

Sexual Assault Report Checklist Per AR 600-20

Item	Step	Complete
1	Ensure Physical safety of victim-determine if the alleged assailant is still nearby and if the victim needs protection	
2	Advise victim of the need to preserve evidence (for example: not bathing, showering, washing garments, etc)	
3	Encourage victim to report the incident and get a medical examination immediately (even if the incident occurred prior to the past 72 hours)	
4	Make appropriate administrative and logistical coordination for movement of victim to receive care (Involve the minimum number of personnel possible and only on a need to know basis)	
5	Ask victim if they need a support person (for example: a personal friend, VA, Chaplain) to immediately join the victim	
6	Notify SARC	
7	Notify Chaplain if the victim request pastoral counseling or assistance	
8	Notify Criminal Investigation Command, military police, installation provost marshal (Per AR 195-1, paragraph 6) and command in the chain of command (as appropriate) within 24 hours (as soon as the victim's safety is established and victim's medical treatment procedures are in motion) and	
8a	Limit the details regarding the incident to only those personnel who have a legitimate need to know	
8b	Take action to safeguard the victim from any formal or informal investigative interview or inquires except by those personnel who may have a need to know, including but not limited to Criminal Investigation Command Investigators and the trial counsel	
8c	Collect only the necessary information (for example victims' identity, location and time of the incident, name and/or description of offender(s)). Do not ask detailed questions and or pressure the victim for responses	
9	Ensure the CID notifies victims and witnesses of their right through a completed Victims and Witnesses of Crime form DD Form 2701 (Reference AR 27-10)	
10	Inform the victim of the resources in theater that are available through the Victim and Witness Assistance Program (AR 27-10). Also inform the victim of resources accessible from anywhere in the world (that is Military One Source (from U.S. 1-800-464-8107, International: 800-464-81077, International collect: 484-530-5889; 24 hours a day 7 days a week	
11	Provide emotional support to the victim including	
11a	Throughout the investigation, consult with the victim and to the extent practicable, accommodate the victim's wishes, as long as full and complete investigation is not compromised	
11b	Listen/engage in quiet support of the victim as needed. Be available in the weeks and months following the sexual assault, and ensure the victim that she/he can rely on the commander's support	
11c	Emphasize to the victim the availability of additional avenues of support, refer to available counseling groups and other victim services	
11d	Confer with the Commander's legal representative and or servicing SJA to	

	consider legal options, responsibilities (for example, pretrial restraint, military protective order), and appropriate disposition of the alleged offense	
11e	If the subject is a foreign national or from a coalition force, confer with SJA on responsibilities, options and victims rights (in theater)	
12	Determine the best course of action for separating the victim and the subject during the investigation	
12a	Determine whether the victim desires to be transferred to another unit	
12b	Determine if the suspect needs/desires to be transferred to another unit	
12c	Consider whether a Military Protection Order (MPO) (DD Form 2873), referred to as "no contact order is appropriate.	
12d	Coordinate with sexual assault response agencies and the 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 redeployment or reassignment until there is a final legal disposition of the sexual assault case and/or the victim is no longer in danger	
12e	To the extent practicable, preferential consideration related to the reassignment should be based on the victims desires	
13	Flag (suspend favorable personnel actions) any Soldier under charges, restraint, or investigation for sexual assault in accordance with AR 600-8-2 (Suspension of Favorable Actions), and suspend the Soldier's security clearance in accordance with AR 380-67, The Department of the Army Personnel Security Program	
14	Avoid automatic suspension or revocation of the victim's security and/or personnel reliability program clearance, when possible as the victim can be treated for their related trauma. Consider the negative impact that suspension of a victim's security clearance has on both the victim's sensitivity and the service climate for reporting. Commander should consider making this decision in consultation with a credentialed behavioral health professional.	
15	Determine how to best dispose of the victims' collateral misconduct. Absent overriding considerations, commanders should consider exercising their authority in appropriate cases to defer disciplinary actions for the victim's misconduct until after the final disposition of the sexual assault case.	
16	Update the battalion or higher level commander on the status of the victim and subject (s) within 14 calendar days and on a monthly basis thereafter, until the case is officially closed. If the victim or subject is transferred or redeployed prior to the case closing, coordinate with investigative and SJA personnel before ceasing monthly updates on parties involved.	
17	Update the victim on a monthly basis on the sexual assault investigation unit its final disposition, furthermore, initiate follow up with the victim within 45 days after disposition of the case.	
18	Consult with the servicing legal office criminal investigative organization and notify and the assigned VA prior to taking any administrative action affecting the victim	
19	Ensure unit personnel are abreast of risk factors associate with sexual assault, especially those risk factors unique to the deployed environment	