



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, JAPAN
UNIT 45006
APO AREA PACIFIC 96343-5006

IMPC-JA-MWA

24 November 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standing Operating Procedure for Responding to Sexual Assault

1. **PURPOSE:** To provide policy and procedures relating to sexual assault victims and reporting options.
2. **APPLICABILITY:** This policy applies to victims of sexual assault and all responders to a sexual assault report.
3. **POLICY:**
 - a. Sexual assault is a criminal offense that has no place in the Army. It degrades mission readiness by devastating the Army's ability to work effectively as a team. Every Soldier who is aware of a sexual assault, should immediately (within 24 hours) report incidents of sexual assault. It is incompatible with the Army Values and is punishable under the Uniform Code of Military Justice (UCMJ) and other federal and local civilian laws.
 - b. The Army will use training, education, and awareness to minimize sexual assault; to promote the sensitive handling of victims of sexual assault; to offer victim assistance to active duty personnel; to hold those who commit sexual assault offenses accountable; to provide confidential avenues for reporting and to reinforce a commitment to Army Values.
 - c. The Army will treat all victims of sexual assault with dignity, fairness, and respect.
 - d. The Army will treat every reported sexual assault incident seriously by following proper guidelines. The information and circumstances of the allegations will be disclosed on a need to know basis only.
 - e. This policy applies both on and off post and during duty and non-duty hours, and to working, living, and recreational environments (including both on and off post housing).
4. **REFERENCES:**
 - a. DoD Directive 6495.01, subject: Sexual Assault Prevention and Response (SAPR) Program, 6 October 2005.
 - b. DoD Directive 6495.02, subject: Sexual Assault and Prevention and Response (SAPR) Program, 23 June 2006.

IMPC-JA-MWA

SUBJECT: Standing Operating Procedure for Responding to Sexual Assault

c. AR 600-20, Army Command Policy.

d. United States Department of Defense Sexual Assault Prevention and Response
www.sapr.mil

e. US Army Sexual Assault Prevention and Response www.sexualassault.army.mil

5. GENERAL:

a. Definition: Sexual assault is a crime which is defined as intentional sexual contact, characterized by use of force, physical threat or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, aggravated sexual assault, aggravated sexual contact, abusive sexual contact, indecent act, wrongful sexual contact, indecent exposure, forcible pandering, or attempts to commit these acts. Sexual assault can occur without regard to gender or spousal relationship or age of victim.

b. Restricted reporting: Restricted reporting allows a Soldier who is a victim of sexual assault, on a confidential basis, to disclose the details of his/her assault to specifically identified individuals and receive medical treatment and counseling, without triggering the official investigative process. Soldiers who are sexually assaulted and desire restricted reporting under this policy should report the assault to the Sexual Assault Response Coordinator (SARC), victim advocate, chaplain or a healthcare provider. (see attached restricted reporting flow chart)

c. Unrestricted reporting: Unrestricted reporting allows a Soldier or civilian who is sexually assaulted and desires medical treatment, counseling, and an official investigation of his/her allegation. Unrestricted reports can be made through current reporting channels (e.g., chain of command, law enforcement, or he/she may report the incident to the SARC or the on-call Victim Advocate). Upon notification of a reported sexual assault, the SARC will immediately notify a Victim Advocate. Upon the victim's consent, the Sexual Assault Nurse Examiner (SANE) shall conduct a forensic examination, which may include the collection of evidence. Details regarding the incident will be limited to only those personnel who have a legitimate need to know. (see attached unrestricted reporting phone tree)

6. NOTIFICATION: Initial reporting of sexual assault can be done in a variety of ways and to anyone. Any personnel who becomes aware of a sexual assault shall immediately contact the SARC: (see attached restricted and unrestricted reporting phone tree)

a. Installation SARC, Unit Victim Advocate (UVA), Medical or Chaplain can be a first responder for either restricted or unrestricted reporting.

IMPC-JA-MWA

SUBJECT: Standing Operating Procedure for Responding to Sexual Assault

b. Military Police (MP), Criminal Investigation Division (CID), Unit Commander will notify the SARC upon responding to a sexual assault, the report is automatically considered an unrestricted report when MP, CID or Unit Commander is the first responder.

c. SARC will notify the Garrison Commander within the first 12 hours of a restricted or unrestricted sexual assault report.

7. SPECIFIC GUIDELINES:

a. Victims of sexual assault, either restricted or unrestricted, will be offered: medical treatment, mental health treatment, chaplain services and a victim advocate. These services are recommended for all victims of sexual assault.

b. Victims who chose to have a sexual assault forensic exam will be transported to Yokosuka Naval Hospital.

(1) For an unrestricted report, CID or MP will transport victim and UVA to and from Yokosuka Naval Hospital.

(2) For a restricted report, SARC will contact Transportation and request the on-call driver after receiving verbal approval from the Garrison Commander.

c. Evidence collected during the sexual assault forensic exam will be secured by the SANE until CID or MP can take possession and secure it.

d. Behavioral Health will be notified of sexual assault reports and will offer victims on-call services.

e. UVA are Soldiers who are trained to provide 24/7 advocacy to victims of sexual assault. UVA will continue to assist victims by providing information, support services, assistance for follow-up appointments until the case is closed through the Sexual Assault Data Management System (SADMS).

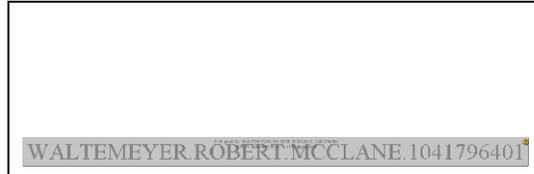
f. SARC will offer safe house to victims of sexual assault.

8. This SOP remains in effect until superseded or rescinded.

IMPC-JA-MWA

SUBJECT: Standing Operating Procedure for Responding to Sexual Assault

9. The point of contact is the Sexual Assault Prevention and Response Coordinator (SARC) at 263-4853.



2 Encls

1. Restricted Reporting Phone Tree
2. Unrestricted Reporting Phone Tree

ROBERT M. WALTEMEYER
COL, SF
Commanding

DISTRIBUTION:

A
C
D