

## Appendix 10: Adapting the Department of Defense MOU Templates to Local Needs

The Department of Defense Instruction on domestic abuse includes guidelines and templates for developing memoranda of understanding among key partners in a military-civilian CCR. See *Elements & Tools* Appendix 6, DoD Instruction 6400.06, section 6.1.5 and enclosures 4 and 5.

The templates illustrate the types of agreements that participants in a military-civilian coordinated community response develop in order to define and guide their respective roles and work together. At the same time, specific details will vary according to local needs and participation in the CCR. The memoranda of understanding developed in the two demonstration project sites, Fort Campbell and Jacksonville, along with a third example from Hampton Roads illustrate this kind of necessary variation.

- Appendix 11: MOU – Jacksonville Demonstration Project
- Appendix 12: MOU – Fort Campbell Demonstration Project
- Appendix 13: MOU – Hampton Roads

The following annotated versions of the DoD sample memoranda of understanding note questions and factors to consider in adapting and implementing each MOU to local conditions.

Sample 1: Military and civilian law enforcement response  
(DoD Instruction Enclosure 4)

Sample 2: Military and civilian legal or prosecutorial response  
(DoD Instruction Enclosure 5)

One of the first decisions to make will be whether to establish individual memoranda between different interveners—such as one MOU between law enforcement first responders and another separate agreement between prosecutorial/legal interveners, as illustrated in the DoD samples—or whether to develop a single agreement that includes all key military and civilian entities. A single MOU that addresses the roles and expectations of all partners can serve as a means of reinforcing interagency coordination and responsibility and the crucial linkages between all points of intervention. Under a single, unifying MOU, separate letters or memoranda of agreement can then be used to address particular issues or technical questions involving specific agencies, such as the way in which referrals will be made or how advocates will be notified by first responders at the scene.

## Sample 1

### SAMPLE MEMORANDUM OF UNDERSTANDING BETWEEN THE INSTALLATION LAW ENFORCEMENT OFFICE AND LOCAL CIVILIAN LAW ENFORCEMENT AGENCIES

#### **(INSTALLATION) Installation Law Enforcement Office and (CITY, COUNTY, or STATE) Law Enforcement Agency**

##### *Commentary*

Clearly identifying all signatories to the MOU reinforces the breadth of the coordinated community response and the expectation of participation by and a role for each entity.

1. **PURPOSE:** To establish written procedures concerning the exchange of information, case investigation, cases involving civilian alleged offenders, jurisdiction and coordination of efforts and assets between the (INSTALLATION) Installation Law Enforcement Office and (CITY, COUNTY, or STATE) Law Enforcement Agency in domestic abuse cases involving active duty military personnel and their family members.

##### *Commentary*

What terminology will the MOU use to define its scope? Domestic abuse? Domestic violence? Consider preceding the statement of purpose with a clear definition that sets forth the kinds of actions where intervention can be expected by signatories to the MOU. For example:

*For purposes of this Memorandum of Understanding, “domestic violence” includes physical harm; bodily injury; assault; the infliction of fear of imminent physical harm, bodily injury or assault; terroristic threats; criminal sexual conduct; or interference with an emergency call between family or household members. It also includes violations of orders for protection and harassment restraining orders obtained by one family or household member against another and to crimes that are committed by one family or household member against another, such as damage to property; taking children or threatening to take children; harming or threatening to harm pets or other animals; damaging property; attempting to break in; stealing cars or other property, and other crimes.*

How expansive will your statement of purpose be? Will it directly address the CCR’s goals of strengthening safety for victims and perpetrator accountability? Articulating the intent and breadth of the military-civilian response early in the MOU helps set a base of common understanding about the purpose of the CCR. The statement of purpose can be expanded to emphasize victim safety as primary. It can set expectations for linkages within and between civilian and military interveners and call attention to the key areas that will be addressed in the MOU. For example:

*To effectively counter the effects of domestic violence on victims, children, and military readiness, the civilian and military signatories to this MOU will coordinate all efforts, from the first response to a domestic violence incident through its investigation and referral to prosecutors. Future violence can be deterred by intervention from the state criminal justice system and military system if the response is quick, clear, consistent, and linked to a network of services for victims and sanctions for offenders. This Memorandum is written with the primary goal of enhancing victim safety and, secondarily, increasing accountability for the offender. The parties recognize that for the linkages and coordination efforts established in this Memorandum to operate effectively in cases of domestic violence, the basic coordination efforts between civilian and military law enforcement and civilian prosecutors and military legal must occur routinely.*

Will the statement of purpose call attention to the specific areas of response addressed in the MOU? For example:

*Specific areas addressed in the MOU include: (a) increasing the flow and effective exchange of information between civilian and military agencies; (b) increasing information available to victims about both the military and civilian response systems, including access to confidential services; (c) coordinating on-base investigations and jurisdictional issues for cases involving alleged civilian and military offenders; (d) facilitating service of civilian protection orders and exchange of civilian protection orders and military protective orders (MPOs) between relevant agencies; and (e) coordinating offender prosecution and accountability efforts.*

**2. GENERAL:** This Memorandum of Understanding (MOU) does not create additional jurisdiction or limit or modify existing jurisdiction vested in the parties. This MOU is intended exclusively to provide guidance and documents an agreement for general support between the (INSTALLATION) Installation Law Enforcement Office and (CITY, COUNTY, or STATE) Law Enforcement Agency. Nothing contained herein creates or extends any right, privilege, or benefit to any person or entity. (See United States v. Caceres, 440 U.S. 741, 1979.)

**A. [Insert paragraph here defining response and investigation jurisdiction for the (INSTALLATION) Installation Law Enforcement Office and (CITY, COUNTY, or STATE) Law Enforcement Agency.]**

### ***Commentary***

Jurisdiction features prominently in developing a joint military-civilian coordinated community response. This section provides a standard acknowledgement and reassurance that the MOU does not alter existing jurisdiction. A separate section on jurisdiction may be warranted, particularly when there is concurrent jurisdiction and an active role by civilian law enforcement in conducting the investigation, both on and off base, regardless of whether the alleged offender is military or civilian. In such situations the MOU might include the following kinds of provisions:

*All domestic violence offenses that occur in areas of concurrent jurisdiction, regardless of whether the*

*alleged offender is military or civilian, will be referred to [County] Sheriff for investigation.*

*The decision to accept or decline jurisdiction shall be made promptly by all law enforcement authorities to this agreement to ensure that items of evidentiary value are not lost or destroyed. If investigative jurisdiction of a case involving a civilian offender is declined, the case shall be reviewed by the designated Special Assistant United States Attorney for potential prosecution in federal court. If investigative jurisdiction of a case involving a military offender is declined, the case shall be returned to the service member's command for processing under the Uniform Code of Military Justice and service regulations.*

*Assumption of investigative jurisdiction and prosecution by [State] authorities in no way bars the commanding officer's inherent authority to take administrative measures permitted by law and regulation, such as issuing Military Protective Orders to active duty Service members and barring civilian offenders from the installation.*

The general section of an MOU (or another location) can also be a place to acknowledge that modifications in existing procedures and protocols may be necessary in order to fully implement the coordinated community response and expectations of the MOU. When the MOU includes the broad CCR as a whole, rather than only the civilian and military law enforcement response, CCR organizers can use the memorandum of agreement as a more flexible means of making changes, without having to anticipate or include every provision in the main body of the MOU.

*Existing procedures, protocols, and standard operating procedures (SOPs) shall be revised as necessary in order to fully implement this MOU. The parties agree to fully coordinate such changes with signatories and other affected parties. In addition, Memorandums of Agreement (MOAs) between two or more parties to this MOU may be utilized to provide detailed guidelines for implementation.*

### **3. RESPONSIBILITIES:**

#### **A. The (CITY, COUNTY, or STATE) Law Enforcement Agency agrees to perform the following actions:**

- (1) When responding to or investigating domestic abuse cases, the (CITY, COUNTY, or STATE) Law Enforcement Agency will ascertain whether the alleged offender is an active duty Service member. If the alleged offender is an active duty Service member, and subject to (2) below, the responding officer(s) will note on the top of the incident/investigation report "Copy to the (INSTALLATION) Installation Law Enforcement" and the designated Records personnel will ensure the copy is forwarded.
- (2) When responding to or investigating domestic abuse cases, the (CITY, COUNTY, or STATE) Law Enforcement Agency will ascertain whether the victim is an active duty Service member. If the victim is an active duty Service member, the responding officer(s) will seek the victim's consent to

forward a copy of the incident/investigation report to the (INSTALLATION) Law Enforcement Office so that it can be provided to the victim's commander. If the victim so consents, the responding officer(s) will note on the top of the incident/investigation report "Copy to the (INSTALLATION) Installation Law Enforcement Office" and the designated Records personnel will ensure the copy is forwarded. If the victim does not consent, the responding officer(s) shall note in the body of the incident/investigation report that the victim did not consent to forwarding the report to the Installation Law Enforcement Office and shall not direct Records personnel to forward the report.

### *Commentary*

This section sets the expectation that civilian law enforcement officers will obtain the victim's consent before forwarding a copy of the incident/investigation report or a civilian protection order to installation (see highlighted text). In order for a victim of domestic abuse to make as informed a decision as possible about restricted or unrestricted reporting in the military setting, she or he needs to know that contact with civilian law enforcement will not automatically result in a report to the installation. Victims of ongoing coercion and violence face many difficult decisions and challenges in attempting to secure safety for themselves and their children. Requiring victim consent before sharing reports and orders with the military installation helps maximize a victim's options in determining what course of action might best reinforce safety. A victim may be turning to the civilian sector for help and protection because it is not the military setting. Consent is important for victims who are family members of active-duty service members, and even more important for victims who are themselves service members.

(3) When the (CITY, COUNTY, or STATE) Law Enforcement Agency receives a copy of a temporary or permanent civilian protection order (CPO) issued by a court of competent jurisdiction, the responding officer(s) will ascertain whether the alleged offender is an active duty Service member. If the alleged offender is an active Service member, and subject to (4) below, the responding officer(s) will note on the top of the CPO "Copy to the (INSTALLATION) Installation Law Enforcement Office" and the designated Records personnel will ensure the copy is forwarded. **[This paragraph may not be necessary if the installation has an MOU with the local court specifying that the court will forward copies of such CPOs to the installation.]**

(4) When the (CITY, COUNTY, or STATE) Law Enforcement Agency receives a copy of a temporary or permanent civilian protection order (CPO), the responding officer(s) will ascertain whether the victim is an active duty Service member. If the victim is an active duty Service member, the responding officer(s) will seek the victim's consent to forward a copy of the CPO to the (INSTALLATION) Installation Law Enforcement Office. If the

victim so consents, the responding officer(s) will note on the top of the CPO “Copy to the (INSTALLATION) Installation Law Enforcement Office” and the designated Record personnel will ensure the copy is forwarded. If the victim does not consent, the responding officer(s) shall not request that a copy of the CPO be forward to the Installation Law Enforcement Office.

(5) The (CITY, COUNTY, or STATE) Law Enforcement Agency shall designate an employee from Records who will be directly responsible for forwarding copies of incident/investigation reports and CPOs to the (INSTALLATION) Installation Law Enforcement Office when directed to do so by notations at the top of the reports or CPOs. The employee shall also be responsible for receiving and processing of MPOs forwarded from the (INSTALLATION) Installation Law Enforcement Office.

(6) When the (CITY, COUNTY, or STATE) Law Enforcement Agency becomes aware of a violation of a term or provision of a Military Protective Order (MPO), the responding officer(s) shall notify the designated representative from the (INSTALLATION) Installation Law Enforcement Office of the violation.

(7) The (CITY, COUNTY, or STATE) Law Enforcement Agency shall provide the (INSTALLATION) Installation Law Enforcement Office with an area for Installation Law Enforcement investigators to conduct interviews of active duty Service members and their family members who are involved in domestic abuse incidents.

(8) The (CITY, COUNTY, or STATE) Law Enforcement Agency will, when appropriate, conduct joint investigations with the (INSTALLATION) Installation Law Enforcement Office if incidents of domestic abuse involve active duty Service members and their family members.

(9) When the victim in a domestic abuse incident has been identified as an active duty Service member or a Service member's family member, the (CITY, COUNTY, or STATE) Law Enforcement Agency responding officer(s) shall provide the victim with basic information, acquired from the Installation Law Enforcement Office (below), about installation resources available to domestic abuse victims.

(10) As new law enforcement officers begin duty with the (CITY, COUNTY, or STATE) Law Enforcement Agency, their immediate supervisor will provide them with copies of this MOU and basic instruction for effectuating the provisions of this MOU.

### ***Commentary***

This list of responsibilities that civilian law enforcement agrees to fulfill as part of the coordinated community response addresses key aspects of practice that help link and coordinate the civilian and military responses, such as prompt transmittal of arrest and incident reports and civilian protection orders (with victim consent), a designated point of contact to facilitate the sharing of such records, joint investigations, assistance in obtaining installation records related to a civilian investigation, and linking victims with resources available on the installation.

The provision that officers provide victim resource information could be expanded beyond what is available via the installation to link victims with confidential resources in the civilian community as well.

A military-civilian CCR may want to expand on the responsibilities included in this section to address other aspects of the civilian law enforcement response. For example:

*Develop a standardized protocol for dispatch response to domestic violence 911 calls in order to better assess caller safety and provide background information to the responding officers. Provide training on the protocol to dispatch personnel.*

*Develop and implement training for responding officers that specifically addresses coordinated community response and the response to and investigation of domestic violence. Such training will include evidence collection, thorough documentation of excited utterances, response to children at the scene, indicators of strangulation, and identification of stalking. It will be delivered via a team-training model that includes a law enforcement officer, prosecutor, and community domestic violence advocate as the team. Develop and implement training for responding officers that specifically addresses coordinated community response and the response to and investigation of domestic violence. Such training will include evidence collection, thorough documentation of excited utterances, response to children at the scene, indicators of strangulation, and identification of stalking. It will be delivered via a team-training model that includes a law enforcement officer, prosecutor, and community domestic violence advocate as the team.*

### **B. The (INSTALLATION) Installation Law Enforcement Office agrees to perform the following actions:**

- (1) The (INSTALLATION) Installation Law Enforcement Office shall designate an individual to act as liaison to the (CITY, COUNTY, or STATE) Law Enforcement Agency and to receive copies of incident/investigation reports stemming from an incident occurring off of the installation and CPOs involving active duty Service members and their family members.
- (2) Upon receipt of a copy of an incident/investigation report stemming from incidents occurring off of the installation or a CPO involving an active

duty Service member and his/her family member, the (INSTALLATION) Installation Law Enforcement Office shall immediately notify the Service member's commander.

(3) When the (INSTALLATION) Installation Law Enforcement Office receives a copy of an MPO issued by a Service member's commander, and if that Service member is living off of the installation, the (INSTALLATION) Installation Law Enforcement office shall forward a copy of the MPO to the (CITY, COUNTY, or STATE) Law Enforcement Agency with jurisdiction over the area in which the Service member resides.

(4) The (INSTALLATION) Installation Law Enforcement Office shall provide the (CITY, STATE, OR COUNTY) Police Department with an area for Police Department officers or investigators to conduct interviews of active duty Service members and their family members who are involved in domestic abuse incidents.

(5) The (INSTALLATION) Installation Law Enforcement office will, when appropriate, conduct joint investigations with the (CITY, COUNTY, or STATE) Law Enforcement Agency if incidents of domestic abuse involve active duty Service members and their family members.

(6) The (INSTALLATION) Installation Law Enforcement Office will assist the (CITY, COUNTY, or STATE) Law Enforcement Agency when investigating cases that occurred off base by providing information such as medical records, service records, and incident/investigation reports from incidents occurring under the jurisdiction of the Installation Law Enforcement Office in accordance with the provisions of the Privacy Act, 5 USC 552a.

(7) The (INSTALLATION) Installation Law Enforcement Office shall provide the (CITY, COUNTY, or STATE) Law Enforcement Agency with basic information, in the form of quick reference cards or brochures, about installation resources available to domestic abuse victims.

**(8) [Insert a paragraph here stating proper installation procedure for responding to domestic abuse incidents occurring on the installation involving civilian alleged offenders.]**

(9) As new personnel begin duty with the (INSTALLATION) Installation Law Enforcement office, their immediate supervisor will provide them with copies of this MOU and basic instructions on implementing the provisions of this MOU.

### ***Commentary***

The military installation law enforcement responsibilities listed here largely mirror those of their civilian counterparts. Again, the emphasis is on aspects of practice that coordinate a joint military-civilian response. One difference in the language is the absence of references to obtaining victim consent. If the provisions of the MOU are being followed, civilian law enforcement reports pertaining to active duty service members should reach the military installation only after victim consent has been established. Reports made directly to installation law enforcement are considered unrestricted reports and victim consent would not have to be obtained to forward the information to the service member's command.

Where there is concurrent military-civilian jurisdiction on an installation, there could be an agreement that the civilian entity takes on the investigation, regardless of whether or not the suspect is a service member. For example:

*In all cases of domestic violence occurring on [Military Installation] in areas of concurrent jurisdiction, the [Military Installation Department of Security] will request that [County Sheriff] assume investigative responsibilities, regardless of whether the alleged offender is a civilian or active duty Service member*

Considerable discussion and negotiation would most likely precede such an agreement.

#### **4. 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 only be achieved through continuing communication and dialog 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) Installation Law Enforcement Office and from the (CITY, COUNTY, or STATE) Law Enforcement Agency shall meet, as necessary and appropriate, to discuss open cases involving active duty Service members and to share information regarding reciprocal investigations.

***Commentary***

Build in a process and expectation that the MOU will be reviewed and that the parties involved agree to “stay at the table,” i.e., they agree to the kind of ongoing communication and willingness to problem-solve and address misunderstandings, as well as adapt the MOU to new questions that arise.

## Sample 2

### SAMPLE MEMORANDUM OF UNDERSTANDING BETWEEN THE INSTALLATION STAFF JUDGE ADVOCATE AND THE LOCAL DISTRICT ATTORNEY'S OFFICE

**(INSTALLATION) Staff Judge Advocate (SJA) and  
(COUNTY/CITY) District Attorney's (DA) Office**

#### *Commentary*

Like the MOU in Sample 1, this memorandum provides a framework for coordination, in this case between civilian and military entities with prosecutorial-type functions under state law and the Uniform Code of Military Justice, respectively. The MOU sets expectations for practice, including: information-sharing, facilitating witness interviews, and overall cooperation and assistance in conducting investigations and pursuing legal remedies.

**1. PURPOSE:** To establish written procedures concerning the exchange of information, case investigation and prosecution, and coordination of efforts and assets between the (INSTALLATION) SJA and the (COUNTY/CITY) DA in domestic abuse cases involving active duty military personnel assigned to the (INSTALLATION) and their family members.

**2. GENERAL:** This Memorandum of Understanding (MOU) does not create additional jurisdiction or limit or modify existing jurisdiction vested in the parties. This MOU is intended exclusively to provide guidance documenting an agreement for general support between the (INSTALLATION) SJA and the (COUNTY/CITY) DA. Nothing contained herein creates or extends any right, privilege, or benefit to any person or entity. (See

**A. [Insert paragraph here defining jurisdiction for both the (INSTALLATION) SJA and (COUNTY/CITY) DA.]**

#### **3. RESPONSIBILITIES:**

**A. The (COUNTY/CITY) DA agrees to perform the following actions:**

(1) When the victim in a domestic abuse incident has been identified as an active duty Service member or a family member of such a member, the (COUNTY/CITY) DA shall provide the victim with basic information, acquired from the Installation SJA (below), about (INSTALLATION) resources available to domestic abuse victims.

(2) When investigating or prosecuting domestic abuse cases, the (COUNTY/CITY) District Attorney (DA) shall determine whether the alleged offender is an active duty Service member assigned to (INSTALLATION). If the alleged offender is an active duty member assigned to (INSTALLATION), the DA shall contact the (INSTALLATION) SJA to inform the SJA of the pending investigation or

prosecution. Upon request, the DA shall forward copies of relevant police reports, civil protection orders, and any orders specifying pre-trial conditions to the SJA.

(3) When investigating a domestic abuse case involving an active duty member assigned to (INSTALLATION) who is alleged to be the offender, the DA shall consult with the SJA with respect to prosecution of the individual under the appropriate state law or under the Uniform Code of Military Justice (UCMJ).

### ***Commentary***

In a CCR where investigation of domestic violence offenses is referred to civilian law enforcement in areas of concurrent jurisdiction (see the commentary following section 3B in Sample 1), MOU provisions that address prosecution will reflect the civilian agency as the lead prosecuting authority. For example:

*The State Attorney will be the primary prosecuting agency for all cases in which [County Sheriff] assumes investigative jurisdiction under this MOU. Should it become necessary to drop charges or not proceed with a case against an active duty Service member, the State Attorney will promptly notify the [Military Installation Legal Office] for possible prosecution/disposition under the Uniform Code of Military Justice.*

(4) During the course of the DA's investigation or prosecution of a crime of domestic abuse allegedly committed by an active duty Service member assigned to (INSTALLATION), the DA shall keep the SJA informed of the status of the case through regular contacts. The DA shall notify the SJA specifically of any changes in confinement status or pre-trial release conditions.

(5) When, after consultation, the SJA and the DA have determined that the alleged offender will be subject to procedures under the UCMJ, the DA shall cooperate during the investigation and disciplinary action to the greatest extent possible by sharing information and facilitating the interviewing of witnesses.

(6) As new attorneys begin working in the (COUNTY/CITY) DA, their immediate supervisor will provide them with copies of this MOU and basic instruction for executing the provisions of this MOU.

### **B. The (INSTALLATION) SJA agrees to perform the following actions:**

(1) The (INSTALLATION) SJA shall provide the (COUNTY/CITY) DA with basic information, in the form of quick reference cards or brochures, about installation resources available to domestic abuse victims.

(2) When investigating a domestic abuse case involving an active duty member assigned to (INSTALLATION) who is alleged to be the offender, the SJA shall, in cases where the state has jurisdiction, consult with the local DA to determine

whether the individual will be prosecuted under the appropriate state law or whether the command will pursue disciplinary action under the UCMJ.

(3) Upon request, the SJA shall forward copies of relevant police incident reports and military protection orders to the DA.

(4) When, after consultation, the DA and the SJA have decided that the alleged offender will be prosecuted under state law, the SJA shall cooperate during the investigation and prosecution to the greatest extent possible by sharing information and facilitating the interviewing of witnesses.

(5) As new personnel begin duty with the (INSTALLATION) SJA, their immediate supervisor will provide them with copies of this MOU and basic instructions on executing the provisions of this MOU.

#### **4. 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 only be achieved through continuing communication and dialog between the parties. It is the intent of this MOU that 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) SJA and from the (COUNTY/CITY) DA's Office shall meet, as necessary and appropriate, to discuss open cases involving active duty Service members and to review and revise provisions of this MOU.

## ***Commentary***

Establishing a process and expectation that there will be ongoing review, communication, and commitment is an aspect of sustainability.

Whether a CCR is guided by a series of one-to-one memoranda of understanding between individual agencies, such as Samples 1 and 2 illustrate, or by a single MOU including all partner agencies (e.g., the Jacksonville and Fort Campbell demonstration site MOUs), additional agreements would be developed to address the roles and responsibilities of other CCR partners. Likely partners, and one corresponding example of possible MOU language, include:

- Military installation's Family Advocacy Program

*Designate a point of contact at the installation to receive information from the [Batterer's Intervention Program] and [State Probation Office] regarding compliance with court orders, conditions of release, sentencing and progress and completion of court-ordered batterer's intervention programs by active duty Service members.*

- Civilian domestic violence victim advocacy organization

*Provide a designated victim advocate as a liaison to the [Military Installation] Family Advocacy Program (FAP) to assist in providing services to active duty and family members who are victims of domestic violence. The designated advocate will receive specific training in the military resources available to victims of domestic violence. In coordination with the FAP, the designated advocate will provide services to identified active duty and family member victims seeking confidential victim advocacy services.*

- Probation agency

*Provide information regarding active-duty Service members' compliance with court orders, conditions of release, and sentencing to the designated point of contact at the [Military Installation] FAP.*

- Court agency responsible for administration of civilian order for protection process

*Implement procedures to ascertain whether an application for a temporary or permanent injunction involves an active duty Service member, either as the respondent or the petitioner. As part of the process, ascertain whether the petitioner in the case consents to providing a copy of the injunction to the Service member's command.*

- Batterer intervention program

*Provide information on the progress and completion of court-ordered batterer's intervention program by active-duty Service members to the designated point of contact at the [Military Installation] FAP.*