



UNITED STATES MARINE CORPS

IN REPLY REFER TO

[Customize]
[Customize]

Commander
To: Distribution List

Subj: [NAME OF COMMAND] SEXUAL ASSAULT PREVENTION AND
RESPONSE (SAPR) PROGRAM STANDARD OPERATING PROCEDURE

References and Enclosures will need to be customized for each SOP. These are examples. You will see them appropriately referenced in the SOP itself.

Ref: (a) DODD 6495.01, SAPR Program
(b) DODI 6495.02, SAPR Program Procedures
(c) DODI 6400.07, Standards for Victim Assistance Services in the Military Community
(d) DODI 6400.06, Domestic Abuse involving DOD Military and Certified Affiliated Personnel
(e) DODI 5505.18, Investigation of Adult Sexual Assault in the DOD
(f) DODI 1030.2, Victim and Witness Assistance Procedures
(g) SECNAVINST 1752.4B, DON SAPR Program
(h) MCO 1752.5B, USMC SAPR Program
(i) MCO 3404.2A Operations Event/Incident Report (OPREP-3) Reporting
(j) MARADMIN 025/18, SAPR 8-Day Incident Report Requirements
(k) HHQ SOP OR OTHER POLICY, IF APPLICABLE

Encl: (1) Terms and Definitions
(2) MCSC SAPR Resources and Support
(3) MCINCR-MCB Quantico Local SAPR Resources and Support
(4) Sexual Assault Unrestricted Report and Response Flow Chart
(5) Sexual Assault Restricted Report and Response Flow Chart
(6) Non SAPR Personnel Watch Stander Checklist
(7) SAPR Reporting Options

1. Situation

a. Background. The potential threat to [name of command] from sexual violence requires a SAPR program which is tailored to the dynamic needs of the command. In compliance with the references, this Standard Operating Procedure (SOP) establishes the [command] SAPR program to foster a supportive environment where members feel comfortable reporting sexual assaults or situations that increase the risk of sexual assault to their chain of command. This ensures a safe physical and emotional environment for all members of the command.

b. Scope

(1) This SOP applies to all [command] personnel, including [insert customized language, as applicable, e.g., military members, government civilians, government contractors, and other government personnel]. It provides direction, guidance, and tasks to the command.

(2) This SOP standardizes local reporting protocol, procedures, and requirements for commands and subordinate commands [insert customized language, if applicable], supported by the [command] SAPR program.

2. Mission. The SAPR program will educate every individual in [command] on what constitutes sexual assault and spread the understanding that it is a crime incompatible with Marine Corps values. Together, we will work to create a culture of prevention and respect with the goal of eliminating the occurrence of sexual assault. In the event that a sexual assault does occur, [command's] SAPR program will provide prompt, competent, and on-going care to victims to facilitate their access to all viable resources and support their recovery.

3. Execution

a. Commander's Intent

(1) Purpose. Individuals assigned to [name of command] are responsible for providing support to victims of sexual assault and will ensure they are treated with sensitivity, dignity, and respect.

(2) Method. Victims of sexual assault shall be treated with sensitivity, dignity, and respect.

(a) Sexual assault victims shall be treated as emergency cases regardless of whether physical injuries are evident. Upon request, victims will receive appropriate healthcare services. Victims have the right to decide which healthcare services they want to receive, and may refuse any or all services if desired. The identity of victims of sexual assault will be protected by all involved in their care, and may only be released to those with a need to know IAW MCO 1752.5B.

(b) Victim safety is critical at all times. Victims who choose to make a restricted report will have that choice honored to the fullest extent. Victims who choose to make an unrestricted report must feel confident that their personal safety will be protected and that the command will take all necessary steps to prevent coercion, ostracism, discrimination, or reprisal.

(c) If witnesses, SAPR personnel, Equal Opportunity personnel, first responders, or bystanders who intervene, experience incidents of retaliation of any type, they can report such incidents to the Command Inspector General, Command Staff Judge Advocate, Military Criminal Investigative Organization (MCIO), or the chain of command.

(3) Endstate. MCSC SAPR program is structured to foster a command environment that supports the prevention of sexual assaults and provides timely, competent care for victims of sexual assault when incidents occur.

b. Concept of Operations. This SOP defines who is eligible for SAPR support services, what actions are required upon receipt of a sexual assault allegation, what SAPR resources are available, and how [name of command's] SAPR program is maintained. This SOP should be used in conjunction with the references, and any applicable MARADMINs or Memoranda For the Record, to ensure compliance with policies and procedures established by the Commandant of the Marine Corps and the DOD.

(1) Implementation of the SAPR Program shall be managed by the [name of command] Sexual Assault Response Coordinator (SARC) and must be an O-4 or above unless a special waiver is issued by HQMC.

(2) The command shall maintain a minimum of two SAPR Victim Advocates (VA) in the grade of E-4 and above.

c. Tasks. Enclosures are provided as information to assist personnel at all levels. The command will treat every report of sexual assault seriously by following proper guidelines per references (a) through (k).

(1) Commander

(a) Within 30 days of assuming command, attend the [supporting installation's] SAPR Resource Brief.

(b) Publish a SAPR policy statement for the command and post copies in common areas.

(c) Notify Naval Criminal Investigative Service (NCIS) [name of supporting NCIS] immediately regarding all unrestricted reports of sexual assault. An internal investigation is not authorized prior to or in lieu of contacting the appropriate Military Criminal Investigation Organization (MCIO) or law enforcement agency when responding to allegations of sexual assault.

(d) Notify the [insert command/installation as applicable] SARC immediately on all reports of sexual assault to initiate SAPR services or to provide information and referral assistance.

(e) Collaborate with the [insert command/installation as applicable] SARC to generate the basic information for the Operations Event/Incident Report (OPREP-3) Serious Incident Report (SIR) per reference (i).

(f) Submit the SAPR 8-Day Incident report via the eHQMC portal within eight days of the sexual assault report in accordance with reference (j).

(g) Attend the monthly [supporting installation(s)] Case Management Group (CMG) in support of any open unrestricted sexual cases within the command.

(h) Chair the High-Risk Response Team (HRRT).

(2) [Executive Officer, Deputy Commander, Chief of Staff-annotate who is responsible for these tasks]

(a) Attend the SAPR Resource Brief with the Commander.

(b) Ensure the OPREP-3/SIR is submitted via the Automated Message Handling System (AMHS) for all reports/incidents of suspected or alleged sexual assaults.

(c) Ensure an 8-Day Incident Report is submitted for all unrestricted reports of sexual assault in accordance with reference (j).

(d) For all allegations of a sexual assault reported to the command that will generate media interest, immediately notify the command Public Affairs Officer (PAO) to establish proper protocols in dealing with the media, as required.

(e) Ensure a minimum of one qualified, credentialed SARC and two qualified, credentialed SAPR VAs are appointed for the command.

(f) Ensure that the SARC and SAPR VAs are completing 16 hours of continuing education units (CEUs) annually to maintain DOD Sexual Assault Advocate Certification Program (D-SAACP) eligibility.

(3) Sergeant Major

(a) Attend the SAPR Resource Brief with the Commander.

(b) Ensure employees throughout the command are familiar with this SOP.

(c) When [insert name of command] has an unrestricted sexual assault case, attend the monthly CMG aboard [supporting installation(s)] with the Commander to ensure a comprehensive response for the victim.

(4) Commander [inserts subordinate commands or identify who these tasks reside with, as applicable]

(a) Maintain a minimum of two qualified, credentialed SAPR VAs.

(b) Within 30 days of assuming command, attend the [insert name of supporting installation, if applicable] SAPR Resource Brief.

(c) Notify NCIS [insert name/location, if applicable] immediately on all unrestricted reports of sexual assault. An internal investigation is not authorized prior to or in lieu of contacting the appropriate MCIO or law enforcement agency when responding to allegations of sexual assault.

(d) Notify the MCB [insert applicable] SARC immediately on all reports of sexual assault to initiate SAPR services or to provide information and referral assistance.

(e) Notify the [insert applicable] SARC on all unrestricted reports of sexual assault.

(f) Collaborate with the [insert applicable] SARC(s) to generate the basic information for the OPREP-3/SIR per reference (i).

(g) Submit the SAPR 8-Day Incident report via the eHQMC portal within eight days of the sexual assault report in accordance with reference (j).

(h) Attend the monthly [insert applicable] CMG in support of any open unrestricted sexual cases within the command.

(i) Chair the HRRT for [insert applicable] sexual assault cases.

(5) Insert name of subordinate command, if applicable.

(a) Maintain a minimum of one qualified, credentialed SAPR VA.

(b) Ensure all leaders, supervisors, and employees are familiar with this SOP, the enclosures herein, and are in compliance with the references. Ensure that the contents of this SOP are prominently displayed in high traffic areas around the command.

(c) Notify NCIS [insert applicable] immediately on all unrestricted reports of sexual assault. An internal investigation is not authorized prior to or in lieu of contacting the appropriate MCIO or law enforcement agency when responding to allegations of sexual assault.

(d) Notify the [insert applicable] SARC immediately on all reports of sexual assault to initiate SAPR services or to provide information and referral assistance.

1. The [insert applicable] SARC shall respond, or direct a SAPR VA to respond and offer the victim healthcare treatment and a Sexual Assault Medical Forensic Exam (SAMFE).

2. In geographic locations where there is no SARC onsite, the on-call SAPR VA for the installation will respond per enclosure (2).

(e) Collaborate with the [insert applicable] SARC to generate the basic information for the OPREP-3/SIR for all unrestricted reports of sexual assault, per reference (i).

(f) Collaborate with the MCSC SARC to generate victim referral information for the SAPR 8-Day Incident Report, per reference (j).

(6) AC/S G-1

(a) When there is an allegation of sexual assault reported to the command, the Staff Secretary will submit an OPREP-3/SIR per reference (1).

(b) For all allegations of sexual assault reported to the command that will generate media interest, immediately notify PAO to establish proper protocols in dealing with the media.

(c) Ensure [insert applicable] SAPR VAs are included in the command check-in sheet.

(7) AC/S G-3

(a) Coordinate with the Command SARC to ensure SAPR annual training requirements are included in the [insert applicable] Training and Exercise Employment Plan (TEEP).

(b) Publicize annual SAPR training requirements.

(c) Track annual SAPR training requirements for the command.

(d) Enter SAPR training completion into Marine Corps Total Force System (MCTFS).

(8) [Insert applicable entity, if required]

(a) Ensure civilian employees are familiar with the contents of this order.

(b) Encourage civilian employees who are a victim of sexual assault to speak with the SARC or a SAPR VA.

(c) Facilitate the development and collaboration of SAPR public awareness campaigns for victims of sexual assault. Publicize the DOD Safe Helpline and MCSC SAPR resources to civilian employees.

(d) Facilitate SAPR training for the civilian workforce.

(9) SARC

(a) Serve as the single point of contact to coordinate sexual assault response when a sexual assault is reported for [insert applicable] personnel.

(b) Comply with D-SAACP credentialing requirements.

(c) Offer appropriate referrals to sexual assault victims and facilitate access to referrals. Provide referrals at the request of the victim.

(d) Exercise oversight responsibility for SAPR VAs authorized to respond to sexual assaults when they are providing victim advocacy services.

(e) Provide oversight and guidance to uniformed and civilian VAs who are assigned to sexual assault cases within [insert applicable].

(f) Ensure a comprehensive response to each victim by participating in the monthly CMG aboard [insert applicable].

(g) Ensure all known case information is accurately entered into Defense Sexual Assault Incident Report Database (DSAID) within 48-hours of victim response and that the DD Form 2910 is utilized and stored in accordance with the references.

(h) Maintain a copy of each SAPR VA's appointment letter, supervisor's statement of understanding (page 10 of the D-SAACP Application Form), VA 40-hour Certificate of Training, and D-SAACP Credentialing Certificate.

(i) Provide the annual SAPR training plan to AC/S G-3 for inclusion in the [insert applicable] TEEP.

(j) Maintain SAPR training completion documents.

(k) Facilitate SAPR pre-deployment training.

(l) Facilitate the development and collaboration of SAPR public awareness campaigns for victims of sexual assault. Publicize the DOD Safe Helpline and [insert applicable] SAPR resources on all outreach materials and command websites.

(m) Manage the recertification, SAPR profile, and annual continuous learning requirements for each VA within the command; provide quarterly updates to the [insert applicable].

(n) Maintain a logbook to track individuals who check in to the command.

(o) Complete four hours of CEUs quarterly.

(p) Conduct quarterly quality assurance checks for SAPR VA public awareness documents posted throughout the command.

(q) Manage the command SAPR website.

(10) SAPR VA

(a) Comply with D-SAACP credentialing requirements.

(b) Facilitate care and provide referrals and non-clinical support to the adult victim of a sexual assault.

(c) Support will include providing information on available options and resources so the victim can make informed decisions about his or her case.

(d) Report directly to the SARC while carrying out sexual assault advocacy responsibilities.

(e) Complete DD Form 2910 and the Safety Assessment Tool with the victim. Annotate the initial information for DSAID on DD Form 2965 for all reports of sexual assault. Provide the DD Form 2910 and the Safety Assessment Tool to the [insert applicable] SARC either in-person, over the phone, or via encrypted email. Provide all forms within 24 hours of a filed report of sexual assault.

(f) Provide a copy of DD Form 2910, DD Form 2701, and the Victim Legal Counsel (VLC) Information Brochure to the victim.

(g) Provide a copy of the Letter of Instruction on Submitting and Processing Expedited Transfers to the victim.

(h) Notify emergency medical personnel immediately if a victim is suicidal and law enforcement if a victim is homicidal. Remain with the victim until their care has been handed-off and acknowledged by a first responder.

(i) Ensure that each victim is aware of the methods to report retaliation and the resolution process, the expedited transfer request process, and contact information for requesting a military protective order or civilian restraining order.

(j) When assigned to an unrestricted sexual assault case, attend the monthly CMG aboard [insert applicable] with the Sergeant Major and Commander to ensure a comprehensive response for the victim.

(k) Maintain an up-to-date listing of local victim support services in order to provide appropriate referrals to victims of sexual assault.

(l) Instruct annual SAPR training.

(m) Instruct [insert applicable] New Join Briefs.

(n) Facilitate the development and collaboration of SAPR public awareness campaigns for victims of sexual assault. Publicize the DOD Safe Helpline and [insert applicable] SAPR resources on all outreach materials and command websites.

(o) Maintain a logbook to track individuals who check in to the command.

(p) Complete four hours of CEUs quarterly; submit training completion documents to the SARC.

(11) Officer of the Day (OOD/AOOD)

(a) Protecting the privacy of the victim is paramount. The OOD will not enter any personally identifiable information in the logbook or any information that will identify the victim. The non-SAPR Personnel Watch Stander Checklist is provided as enclosure (6).

(b) When the OOD becomes aware of or is informed of a sexual assault, they are mandated to report the assault. The OOD must pass all information gathered on the matter to the SARC/SAPR VA, including the location and physical condition of the victim.

(c) OODs are not authorized to discuss the assault with any individual except the Commanding General, SARC/SAPR VA, and law enforcement.

d. Coordinating Instructions

(1) Memoranda of Understanding/Agreements (MOU/MOA) pertaining to [insert applicable] will be initiated and/or revised, as directed, by MCSC AC/S G-1.

(2) High Risk Response Team (HRRT) will be formed if a victim is assessed to be in a high-risk situation.

(a) The minimum individuals of the HRRT are the victim's immediate commander, victim's SARC, and SAPR VA; the MCIO, the judge advocate, and the VLC assigned to the case; victim's healthcare provider or mental health and counseling services provider; and the personnel who conducted the safety assessment.

(b) The HRRT makes their first response to the installation commander, the CMG chair, and CMG co-chair within 24 hours of being activated.

(c) A briefing schedule for the CMG chair and co-chair will be determined, but briefings shall occur at least once a week while the victim is on high-risk status.

(d) The HRRT assessment of the victim shall include, but is not limited to evaluating the following:

1. Victim's safety concerns.
2. Alleged offender's access to the victim.
3. Previous or existing relationship between the victim and the alleged offender.
4. Whether the alleged offender has destroyed the victim's property or made threats towards the victim.
5. Whether the alleged offender has threatened, attempted, or has a plan to commit suicide.
6. Whether the alleged offender has used a weapon, threatened to use a weapon, or has access to a weapon that may be used against the victim.
7. Whether the alleged offender has a history of law enforcement involvement regarding domestic abuse, assault, or other criminal behavior.
8. History of drug or alcohol abuse by either the victim or the alleged offender.
9. Whether the alleged offender is a flight risk.

(3) All new individuals who join the command shall attend the [insert applicable] New Join Brief; there will be a 15-minute portion that covers the [insert applicable] SAPR Program.

(4) [insert applicable] personnel who do not have a SAPR VA within 30 miles will conduct annual training via webinar. Details for this training will be distributed from the AC/S G-3.

(5) [insert applicable] personnel not located within the [insert applicable] shall become familiar with enclosure (2) regarding SAPR resources in their area.

(6) [insert applicable] personnel who deploy for more than 30 days need to check out with the Command SARC.

4. Administration and Logistics.

a. Administration.

(1) Recommendations concerning the contents of this order shall be submitted to the Commanding General via the Chief of Staff and Command SARC.

(2) Expedited Transfer (ET) Procedures.

(a) The SAPR VA will provide a copy of the Letter of Instruction on Submitting and Processing Expedited Transfers for unrestricted reports of sexual assault.

(b) Due to the unique relationship between [insert applicable, if additional guidance is needed], additional procedures shall take place for ETs:

1. A victim who files an unrestricted report of sexual assault must, in coordination with the [insert applicable] SARC, submit a signed and dated written request to the Commanding Officer (CO), [insert applicable].

2. The CO, [insert applicable] shall document receipt of the request and must approve or disapprove a request for transfer within 72 hours.

3. The CO, [insert applicable], in coordination with the SARC, will notify the victim in writing of his or her decision to approve or disapprove the transfer request.

a. If the request is approved, the CO, [insert applicable] shall counsel the victim to ensure that he or she is fully informed regarding reasonably foreseeable career impacts, the potential impact of the transfer or reassignment on the investigation and case disposition, and other possible consequences of granting the transfer.

b. If the request is disapproved, the victim must be given the opportunity to request review by the first GO in the chain of command.

b. Logistics

(1) The SARC will maintain SAPR annual training rosters.

(2) DD Form 2910, Victim Reporting Preference Statement, will be maintained by the [insert applicable].

(3) [command] SAPR Program information is backed up on the SARC external hard drive quarterly. Archived program information beginning in March 2018 is on the SARC hard drive.

5. Command and Signal

a. Command

(1) This SOP is applicable to military personnel, civilian government employees, and contractors serving under the GCMA of the Commander, [insert applicable].

(2) When assigned to an official sexual assault case, report all case information directly to the [insert applicable] SARC in order to meet the notification requirements and confidentiality protocols.

a. Signal. This SOP is effective as of the date signed.

I. M. COMMANDER