide range of services geared towards the specific needs of families. FAP staff works closely and collaboratively with military command, military law enforcement personnel, medical staff, family center personnel and chaplains, as well as civilian organizations and agencies, to prevent family violence and help troops and families develop healthier relationships.

## **Family Advocacy Program Goals:**

- Promote the prevention, early identification, reporting, and treatment of child abuse and neglect and domestic abuse.
- Strengthen family functioning in a manner that increases the competency and self-sufficiency of military families.
- Preserve families in which abuse has occurred without compromising the health, welfare, and safety of the victims.
- Collaborate with state and local civilian social service agencies.
- Provide effective treatment for all family members when appropriate.

*Above information from :<http://www.defenselink.mil/fapmip/>*

## **Defense Task Force on Domestic Violence**

Section 591 (a) of the National Defense Authorization Act for Fiscal Year 2000 (NDAA FY 2000), P.L. 106-65, required that the “Defense Task Force on Domestic Violence... submit to the Secretary of Defense a long-term plan (referred to as a ‘strategic plan’) for means by which the Department of Defense may address matters relating to domestic violence within the military more effectively.”

Over the three year period from 2001-2003, the Defense Task Force on Domestic Violence (DTFDV) examined the responses to both offenders and victims, made recommendations for improvement of systems and collaboration with civilian groups, and reported annually to Congress. The DTFDV provided an annual report each of the three years and developed a recommended Strategic Plan for the Secretary of Defense.

## **Key Points from Reports of the DTFDV**

The DTFDV was charged by Congress to make recommendations to the Secretary of Defense for measures to improve the Department’s response to domestic violence in the following areas:

- Victim safety programs
- Offender accountability
- Climate for effective prevention of domestic violence



# Family & Domestic Violence Policy (cont'd)

- Coordination and collaboration among all military organizations with responsibility or jurisdiction with respect to domestic violence
- Coordination between military and civilian communities with respect to domestic violence
- Research priorities
- Data collection and case management and tracking
- Curriculum and training for military commanding officers
- Prevention and response to domestic violence at overseas military installations
- Other issues identified by the DTFDV relating to domestic violence in the military

In its three annual reports, the DTFDV made some 200 specific recommendations pertaining to the issues above. In its responses to the first two reports, the DoD agreed with the vast majority of the recommendations for improvement. While all of the Task Force's recommendations are valid and each will result in improvement of DoD's prevention of and/or response to domestic violence, there are nine points listed as key to DoD's Strategic Plan. If implemented by the DoD as recommended by the Task Force, these key points will have the most lasting, significant, and positive effect on the prevention of and response to domestic violence in the military. First and foremost, the Department of Defense should:

## **Demand a culture shift that...**

- Does not tolerate domestic violence
- Moves from victims holding offenders accountable to the system holding offenders accountable
- Punishes criminal behavior

Supporting this culture shift are the following additional key points:

- **Establish a Victim Advocate Program** with provisions for nondisclosure to enhance victim safety and provide a well-defined, distinct program where victims can receive the advocacy, support, information, options, and resources necessary to address the violence in their lives without a requirement for mandatory reporting.
- **Implement the proposed Domestic Violence Intervention Process Model** with the following protocols: (1) Victim Advocate Protocol, (2) Commanding Officer's Protocol/Guidelines, (3) Law Enforcement Protocol, and (4) Offender Intervention Protocol. The Intervention Process Model and the amplifying protocols provide both a graphic and narrative description of the recommended intervention process with specific guidance for those components of the system most often responding to domestic violence. Additional protocols are recommended for other professionals who play a role in intervention and prevention.
- **Replace the Case Review Committee (CRC) with the Domestic Violence Assessment and Intervention Team (DVAIT)** and separate substantiation decisions from clinical decisions to enhance victim safety and support commanding officers in ensuring offender accountability and intervention.
- **Enhance system and command accountability and include a fatality review process** as one on-going mechanism for identifying policy and system deficiencies with a goal of increasing accountability throughout the system, reducing domestic violence, and preventing future fatalities.

# Family & Domestic Violence Policy (cont'd)

- **Implement DoD-wide training and prevention programs** that encompass not only general awareness training, but also include specific training for commanding officers and senior noncommissioned officers, law enforcement personnel, healthcare personnel, and chaplains.
- **Hold offenders accountable** in keeping with the Deputy Secretary of Defense November 19, 2001 memorandum that highlighted the non-tolerance of domestic violence and challenged the Military Departments and commanding officers to intensify their efforts to prevent domestic violence.
- **Strengthen local military and civilian community collaboration** in preventing and responding to domestic violence.
- **Evaluate results of domestic violence prevention and intervention efforts**, using that information to further improve these efforts.

*Above information adapted from The Defense Task Force on Domestic Violence, Third Year Report 2003.*



# DoD Directive 1030.1

## Victim and Witness Assistance

Effective April 13, 2004

- Provides assistance to victims and witnesses of crimes from initial contact through investigation, prosecution, and confinement, without infringing on the constitutional rights of an accused.
- The role of crime victims & witnesses in the criminal justice process should be protected.
- Particular attention should be paid to victims of serious, violent crime, including child abuse, domestic violence and sexual misconduct.
- Law enforcement and legal personnel directly engaged in the detection, investigation, or prosecution of crimes, shall ensure that victims are accorded their rights.

### Victims' Rights:

A crime victim has the right to:

- Be treated with fairness and respect for the victim's dignity and privacy.
- Be reasonably protected from the accused offender.
- Be notified of court proceedings.
- Be present at all public court proceedings related to the offense, unless the court determines that testimony by the victim would be materially affected if the victim heard other testimony at trial.
- Confer with the attorney for the Government in the case.
- Receive available restitution.
- Be provided information about the conviction, sentencing, imprisonment, and release of offender.

## 5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Personnel and Readiness (USD(P&R)) shall:

5.1.1. Develop overall policy for victim and witness assistance and monitor compliance with this Directive

5.1.2. Approve procedures developed by the Secretaries of the Military Departments that implement this Directive

5.1.3. Maintain a Victim and Witness Assistance Council to provide a forum for the exchange of information and the consideration of victim and witness policies, and provide a liaison with the Department of Justice Office for Victims of Crime.

5.1.4. Ensure the Defense Manpower Data Center assists in formulating a data collection mechanism to track and report victim notifications from initial contact through investigation, prosecution, confinement, and release.

5.3. The Secretaries of the Military Departments and the Heads of the Other DoD Components shall:

# DoD Directive 1030.1

## Victim and Witness Assistance (cont'd)

5.3.1. Ensure compliance with this Directive and establish policies and procedures to implement this program within their Component.

5.3.2. Designate the “Component Responsible Official,” as defined in item E 1.1.2. of enclosure 1.

5.3.3. Maintain a central repository, as defined in item E1.1.1. of enclosure 1, for each Military Service, to ensure that victims shall be notified of changes in a confinee’s status.

5.3.4. Ensure that a multi-disciplinary approach is followed by victim and witness service providers, including law enforcement personnel, criminal investigators, chaplains, family advocacy personnel, emergency room personnel, family service center personnel, judge advocates, unit commanding officers, corrections personnel, and other persons designated by the Secretaries of the Military Departments; and ensure that those providers receive training to assist them in complying with this Directive.

5.3.5. Establish procedures to ensure that local installation responsible officials provide victim and witness services as required in reference (e) at the installation level through coordination with the representatives identified in paragraph 5.3.4., above.

# Restricted and unrestricted reporting



# DoD Confidentiality Policy Military Victims of Sexual Assault

(note: these policies apply to victims of sexual assault who are military members.)

## Understanding DoD's Confidentiality Policy

DoD's Confidentiality policy permits victims of sexual assault to report the crime to specified individuals who can then ensure the victim receives medical care, treatment and counseling without notifying command or law enforcement officials. Covered individuals include the Sexual Assault Response Coordinator (SARC); Victim Advocates (VA); healthcare providers; and chaplains. For purposes of public safety and command responsibility, the SARC will notify the installation commander that an assault has occurred and provide details that will not identify the victim. See the Department of Defense Directive 6495.01, Sexual Assault Prevention and Response Program for complete details.

This policy provides victims some personal space and time, and increased control over the release and management of their personal information. This hopefully empowers them to seek relevant information and support to make more informed decisions about participating in the criminal investigation. Jurisdictions with similar policies have found that confidentiality actually leads to increased reporting rates. Even if the victim chooses not to pursue an official investigation, this additional reporting avenue gives commanders a clearer picture of the sexual violence within their command, and enhances a commander's ability to provide an environment which is safe and contributes to the well-being and mission-readiness of all of its members.

# Sexual Violence Reporting Policy

## Restricted and Unrestricted Reporting

(note: these policies only apply to victims of sexual assault who are military members)  
Sexual Assault is the most under reported crime in our society and in the military.

While the Department of Defense prefers complete reporting of sexual assaults to activate both victims' services and law enforcement actions, it recognizes that some victims desire only medical and support services and no command or law enforcement involvement. The Department believes its first priority is for victims to be protected, treated with dignity and respect, and to receive the medical treatment, care and counseling that they deserve. Under DoD's Confidentiality Policy, military victims of sexual assault have two reporting options- Restricted reporting and Unrestricted reporting. **Military retirees, dependents, and other civilian victims currently may use only Unrestricted reporting.**

### Restricted Reporting

Restricted reporting allows a sexual assault victim to confidentially disclose the details of his or her assault to specified individuals and receive medical treatment and counseling, without triggering the official investigative process. Service members who are sexually assaulted and desire restricted reporting under this policy may only report the assault to the SARC, VA or a HCP. However, consistent with current policy, they may also report the assault to a chaplain. Although a report to a chaplain is not a restricted report under this policy or the provisions of this Directive, it is a communication that may be protected under the Military Rules of Evidence (MRE) or applicable statutes and regulations. The restricted reporting process does not affect any privilege recognized under the MRE. This Directive and its policy on restricted reporting is in addition to the current protections afforded privileged communications with a chaplain, and does not alter or affect those protections.

Healthcare providers will initiate the appropriate care and treatment, and report the sexual assault to the SARC in lieu of reporting the assault to law enforcement or the command. Upon notification of a reported sexual assault, the SARC will immediately assign a VA to the victim. The assigned Victim Advocate will provide accurate information on the process of restricted vice? unrestricted reporting.

At the victim's discretion/request an appropriately trained healthcare provider shall conduct a sexual assault forensic examination (SAFE), which may include the collection of evidence. In the absence of a DoD provider, the service member will be referred to an appropriate civilian facility for the SAFE.

### Who May Make A Restricted Report

Restricted reporting is available at this time **only to military personnel of the Armed Forces and the Coast Guard.** Military personnel include members on active duty and members of the Reserve component (Reserve and National Guard) provided they are performing federal duty (active duty training or inactive duty training and members of the National Guard in Federal (Title 10) status). Members of the Reserve Component not performing Federal duty are not eligible. Retired members of any component are not eligible. Dependents are not eligible. DoD civilian employees are not eligible.

# Sexual Violence Reporting Policy (cont'd)

## Example Restricted Reporting

- Service Member Smith arrives at the base medical emergency room and reports she has been sexually assaulted. Healthcare providers immediately notify the SARC and begin any appropriate emergency medical treatment.
- The SARC assigns a VA to assist Service Member Smith. The VA meets Service Member Smith at the hospital and explains the Unrestricted/Restricted Reporting options and the processes associated with each, to include applicable pros/cons.
- Service Member Smith elects the Restricted Reporting option.
- Service Member Smith is asked if she would like a forensic examination, and she agrees.
- The VA advises the Healthcare Provider that Service Member Smith has elected the Restricted Reporting option and would like a SAFE.
- Forensic evidence of the assault is collected and preserved in a non-personally identifying manner.
- The Healthcare Provider determines and schedules follow-up medical treatment as appropriate.
- The VA advises the SARC that Service Member Smith has elected the Restricted Reporting option.
- Within 24 hours of Service Member Smith's restricted report, the SARC will inform the Senior Commander that an assault has occurred, and provide the Commander with non-identifying personal information/details related to the sexual assault allegation. This information includes: rank; gender; age; race; service; date; time and/or location. Information is disclosed in a manner that preserves the victim's anonymity. Careful consideration of which details to include is of particular significance at installations or other locations where there are a limited number of minority females or female officers assigned.
- The Senior Commander may notify the Criminal Investigators. However, no criminal investigation will be initiated unless originated from another source or the victim elects to come forward via unrestricted reporting. The Senior Commander identifies trends and takes appropriate measures (i.e. increased security patrols, enhanced education and training, enhanced environmental and safety measures) to prevent further sexual assaults.
- The SARC maintains information regarding the number of sexual assaults for both unrestricted and restricted reports. Restricted report numbers will be included in the annual report. The SARC will also capture trends and perform trend analysis. SARC awareness of trends will be a first line of defense against a potential serial assailant. The SARC can at any time return to Service Member Smith to ask if she is willing to reconsider her restricted reporting decision given the potential of a serial offender.
- The VA maintains communication and contact with the victim as needed for continued victim support.

# Sexual Violence Reporting Policy (cont'd)

## Considerations when Electing a Restricted Reporting Decision

### Benefits

- You receive appropriate medical treatment, advocacy, and counseling.
- Provides some personal space and time to consider your options and to begin the healing process.
- Empowers you to seek relevant information and support to make more informed decisions about participating in the criminal investigation.
- You control the release and management of your personal information.
- You decide whether and when to move forward with initiating an investigation.

### Limitations

- Your assailant remains unpunished and capable of assaulting other victims.
- You cannot receive a military protective order.
- You will continue to have contact with your assailant, if he/she is in your organization or billeted with you.
- Evidence from the crime scene where the assault occurred will be lost, and the official investigation, should you switch to an unrestricted report, will likely encounter significant obstacles.
- You will not be able to discuss the assault with anyone, to include your friends, without imposing an obligation on them to report the crime. The only exceptions would be chaplains, designated healthcare providers, your assigned victim advocate, and the sexual assault response coordinator.
- You will be ineligible to invoke the collateral misconduct provision of the Department's sexual assault policy in the event that your command learns that you had been engaged in some form of misconduct at the time you were assaulted.

## Unrestricted Reporting

This option is recommended for victims of sexual assault who desire medical treatment, counseling and an official investigation of the crime. When selecting unrestricted reporting, you should use current reporting channels, e.g. chain of command, law enforcement or report the incident to the Sexual Assault Response Coordinator (SARC), or request healthcare providers to notify law enforcement. Upon notification of a reported sexual assault, the SARC will immediately assign a Victim Advocate (VA). At the victim's discretion/request, the healthcare provider shall conduct a sexual assault forensic examination (SAFE), which may include the collection of evidence. Details regarding the incident will be limited to only those personnel who have a legitimate need to know.

# Sexual Violence Reporting Policy (cont'd)

## Unrestricted Reporting Example

- Service Member Smith arrives at the base medical emergency room and reports she has been sexually assaulted. Healthcare providers immediately notify the Sexual Assault Response Coordinator (SARC) and begin administration of any emergency medical treatment as appropriate.
- The SARC assigns a Victim Advocate (VA) to assist Service Member Smith. The VA meets Service Member Smith at the hospital, explains the Unrestricted/Restricted Reporting options and processes associated with each to include applicable pros/cons.
- Service Member Smith elects the Unrestricted Reporting option.
- The VA immediately notifies the appropriate Criminal Investigative Service and the victim's unit commander.
- Criminal Investigators arrive and begin the investigation.
- Service Member Smith is asked if she would like a SAFE, and she agrees.
- The VA advises the Healthcare Provider that Service Member Smith has elected the Unrestricted Reporting option and would like a SAFE.
- Forensic evidence of the assault is collected by healthcare providers, and at its conclusion, criminal investigators take chain of custody.
- The Healthcare Provider determines and schedules follow-up medical treatment as appropriate.
- The VA advises the SARC that Service Member Smith has elected the Unrestricted Reporting option.
- In addition to any current existing channels of notification, within 24 hours of Service Member Smith's Unrestricted report, the SARC will inform the Senior Commander that an assault has occurred, and provide the Commander with the details of the assault.
- The SARC maintains information regarding the number of sexual assaults for both unrestricted and restricted reports. Restricted report numbers will be included in the annual report. The SARC will also capture trends and perform trend analysis.
- The VA maintains communications and contact with victim as needed for continued victim support.

*From: [www.sapr.mil](http://www.sapr.mil)*



# DoD Domestic Violence Reporting Policy

## Unrestricted and Restricted Reporting Options

(note: these policies apply to victims of domestic abuse who are military members as well as those who are the spouses, family members, or intimate partners of military members)

The DoD is committed to ensuring victims of domestic abuse are protected, treated with dignity and respect, and provided support, advocacy and care.

DoD policy also strongly supports effective command awareness and prevention programs as well as law enforcement and criminal justice activities that will maximize accountability and prosecution of perpetrators of domestic abuse.

To achieve these dual objectives, DoD policy prefers that personnel report suspected domestic abuse incidents promptly to activate both victims' services and accountability actions.

However, a requirement that all domestic abuse incidents be reported can represent a barrier for victims hoping to gain access to medical and victim advocacy services without command or law enforcement involvement.

In order to address these competing interests, adult victims of domestic abuse incidents now have two reporting options: unrestricted reporting and restricted reporting.

### Unrestricted Reporting

Victims of domestic abuse who want to pursue an official investigation of an incident should use current reporting channels, e.g., chain of command, Family Advocacy Program (FAP), or law enforcement. Upon notification of a reported domestic abuse incident, victim advocacy services and FAP clinical services will be offered to the victim.

Additionally, at the victim's discretion/request, the healthcare provider will conduct any forensic medical examination deemed appropriate. Details regarding the incident will be limited to only those personnel who have a legitimate need to know.

### Restricted Reporting

Restricted reporting allows an adult victim of domestic abuse to disclose the details of his or her abuse to specifically identified individuals and receive medical treatment and victim advocacy services without requiring that notice be provided to the victim's or alleged offender's commander or law enforcement.

Victims of domestic abuse who desire restricted reporting under this policy must report the abuse to one of the following specified individuals: a victim advocate, a victim advocate supervisor or healthcare provider.

Additionally, a victim's disclosure of his or her domestic abuse to persons other than those covered by this policy may result in an investigation of the allegations by law enforcement and clinical intervention from FAP.

# DoD Domestic Violence Reporting Policy (continued)

## Exceptions to Confidentiality and Restricted Reporting and Limitations on Use

• Information regarding restricted reporting may be disclosed to the following persons or entities for the following reasons:

- Named individuals when disclosure is authorized by the victim in writing
- Command officials or law enforcement when necessary to prevent or lessen a serious and imminent threat to the health or safety of the victim or another person
- FAP and any other agencies authorized by law to receive reports of child abuse or neglect when, as a result of the victim's disclosure, the victim advocate or health care provider has a reasonable belief that child abuse also occurred. However, disclosure will be limited to only information related to the child abuse.
- Disability Retirement Boards and officials when disclosure by a healthcare provider is required for fitness for duty for disability retirement determinations, limited to only that information twchich is necessary to process the disability retirement determination
- Supervisors of the victim advocate or healthcare provider when disclosure is required for the supervision of direct victim treatment or services.
- Military or civilian courts of competent jurisdiction when a military, Federal of Statae judge issues a subpoena for the covered communications to be presented to the court of to other officials or entities when the judge orders such disclosure; or to other officialas or entities when required by Federal or State statute or applicable J.S. international agreement.

*Adapted from a brochure published by the National Domestic Violence Hotline, [www.ndvh.org](http://www.ndvh.org).*

# Services for military members, spouses, partners and family members who have experienced domestic and sexual violence



# Advocacy Worksheet

Services possibly available to active military members, spouses, partners and family members who have experienced domestic and/or sexual violence

Note: use this worksheet as a guide to determine what services your client is eligible to receive. Call your local family support center and family advocacy program for additional information and support.

Services	Advocate Notes
Restricted Reporting	
Unrestricted Reporting	
Medical Exam	
Medical Services	
Counseling Services (on base)	
Victim Advocate Services	
Housing (on base)	
Housing assistance (off base)	
Relocation services	
Relocation cost	
Financial Assistance	
Food Assistance	
Other _____	
Other _____	
Other _____	

# Family Support Centers

Active military bases have a Navy Fleet and Family Support Center, Marine Corps Community Service Center, Air Force Family Service Center or Army Community Service Center. Although names vary, most of the services are the same\*. Centers are staffed by trained human services professionals and volunteers. All programs are free of charge.

Services offered by these service centers may include:

## Financial Management Assistance

Professional counseling available regarding financial management including budget preparation, understanding the LES, investing, debt management, and credit management.

## Relocation Services

This program offers assistance to military members and their families in relocating from one installation to another. Provides useful and interesting information regarding local community and travel. Operates loan locker for basic necessities and SITES program (web-based information on world-wide military installations).

## Exceptional Family Member Program

Maintain and provide up-to-date information for families who have a special need family member. Information includes local special education programs and medically-related services available aboard base and in the community.

## Information and Referral

This is the place to start if you are not sure of what you need. Will provide general assessment of situation or problem and make appropriate referrals to needed resources.

## Career Resource Center

Seminars, classes, testing, and individual counseling available for vocational and career development. Provides information on local employment opportunities and educational programs. Service members and spouses are eligible for services.

## Individual and Family Counseling

Professional counselors will provide confidential short-term counseling services, information, and referrals. Life skills classes and groups are generally offered.

## Family Advocacy Program

Assistance is provided for situations involving child abuse, child neglect, or spouse abuse. Classes and groups geared toward preventing family problems are generally offered. Confidential victim advocacy is generally offered.

## Retired Affairs

Provides benefits information for veterans.

# Family Support Centers (continued)

## Spiritual Help

Often in times of stress, it is best to get spiritual support. Take advantage of military chaplains and enlisted religious support personnel, who are there to help and serve military members and other authorized personnel.

## Emergency Transportation

Food, rent, and utilities. Help when disaster strikes Personal needs when pay is delayed Essential vehicle repairs.

## Education loans for family members

Visiting nurse for mothers of newborns, and housebound retirees. Layettes for qualified families and “Budget for Baby” classes. Budget counseling. Thrift shop.

## Legal Assistance

Active duty members, activated Reserve and Guard members, and their family members are eligible to seek legal aid and assistance from any military installation where there is a legal assistance office. A Legal Assistance Officer provides counseling and assistance with personal legal problems, claims services, and trial defense services. Legal advice and assistance available. Wills, powers of attorney, and bills of sale. Domestic relations (adoption, separation, nonsupport) Change of name, notarizations, civil rights, depositions. Citizenship, immigration, and passports. Damage to personal property. Referral to civilian lawyers when appropriate.

*\*The services provided by Family Support Centers vary widely from one base to another. It is important for community advocates to collaborate with the Family Support Centers on the bases in their services areas to determine availability of services.*

# Family Advocacy Program

The Family Advocacy Program (FAP) is a Department of Defense (DoD) mandated program responding to domestic violence in military families. It includes prevention, identification of abuse, reporting, intervention, and follow-up in cases of child abuse/neglect and intimate partner violence.

## The FAP Goals are:

- Prevent abuse and neglect in military families
- Facilitate victim safety and protection
- Ensure offender accountability
- Provide education and counseling
- Advise and support Commands on family violence issues
- Determine community accountability/appropriate response

## FAP Services\* include:

- Assessments of all reports of abuse and neglect
- Safety and risk assessments when abuse/neglect are reported
- Formal determinations for all reports
- Skill building educational workshops designed to strengthen families, address family conflicts, and enhance interpersonal skills (e.g., Parenting in the Military Family, Enhancing Stepfamilies, Couples Workshop, Building Effective Anger Management Skills, New Parent Support Program, Stress Management, Conflict Management, Personal Communication)
- Training for military members, including Child Abuse and Spouse Abuse ‘ Prevention and Awareness

*\*The services provided by Family Advocacy Programs vary widely from one base to another. It is important for community advocates to collaborate with the FAPs on the bases in their services areas to determine availability of FAP services.*

# Sexual Assault Services

The services provided by the military's family support centers and family advocacy programs are available to military members and their families. Those services include individual and family counseling as well as referrals to community-based services, including Sexual Assault Crisis Centers.

Additionally, the military has a Victim Advocacy Program, mandated to provide information, guidance, and support to victims of sexual violence. They will respond to reports of incidents of sexual assault 24/7. The general responsibilities are to:

- Provide emotional support
- Advise victims of their rights
- Explore options and resources
- May accompany and support victims through medical and legal proceedings
- Link victims to military and civilian resources and services

## Sexual Assault of Military Members

The Department of Defense has mandated that there be a Sexual Assault Response Coordinator (SARC) available to coordinate services for military members who report sexual assault. The responsibilities of the SARC are to assure that Victim Advocacy services as well as any other services that victims may want/need made available. They will also assist victims to understand their options for restricted and unrestricted reporting.



# Military/Civilian collaboration



# Regional Listing- Military Installations and Domestic and Sexual Violence Agencies

**Military One Source- 1-800-342-9646**

**Virginia Sexual & Domestic Violence Action Alliance 1-800-838-8238**

## Key

ACS-Army Community Service

FAP-Family Advocacy Program FFSC-Fleet and Family Support Center

AFSC- Airman and Family Readiness Center

M&FS- Marine and Family Service

MCCS- Marine Corps Community Service

SACC-Sexual Assault Crisis Center

DVP-Domestic Violence Program

Dual-Domestic and Sexual Assault Program

## NORTHERN VIRGINIA

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### Military Bases

Army	Fort Belvoir	Building 210, 5820 21st Street Fort Belvoir, VA 22060 ACS	703-805-3980
Army	Fort Myer	Building 201 Fort Myer, VA 22211-1199 ACS/FAP	703-696-3510
Marine Corps		Henderson Hall Arlington, VA 22214 M&FS	703-614-7200
Marine Corps	Base Quantico	Building 2034, Barnett Avenue Quantico, VA 22134 FAP	703-784-2570
Navy	NSA, South Potomac	Building 214 NSWCDD Dahlgren, VA 22448 FFSC	540-653-1839

### Domestic and Sexual Violence Agencies

Sexual Assault Reponse & Awareness	703-838-5030 421 King Street, Suite 400 Alexandria, VA 22314	SACC
Arlington Co. Dept of Human Service	703-228-1515 3033 Wilson Blvd. Suite 500A Arlington, VA 22201	DUAL

## Regional Listing (continued)

Fairfax Victim Assistance Network	703-704-6355 8350 Richmond Hwy., Ste 507 Fairfax , VA 22309	DUAL
ACTS Turning Point	703-221-4460 P.O. Box 74 Dumfries, VA 22026	DVP
Alexandria Domestic Violence Program	703-838-4911 421 King Street, Suite 400 Alexandria, VA 22314	DVP
Doorways for Women and Families	703-237-0881 P.O. Box 100185 Arlington, VA 22210	DVP
Sexual Assault Victims Advocacy Svc	703-497-1192 P.O. Box 4783 Woodbridge, VA 22194	SACC
Response, Inc.	540-459-5599 P.O. Box 287 Woodstock, VA 22664	DUAL
Warren Co. Council on Domestic Viol.	540-635-9194 P.O. Box 1831 Front Royal, VA 22630	DUAL
LAWS Sexual Assault Services	703-771-9020 105 East Market Street Leesburg, VA 20176	DUAL
Shelter for Abused Women	540-667-6466 P.O. Box 14 Winchester, VA 22604	DUAL

## TIDEWATER/RICHMOND

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### Military Bases

Navy	After hours	1-800-372-5463 757-444-NAVY (Only Tidewater area)
Army	Fort Lee	1213 Mahone Avenue, Building 9023 Fort Lee, VA 23801 804-734-7585 ACS/FAP

## Regional Listing (continued)

Army	Fort Eustis	601 Hines Circle Fort Eustis, VA 23604 FAP	757-878-0901
Army	Fort Monroe	Building 206, 96 Stillwell Road Fort Monroe, VA 23651 ACS/FAP	757-788-3878
Army	Fort Story	517 Solomons Road Fort Story, VA 23459 ACS/FAP	757-422-7311
Navy	NAS Oceana	Building 531, 1986 Laser Rd. Suite 1 Virginia Beach, VA 23460 FFSC/FAP	757-433-2555
Navy	Dam Neck Annex	2073 Tartar Avenue, Building 585 Virginia Beach, VA 23461 FFSC/FAP	757-492-6342
Navy	Northwest Annex	4504 Relax Rd., Building 374 Chesapeake, VA 23322 FFSC/FAP	757-421-8770
Navy	NAB, Little Creek	1450 D. Street, Building 3129 Norfolk, VA 23521 FFSC/FAP	757-462-7563
Navy	Naval Station Norfolk	1221 Bellinger Blvd., Building U-111 Norfolk, VA 23551 FFSC/FAP	757-444-2230
Navy	Naval Weapon Station	1949 Von Steuben Drive Newport News, VA 23691 FFSC/FAP	757-887-4606
Navy	SCSC, Wallops Island	7928 14th Street, Suite 102 Norfolk, VA 23505-1219 FFSC	757-444-2230
Air Force	Langley AFB	45 Pine Road Langley AFB, VA 23665 FAP	757-764-2427
Air Force	Langley AFB	127 Dodd Blvd, Building 441 Langley AFB, VA 23665 SACC	757-764-7272
Air Force	Langley AFB	45 Neally Avenue Langley AFB, VA 23665 AFSC	757-764-3990

# Regional Listing (continued)

## Domestic and Sexual Violence Centers/Programs

Transitions	757-722-2261 P.O. Box 561 Hampton, VA 23669	DVP
YWCA Women in Crisis Program	757-625-4248 5215 Colley Avenue Norfolk, VA 23508	DVP
Eastern Shore Coal. Ag. Dom. Viol.	757-787-1329 P.O. Box 3 Ononcock, VA 23417	DVP
Genieve Shelter	757-925-4365 1548C Holland Road Suffolk, VA 23434	DVP
Help and Emergency Response, Inc.	757-485-3384 P.O. Box 2187 Portsmouth, VA 23702	DVP
Samaritan House	757-631-0710 P.O. Box 2400 #226 Virginia Beach, VA 23450	DVP
Center for Sexual Assault Survivors	757-599-9844 11101 Warwick Blvd. Ste. 2A Newport News, VA 23601	SACC
AVALON	757-258-5022 P.O. Box 1079 Williamsburg, VA 23187	DUAL
Laurel Shelter	804-684-5552 P.O. Box 23 Gloucester, VA 23061	DUAL
Response Sexual Assault Support Svcs	757-623-2115 5215 Colley Avenue Norfolk, VA 23508	SACC
Hanover Safe Place	804-752-2728 629-A North Washington Hwy. Ashland, VA 23005	DUAL
Safe Harbor	804-249-9470 P.O. Box 17996 Richmond, VA 23226	DVP

## Regional Listing (continued)

YWCA–Women’s Advocacy Program	804-643-6761 6 North 5th Street Richmond, VA 23219	DUAL
Haven Shelter and Services, Inc.	804-333-1099 P.O. Box 1267 Warsaw, VA 22572	DUAL
James House	804-458-2704 1016 Maplewood Avenue Hopewell, VA 23860	DUAL
Project Hope	804-966-5020 P.O. Box 660 Quinton, VA 23141	DUAL
Family Violence Prevention Services	434-348-0100 420 South Main Street Emporia, VA 23847	DUAL

## CENTRAL VIRGINIA/BLUE RIDGE

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### Domestic and Sexual Violence Centers/Programs

Sevices to Abused Families	540-825-8891 P.O. Box 402 Culpeper, VA 22701	DVP
Sexual Assault Resource Agency	434-295-7273 P.O. Box 6880 Charlottesville, VA 22906	SACC
Shelter for Help in Emergency	434-963-4676 P.O. Box 3013 Charlottesville, VA 22903	DVP
Sexual Assault Response Crisis Line of Central VA. Inc.	434-947-7422 P.O. Box 3074 Lynchburg, VA 24503	SACC
SAVVI Crisis Center	540-349-7720 P.O. Box 3159 Warrenton, VA 20188	SACC
New Directions	540-635-9062 P.O. Box 3069 Staunton, VA 24402	DUAL

## Regional Listing (continued)

Collins Center	540-432-6430 P.O. Box 1473 Harrisonburg, VA 22803	SACC
First Step	540-434-0295 129 Franklin Street Harrisonburg, VA 22801	DVP
CHOICES, Council on Domestic Viol.	540-743-4414 216 West Main Street Luray, VA 22835	DUAL
Project Horizon	540-463-7861 120 Varner Lane Lexington, VA 24450	DUAL
Southside Center for Viol. Prevention	434-292-1077 P.O. Box 563 Farmville, VA 23901	DUAL
Bedford Domestic Violence Services	540-587-0995 P.O. Box 783 Bedford, VA 24523	DVP
Amherst Co. Comm. Ag. Dom. Viol.	434-946-0300 P.O. Box 1157 Amherst, VA 24521	DVP
Rappahannock Council Ag. Dom. Viol.	540-373-9372 P.O. Box 1007 Fredricksburg, VA 22402	DVP
Rappahannock Council Ag. Sex. Assault	540-371-1666 P.O. Box 1007 Fredricksburg, VA 22402	SACC
YWCA Domestic Viol. Prevention Ctr.	434-528-1041 626 Church Street Lynchburg, VA 24504	DVP
Citizens Against Family Violence, Inc.	276-632-8701 P.O. Drawer 352 Martinsville, VA 24114	Dual

# Regional Listing (continued)

## SOUTHWEST/ROANOKE REGION

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### Domestic and Sexual Violence Centers/Programs

Sexual Assault Response & Awareness	540-345-7273 The Burrell Center Roanoke, VA 24016	SACC
Safehome Systems, Inc.	540-965-3237 P.O. Box 748 Covington, VA 24426	DUAL
People, Inc.'s Domestic Viol. Program	276-619-2249 1173 West Main Street Abingdon, VA 24210	DVP
People, Inc.	276-889-8477 Route 04, Box 220 Lebanon, VA 24266	DUAL
Crisis Center	276-466-2218 P.O. Box 642 Bristol, VA 24203	SACC
Family Crisis Services	276-988-5583 P.O. Box 188 N.Tazewell, VA 24630	DUAL
Family Crisis Support Services	276-679-7240 701 Kentucky Avenue., SE Norton, VA 24273	DUAL
Abuse Alternatives	423-652-9093 104 Memorial Drive Bristol, TN 37620	DVP
Franklin County Family Resource Ctr.	540-483-5088 P.O. Box 188 Rocky Mount, VA 24151	DVP
Hope House of Scott County, Inc.	276-386-1373 P.O. Box 1992 Gate City, VA 24251	DVP
Family Resource Center	276-625-0219 P.O. Box 612 Wytheville, VA 24382	DUAL



## Regional Listing (continued)

Women's Resource Center	540-639-9592 P.O. Box 477 Radford, VA 24143	DUAL
Turning Point	540-345-0400 815 Salem Avenue, SW Roanoke, VA 24016	DVP
Total Action Against Poverty Women's Resource Center	540-345-6781 P.O. Box 2868 Roanoke, VA 24001	DUAL

# Developing a Memorandum of Understanding Between an Installation and a Civilian Domestic Abuse Shelter

A formal Memorandum of Understanding (MOU) that clearly defines the roles and responsibilities of the installation and the civilian shelter ensures that an installation is able to protect, and provide services for, victims of domestic abuse and their children. (If a shelter requires that the installation pay fees for the services the shelter will provide, a contract, as opposed to an MOU, would be the appropriate vehicle.) An MOU should outline referral procedures and define the exact services that the shelter will provide for military victims of domestic abuse.

Such an MOU shall address, at a minimum, the following:

- 1) A general statement of the purpose of the MOU.
- 2) An outline of procedures for referrals to the shelter by military agencies and first responders/law enforcement personnel.
- 3) An outline of procedures for referrals to military agencies by the shelter.
- 4) An explanation of the services that the shelter will provide to victims of domestic abuse who are eligible to receive military medical treatment and their children.
- 5) Training for shelter staff about the services offered to victims of domestic abuse who are eligible to receive military medical treatment and their children on the installation.
- 6) Training for relevant installation personnel about the services offered by the shelter for victims of domestic abuse.
- 7) Whether, and to what extent, communications between shelter staff and victims of domestic abuse will be held confidential.

The following Sample Memorandum of Understanding contains provisions that could be used or modified by installations to meet specific needs. Provisions can be added or subtracted depending on the services that the shelter will be providing to victims and their children.

## Memorandum of Understanding Between (INSTALLATION) and (DOMESTIC VIOLENCE SHELTER)

**1. PURPOSE:** To establish a written agreement between (INSTALLATION) and (DOMESTIC VIOLENCE SHELTER) defining procedures for the coordination of emergency shelter, safe housing, victim advocacy services, support, 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 (INSTALLATION) and (DOMESTIC VIOLENCE SHELTER).

# Memorandum of Understanding (continued)

## 3. RESPONSIBILITIES:

A. The (INSTALLATION) 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 the Provost Marshal Office (PMO), Family Advocacy Program (FAP) personnel, and medical treatment facility (MTF) personnel shall provide victims of domestic violence with basic referral information for (DOMESTIC VIOLENCE SHELTER), including telephone/hotline number and a general description of the shelter, support and victim advocacy services offered by that organization.

(2) When a victim of domestic violence determines that he/she would like to seek shelter at (DOMESTIC VIOLENCE SHELTER) or meet with (DOMESTIC VIOLENCE SHELTER) staff regarding other victim advocacy services, transportation to the shelter shall be arranged, when necessary, by law enforcement personnel from the PMO.

(3) (INSTALLATION) will work with FAP to publicize resources available through the (DOMESTIC VIOLENCE SHELTER) and how victims can access those services.

(4) FAP will provide training to (DOMESTIC VIOLENCE SHELTER) staff, as needed, on the resources available to victims of domestic violence through FAP and through other programs and agencies located on (INSTALLATION).

(5) Access will be provided to (INSTALLATION) for (DOMESTIC VIOLENCE SHELTER) staff providing services to military victims of domestic violence.

B. (DOMESTIC VIOLENCE SHELTER) agrees to the following provisions:

(1) When (DOMESTIC VIOLENCE SHELTER) receives a referral from (INSTALLATION) at the request of a victim, or when (DOMESTIC VIOLENCE SHELTER) identifies a victim of domestic violence as an individual eligible for military medical treatment, (DOMESTIC VIOLENCE SHELTER) will provide the same services to that victim as it provides to all other clients, in accordance with the victim's wishes and needs. Services provided by (DOMESTIC VIOLENCE SHELTER) include: [A detailed list of specific services offered by the shelter can be inserted here.]

(2) When (DOMESTIC VIOLENCE SHELTER) receives a referral from (INSTALLATION) or when (DOMESTIC VIOLENCE SHELTER) identifies a victim of domestic violence as an individual eligible for military medical treatment, (DOMESTIC VIOLENCE SHELTER) staff shall provide that victim with information regarding FAP and other resources available to victims of domestic violence on (INSTALLATION). (DOMESTIC VIOLENCE SHELTER) staff shall also inform victims that they are not excused from work related responsibilities, or, if an active duty member, from duty or from complying with unit recall notification policies while staying at (DOMESTIC VIOLENCE SHELTER).

(3) (DOMESTIC VIOLENCE SHELTER) staff will work with FAP to train

# Memorandum of Understanding (continued)

base staff, including, but not limited to, personnel from the PMO, FAP and MTF, on resources available through the (DOMESTIC VIOLENCE SHELTER) and how victims can access those services.

## 4. PRIVACY INTERESTS

A. The (DOMESTIC VIOLENCE SHELTER) shall not disclose the victim's identity and/or specifics about the victim's circumstances to (INSTALLATION) personnel, including, but not limited to, FAP staff or the PMO, without the written consent of the victim, unless otherwise required to do so by state or federal law. A victim must 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.

B. The victim's identify and/or specifics about the victims circumstances shall not be disclosed by (INSTALLATION) personnel, including, but not limited to, FAP staff or the PMO, to the (DOMESTIC VIOLENCE SHELTER) without the written consent of the victim, unless otherwise required to do so by state or federal law. A victim must 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 original signed "Release of Information" forms shall be kept on file with the initiating organization and a copy will be transmitted to the receiving party.

D. (DOMESTIC VIOLENCE SHELTER) shall provide non-identifying statistical information to (INSTALLATION) regarding the victims to whom it provides services on a (PERIODIC) basis.

## 5. EFFECTIVE ADMINISTRATION AND EXECUTION OF THIS MOU:

A. This MOU shall be reviewed annually and shall remain in full force and effect 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 the (INSTALLATION) and (DOMESTIC VIOLENCE SHELTER) shall meet, as necessary and appropriate, 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.

*Adapted from U.S. Department of Defense, Washington, D.C.*

# Safety planning with victims of domestic and sexual violence



# What is Safety Planning/ Safety Assessment?

Safety Planning is thinking and acting in a way that can increase your safety and the safety of your loved ones.

Sexual assault victim advocacy represents a philosophy of working with individuals and institutions to ensure that victims receive appropriate services based on their articulated needs. This philosophy also assures that community and governmental bodies are responsive to victims' needs. Advocates help ensure that interventions that affect victims focus on promoting victim safety and well-being.

## What to do in Case of a Sexual Assault

- Get to a safe place if possible. If you live on this base, this may mean leaving and going to a family member, friend, church or shelter.
- Call a friend or family member to be with you.
- Call the police, a crime has been committed.
- Ask responding representative to explain restricted reporting and Un-Restricted reporting.
- Do not bathe douche or change clothes. You may be destroying legal evidence, regardless of whether you pursue legal action or not.
- Go to a hospital emergency department for medical care. This can be done without police intervention, if that is your choice.
- Write down as much as you can remember about the circumstance of the assault and the identity of your assailant.
- Seek the counseling and legal assistance from a rape treatment center. The counselor there can help you deal with the consequences of an assault.
- Call a Sexual Assault Crisis Center if you want someone to go with you to the hospital or to talk to the police, if you live on the base you would need to call the Family Advocacy Program.

## Options and Decisions

As a crime victim, you will have questions. What should you do? Generally speaking, a sexual assault victim has three choices:

- Not to report the crime to the police.
- Report the crime to SART.
- Report the crime to the police with the intent of prosecuting the offender.

**Only the sexual assault victim can make this decision.** Talking with someone who can give immediate support and information, such as a sexual assault crisis counselor, a victim/witness advocate, this person may help you make your decision. Be aware of "Restricted and Un-restricted" reporting. If you tell a friend, you may not be able to maintain a restricted report.

# Sample Safety Plan/Assessment

\* Supplemental questions for military victims of domestic violence\*

NOTE: Use your existing safety assessment tools. This form is meant to be a supplement, not a replacement for existing tools.

Client Name: \_\_\_\_\_ Safe Contact Info: \_\_\_\_\_

Military Installation: \_\_\_\_\_

Date: \_\_\_\_\_ Active Duty or Civilian? \_\_\_\_\_

If civilian, are you employed? \_\_\_\_\_ Employer: \_\_\_\_\_

Are you receiving financial support from the abuser? \_\_\_\_\_

Are you legally married to the abuser? \_\_\_\_\_ Are you a U.S. citizen, what is your immigration status? \_\_\_\_\_

- o Do you have a drivers license/access to a car?
- o Do you have an up-dated military ID card for self and children?
- o Do you have your passport?
- o Do you the birth certificates for self and children?
- o Do you have your green card/work permit?
- o Do you have your Civilian Protective order?
- o Do you have your Health records/Cards

## Military Response

1. Have military police been called to respond? \_\_\_\_\_

When? \_\_\_\_\_

What was their response? \_\_\_\_\_

\_\_\_\_\_

2. Was anyone at the installation notified? \_\_\_\_\_ Who? \_\_\_\_\_

What was the response? \_\_\_\_\_

\_\_\_\_\_

3. Are you accessing services on base? \_\_\_\_\_

If yes, what services? \_\_\_\_\_

4. Do you have a military protective order? \_\_\_\_\_

(Always provide victim with a copy of the Protective Order)

# Sample Safety Plan (continued)

## Civilian Response

1. Have civilian police been called to respond? \_\_\_\_\_

When? \_\_\_\_\_

What was their response? \_\_\_\_\_

\_\_\_\_\_

2. Was anyone at the installation notified? \_\_\_\_\_ Who? \_\_\_\_\_

What was the response? \_\_\_\_\_

\_\_\_\_\_

3. Do you have a civilian restraining/protective order? \_\_\_\_\_

4. Are you receiving any other civilian services? \_\_\_\_\_

What services? \_\_\_\_\_

Contact Info: \_\_\_\_\_

If the perpetrator is your spouse/partner and active duty, things you may need to consider?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(From "The Military Response to Victims of Domestic Violence: Tools for Civilian Advocates; The Battered Women's Justice Project)*



# Helpful resources



# Helpful Resources

## Military One Source

1-800-342-9647 (Available 24/7)

[www.militaryonesource.com](http://www.militaryonesource.com)

## Air Force One Source

1-800-707-5784

## Military Homefront---Supporting our Troops and their families

(Housing, medical/dental, legal matters, parenting, relocation, etc..)

[www.militaryhomefront.dod.mil](http://www.militaryhomefront.dod.mil)

## Military Benefits

<http://militarybenefits.com>

## U.S. Department of Defense (DoD)

[www.dod.mil](http://www.dod.mil)

[www.defenselink.mil/](http://www.defenselink.mil/)

## U.S. Department of Defense Sexual Assault Prevention and Response

[www.sapr.mil](http://www.sapr.mil)

## Department of Defense Dictionary of Military Terms

[www.dtic.mil/doctrine/jel/doddict](http://www.dtic.mil/doctrine/jel/doddict)

## U.S. Department of Defense, Web Report

Domestic Violence: “Love shouldn’t hurt.

[www.defenselink.mil/specials/domesticviolence/](http://www.defenselink.mil/specials/domesticviolence/)

## Defense Technical Information Center

[www.dtic.mil/](http://www.dtic.mil/)

## Army Sexual Assault Prevention and Response Program

<http://www.sexualassault.army.mil>

## Navy Sexual Assault Victim Intervention

<http://www.persnet.navy.mil>

# Helpful Resources (continued)

## Marine Corps Community Services

<http://www.usmc-mccs.org/>

## U.S. Coast Guard

[www.uscg.mil](http://www.uscg.mil)

## U.S. Air Force Family Advocacy Program

<https://www.airforcefap.org/home.asp>

## Department of Justice—Office for Victims of Crime

<http://www.ojp.usdoj.gov/ovc>

## National Center on Domestic and Sexual Violence

[www.ncdsv.org](http://www.ncdsv.org)

## National Sexual Violence Resource Center (NSVRS)

[www.nsvrc.org](http://www.nsvrc.org)

## National Domestic Violence Hotline

[www.ndvh.org](http://www.ndvh.org)

## Violence Against Women Online Resources

[www.vaw.umn.edu](http://www.vaw.umn.edu)

## The Miles Foundation

(Provides comprehensive services to victims of violence associated with the military)

<http://hometown.aol.com/milesfdn/myhomepage/>

## EX-POSE—National non-profit organization

(Group of ex-wives of active duty military members who advocate for current and ex-spouses of military members)

[www.ex-pose.org](http://www.ex-pose.org)

703-941-5844