

Subject's Unit Commander		
Immediately upon receiving a report (within first 6 hours)		
Action	Responsible Parties	Date/Init
Verify location and personal security of subject & victim.	Command	
Notify victim's command cadre.	Victim's Command	
Avoid questioning victim or any potential witnesses about the sexual assault allegation, since doing so may jeopardize the criminal investigative process.		
Strictly limit information pertinent to an investigation to only those personnel who have a legitimate need-to-know.		
Notify the appropriate CGIS office as soon as possible after receiving a report of a sexual assault.	CGIS	
Provide representative for SAPR CIT.	SAPR CIT	
Encourage contact with CG SUPRT/Work-life, Chaplain.	1-855-CG SUPRT Chaplain	
<b>Initial SAPR CIT Meeting (Within 24 hours)</b>		
Attend first SAPR CIT meeting.	SAPR CIT	
Assist with Sexual Assault Incident report CG-XXXX.	SAPR CIT	
If the victim needs a "no contact" or Military Protective Order (MPO), issue the order.	SAPR CIT	
Discuss the need for temporary reassignment to another unit, duty location, or living quarters.	SAPR CIT	
Evaluate impact on unit operational status & access to resources. (Cutter RTHP, downgrade recall status? Station ready for ops? Air station B-0 status?)	OPCON	
<b>Follow-up Actions (Within 72 hours)</b>		
Determine Initial Disposition Authority and seek advice on administrative actions.	Legal Staff Judge Advocate	
<b>Open Case Management</b>		
Attend SAPR CIT meetings (at least monthly or as needed based on case developments, case disposition, or requested by a member).	SAPR CIT	
Ensure a legal representative informs the subject, as appropriate, about the investigative and legal processes that may be involved.	Legal	
Encourage contact with CG SUPRT/Work-life, Chaplain.	1-855-CG SUPRT Chaplain	

**United States Coast  
Guard Sexual Assault  
Prevention and  
Response**  
  
<http://www.uscg.mil/sapr>

Open Case Management
<b>Command Climate After Sexual Assault Incident</b>
Discourage members from participating in gossip or speculation about the case or investigation.
Remind members that discussion of a possible sexual assault incident might compromise an ensuing investigation.
Emphasize that the subject is presumed innocent until proven guilty. Avoid making statements about what the outcome or punishment should be for any particular case or class of cases. Such statements could constitute unlawful command influence.
Advise those who may have knowledge of the events leading up to or surrounding the incident to fully participate with any investigation involved.
Consider some form of unit refresher training with the SARC/CGIS; or have an outside expert address the unit regarding preventive measures, as well as some of the emotional or psychological feelings that may manifest themselves, affect the unit, and require their response during the course of the investigation. Do be mindful to not draw particular attention to a specific incident, victim, or subject.
Advise crew members that these situations can be upsetting for all who hear about them and can trigger unpleasant memories for some. Encourage those affected to consider taking advantage of services available, including talking to Chaplain, SARC, etc.



**Unit Commander's Checklist for  
Unrestricted Reports of  
Sexual Assault**

SAPR Crisis Intervention Team (CIT)

- Senior representative from Victim's Command (Chair)
- Sexual Assault Response Coordinator (SARC)
- Coast Guard Investigative Service (CGIS)
- Legal (Judge Advocate)
- Medical (Health Care Provider)
- Senior representative from Subject's Command

Victim's Unit Commander		
Immediately upon receiving a report (within first 6 hours)		
Action	Responsible Parties	Date/Init
<b>Safety</b> - determine if the alleged offender is still nearby and if the victim desires or needs protection	Subject's command	
	Local/base police	
<b>Emergency care</b> - Hospitalization message completed if required (from simple health to evidence gathering).	HCP	
	Local Hospital	
<b>Notify the Sexual Assault Response Coordinator (SARC).</b>	SARC	
	If needed, assist with or provide immediate transportation for the victim to the hospital or other appropriate medical treatment facility.	
	SARC	
Notify the victim that a trained <b>Victim Advocate (VA)</b> will be provided by the SARC for at least an initial meeting.	HCP	
	SARC	
<b>Notify Coast Guard Investigative Service (CGIS)</b> and the servicing legal office as soon as the victim's immediate safety is assured, and medical treatment procedures elected by the victim are initiated.	VA	
	CGIS	
	Legal	
Limit knowledge of the facts or details regarding the incident to only those who have a legitimate need to know.		
Take action to safeguard the victim from any formal or informal investigative interviews or inquiries, except those conducted by CGIS or other law enforcement authorities.		
Ask if the victim would like a <b>Chaplain</b> and notify accordingly.	Chaplain	
<b>Notify chain of command</b> (first O-6) or next superior if O-6 with initial disposition authority. Ensure victim/subject privacy. Notify subject's command cadre.	Chain of Command	
	Subject Command	
<b>Initiate the SAPR Crisis Intervention Team (CIT)</b> by contacting members and scheduling the initial meeting.	SAPR CIT	

Victim's Unit Commander		
Initial SAPR CIT Meeting (Within 24 hours)		
Action	Responsible Parties	Date/Init
Hold first SAPR CIT meeting	SAPR CIT	
Begin Sexual Assault Incident Report Form CG-XXXX	SAPR CIT	
If needed, confer with SAPR CIT and consider need for convalescent leave or other administrative leave options as Coast Guard policy permits.	SAPR CIT	
Determine if the victim needs a "no contact" or Military Protective Order (MPO). If an MPO is necessary and the alleged offender is at another command, coordinate with the alleged offender's command.	SAPR CIT	
Ensure the victim has been provided information on the medical, investigative, legal, and support/counseling services available and has been advised of his or her victim support rights.	SAPR CIT	
Discuss the need for temporary reassignment to another unit, duty location, or living quarters.	SAPR CIT	
Evaluate impact on unit operational status & access to resources. (Cutter RTHP, downgrade recall status? Station ready for ops? Air station B-0 status?)	OPCON	
Follow-up Actions (Within 72 hours)		
Inform the victim of expedited transfer option. Work with PSC if requested.	SAPR CIT	
	PSC OPM/EPM	
Submit Sexual Assault Incident Report (CG-XXXX) to first O-6 in the victim's chain of command and provide a copy to the SARC.	SAPR CIT	
	First O-6 or above in chain	
Determine Initial Disposition Authority and seek advice on administrative actions.	Legal	
	Staff Judge Advocate	

Victim's Unit Commander		
Open Case Management		
Action	Responsible Parties	Date/Init
Lead SAPR CIT meetings (at least monthly or as needed based on case developments, case disposition, or requested by a member).	SAPR CIT	
Ensure the victim receives monthly updates regarding the status of the sexual assault investigation from the date the investigation was initiated until there is a final disposition of the case.	SARC	
Monitor the well-being of the victim, particularly for any indications of suicide ideation, and ensure appropriate intervention if indicated.	SARC	
	HCP	
Continue healthcare to include consideration of alcohol screening if applicable.	HCP	
Following case disposition and victim being informed of case outcome, determine whether to disband the SAPR CIT or meet on an ad hoc basis.	SARC	

Legend	
	Ensure Safety & Care -Look out for Shipmates
	Contact the Professionals -Engage Sexual Assault Response Experts
	Notify the Chain of Command - Awareness, Action, & Accountability