

Fort Richardson

Sexual Assault Prevention & Response Program



COMMANDER'S CHECKLIST

_____ Encourage the victim to report the incident and get a medical examination immediately (even if the incident occurred prior to the past 72 hours).

_____ Report the sexual assault incident, *immediately*, through the chain of command to the following, if entities have not been notified already:

_____ Sexual Assault Response Coordinator (SARC) (384-7272)

_____ Criminal Investigation Command (384-0811)

_____ Installation Provost Marshal (384-0823)

_____ Commanders in the chain of command (as appropriate)

_____ Notify the Chaplain if the victim desires pastoral counseling or assistance.

_____ Ensure CID notifies victims and witnesses of their rights through a completed Victims and Witness of Crime Form, DD Form 701 (Reference AR 27-10 and AR 00-20, Appendix G).

_____ Confer with commander's legal representative to consider legal options and responsibilities.

_____ Ensure the victim is made aware of, and encouraged to exercise, their options during each phase of the medical, investigative, and legal process.

_____ Determine the best courses of action for separating the victim and the subject during the investigation.

- Determine whether the victim desires to be transferred to another unit.
- Determine if the suspect needs/desires to be transferred to another unit.
- A Military Protective Order (MPO) (DD Form 2873), referred to as "no contact orders" may be considered
- Coordinate with sexual assault resources and chain of command (involve as few people as possible and only on a "need to know" basis, protecting the victim's privacy) to determine if the victim's condition warrants reassignment.

_____ Confer with servicing SJA office to consider pretrial options and responsibilities to include the possibility of pretrial restraint (including a no contact/military protective order) and appropriate disposition of the alleged offense.

_____ Flag (suspend favorable personnel actions) any Soldier listed as a subject in a CID report of investigation IAW AR 00-8-2, and suspend the Soldier's security clearance IAW AR 380-67.

_____ Update the status of the victim and subject(s) within 14 calendar days and on a monthly basis thereafter, to the battalion or higher-level commander until the case is officially closed. If the victim of subject is transferred or redeployed prior to the case closing, coordinate with investigative and SJA personnel before ceasing monthly updates on parties involved.

_____ Initiate follow-up with the victim within 45 days after disposition of the case.