



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER  
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NTCGLAKESINST 1752.4A  
N72

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NTC GREAT LAKES INSTRUCTION 1752.4A

From: Commander, Naval Training Center, Great Lakes

Subj: INSTITUTIONAL CHILD ABUSE ALLEGATION INVESTIGATION

Ref: (a) SECNAVINST 1752.3  
(b) OPNAVINST 1752.2A  
(c) OPNAVINST 1700.9C  
(d) NTCGLAKESINST 1700.39B

1. Purpose. To promulgate policies and procedures for the coordination of investigations involving Institutional Child Abuse allegations on behalf of the Commander, Naval Training Center (CNTC), Great Lakes Area Command.

2. Background. References (a) through (c) provide comprehensive guidance for the reporting of suspected and alleged child-abuse cases. Reference (c) provides specific guidance on the handling of suspected institutional child abuse and sexual assault, and guidance on the management screening control of child abuse and sexual assault in Navy Child Development Programs. Reference (d) provides guidance on the management of suspected child abuse and sexual assault in Family Home Care (FHC) settings, under the control of CNTC, Great Lakes. This instruction provides guidance for institutional child abuse, such as Child Development Centers, FHC Programs, and all reimbursable scheduled child care under Navy-provider supervision, management, or controls.

3. Policy. It is essential that all key personnel in the Family Advocacy Program (FAP) and outside the FAP have an immediate procedure to coordinate the administrative management of Institutional Child Abuse allegations throughout the Naval Training Center jurisdiction, whether it occurs in the Child Development Center, Infant Care Center, FHC Program, Family Activity Center, Cooperative Preschool, Forrestal Village Chapel, or any organization or place where children are supervised by a Navy-sponsored activity.

4. Action. The following standard operating procedures will be followed as the hour and situation directs.

a. When institutional child-abuse allegations occur onboard the Naval installation during normal working hours, the following procedures will be followed:

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(1) The individual receiving the report will immediately notify the Family Advocacy Representative (FAR).

(2) The FAR will notify Naval Criminal Investigative Service (NCIS), Illinois Department of Children and Family Service (DCFS), the victim's command, the Family Advocacy Officer (FAO); and within 72 hours, will notify the Naval Personnel Command (NPC-661) by message with a copy to the FAO. Notification time will depend upon the severity and urgency of the case.

(3) NCIS, in coordination with DCFS, will contact and interview the victim, preferably within 24 hours or as soon as possible (ASAP).

(4) NCIS will notify the NTC Staff Judge Advocate (SJA), who will contact the alleged perpetrator's Commanding Officer and NTC Morale, Welfare and Recreation (MWR).

(5) NTC will insure the removal of the child-care provider from responsibility and/or reassignment.

(6) The FAO will insure over-all coordination and notification of all key players, and ensure Naval Personnel Command (NPC-661) notification has been completed.

(7) All inquiries concerning the case will be referred to the NTC SJA.

(8) If, upon investigation, the NCIS agent and/or DCFS worker find evidence of multiple victim allegations, NCIS will notify the NTC SJA, FAO, and FAR.

(9) Investigations which involve FHC will result in temporary suspension of certification pending resolution of the investigation.

b. When institutional child-abuse allegations occur onboard the Naval installation during non-working hours, the following procedures will be followed:

(1) Security will notify the NTC CDO, DCFS, and NCIS.

(2) NCIS will determine if a medical screening is necessary at that time.

(3) NCIS will contact and interview the victim ASAP, or within 24 hours.

(4) The NTC CDO will notify the NTC SJA.

(5) The NTC SJA will notify the FAR, FAO and MWR.

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(6) Remaining procedures will be followed in accordance with paragraph 4a, (5) through (9).

c. When the institutional child-abuse allegations occur onboard the Naval installation, and are considered to be multiple allegations involving two or more children alleging the same perpetrator and/or additional perpetrators, the following procedures will be followed:

(1) The same initial procedures of "normal working hours" will be followed, with the additional notification of all immediate superiors with a "Need to Know" that a multiple child-abuse allegation status is in effect. When there are multiple allegations of child sexual abuse, the FAR and FAO will insure the call-up of the FAP's Regional Child Sexual Abuse Response Team: NPC-661.

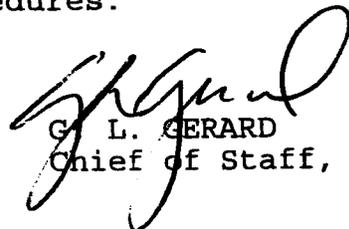
(2) The NTC SJA will immediately notify the FAO and all other personnel with a need to know, and then notify the Chief of Staff, Operations (COS, OPS) and CNTC. CNTC will instruct the NTC Public Affairs Officer (PAO) on the handling of inquiries.

(3) The PAO will handle all inquiries concerning the case. The PAO will direct calls for special services or responses, as follows:

(a) Families, workers, people with information pertinent (possibly) to the investigation will be referred to NCIS.

(b) People who desire a support group will be directed to the Family Service Center (FSC). The FSC and FAR will conduct two separate support groups, one for the families of the victim(s) and one for the families in direct association with the affected child care institution program.

5. Coordination. The NTC FAO will report to the COS, OPS on all matters concerning the Institutional Child Abuse Allegations Investigations Procedures.

  
G. L. GERARD  
Chief of Staff, Operations

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