



Commander's Policy

414th Base Support Battalion

APO AE 09165



POLICY NO: 8

PROPONENT: AETV-HUG-CO

DATE: 30 August 2004

SUBJECT: Guidelines for Handling Sexual Assault within the Hanau Military Community

1. General. Unit Commanders, Agency Directors, Social Work Services (SWS), the Provost Marshal Office (PMO), Criminal Investigation Detachment (CID), and the Medical Patient Liaison (PL) in the region work together to provide care and support to victims of sexual assaults in the area. This guideline is in accordance with directives established in the 414th BSB and US Army Hospital-Heidelberg Sexual Assault Policies.

2. Responsibilities.

a. PMO/CID. Maintain call rosters, ensure notification of appropriate staff, provide rape kits, handle legal questions, conduct interviews, collect evidence, assist at hospital with legal questions and evidence collection, maintain chain of custody on evidence, provide escorts as needed.

b. Medical Patient Liaison (PL). Arrange hospital exam, accompany victim to hospital to provide German translation and medical assistance, arrange medical follow up.

c. Social Work Service (SWS). Act as lead agent, provide counselor who accompanies victim to hospital and throughout the questioning as victim requests, arrange follow-up counseling, receive one copy of medical exam and forward it to the Heidelberg Hospital Sexual Assault Review Board as detailed in the Sexual Assault Policy.

d. USAHC-Hanau and USAHC-Buedingen. Coordinate care for victim, provide follow-up treatments as needed, provide rape kits, supervise and train PL, participate in Sexual Assault Review Board, establish MOU with local Host Nation Medical Facility.

e. Unit commanders and Agency Directors. Notify Military Police Desk of any sexual assault incident reported.

3. Guidelines.

a. On initial notification of a sexual assault, unit commanders and agency directors notify the Military Police (MP) Station at Yorkoff Kaserne. The MP station will maintain a list of phone numbers for the SWS counselor on call, the PL on call, and the CID agent on call. All three agencies will be called immediately.

b. The victim will be offered care, but has the right to refuse medical and counseling.

c. SWS should be notified as soon as a victim has been identified as a potential rape victim. Legal questioning should not take precedent over victim support.

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d. As soon as the SWS counselor and CID have determined that a rape exam should be done, the PL should be notified.

e. The PL will coordinate with the local German hospital (StadtKrankenhaus in Hanau) for a rape exam to be done as expeditiously as possible. The PL will notify the SWS counselor where to bring the victim, and will meet the victim and SWS counselor at the hospital. The PL will stay at the hospital with the SWS counselor and victim until the exam is completed and all medical issues have been addressed. The PL will arrange for medical follow up as needed. SWS will provide follow up counseling as needed for the victim.

f. CID will accompany the victim to the hospital and provide a rape kit for the use of the examining physician. CID will stay at the hospital until the exam is done, answer any questions of a legal nature regarding the exam, and will secure all evidence and the rape kit when the exam is finished. One copy of the medical report will be given to the SWS counselor, to be provided to the Sexual Assault Review Board at the US Army Hospital in Heidelberg.

g. Patient confidentiality should be a high priority for all concerned.

4. Phone numbers.

a. The following emergency phone numbers are for the exclusive use of on-duty staff.

SWS on call - the MP desk maintains the roster of SWS on call.

PL on call for both Hanau and Buedingen - 0171-223-7224

MP/CID 24 hour duty desk - DSN 323-2749/2321, Civilian 06181-180-2749

5. Questions pertaining to these guidelines can be directed to CPT Jonathan Taylor (USAHC-Buedingen) 321-4820 or LTC Carolyn Tiffany (USAHC-Hanau) 328-6664, MAJ Black (PMO-414th BSB) 322-2356, Mr. John Hartz (SWS) 322-9278.



AMY L. EHMANN
LTC, CM
Commanding

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