

SAPR VA SEXUAL ASSAULT RESPONSE PROTOCOLS CHECKLIST

INITIAL RESPONSE

- () Ensure that the victim understands that speaking with the VA is voluntary.
- () Assess for imminent danger of life-threatening or physical harm to the victim by himself or herself (suicidal), by another (homicidal), or to another (homicidal).
- () Seek immediate consultation from appropriate healthcare provider (HCP) for professional assessment when there is an imminent danger of life-threatening or physical harm to the victim or another person.
- () If the victim has requested restricted reporting and the healthcare provider (HCP) determines there is an imminent danger, advise the victim of the exception to the Confidential Reporting Policy and notify the SARC.
- () The SARC shall validate the exception and notify command and/or law enforcement as appropriate, disclosing only the details necessary to satisfy the exception.
- () Ascertain the victim's immediate needs.
- () Encourage the victim to seek medical consultation/examination.
- () Ensure the victim is aware of the actions available to promote his or her safety.
- () As appropriate, thoroughly explain to the victim each of the reporting options available to him or her, including the exceptions and/or limitations on use applicable to each.
- () Review the DD Form 2910 if the victim is eligible to elect the restricted reporting option and it has been determined that none of the exceptions are applicable:
 - [] Ensure the victim acknowledges his or her understanding of the explanation of each item by initialing on the space provided by each item.
 - [] Ensure the victim indicates the reporting option that he or she elects by initialing in the space which corresponds to his or her selection. Remind the victim that failing to elect a reporting option and initial and sign the VRPS shall automatically result in an unrestricted report and notifications to the command and appropriate military criminal investigative organization.
 - [] If the victim elects the "restricted reporting option," reiterate the availability of the option to change to "unrestricted reporting" at any time, which will result in the notification of command and law enforcement for possible initiation of an investigation.
 - [] *Advise the victim to keep a signed and dated copy of the form for the victim's records. The form may be used by the victim in other matters before other agencies or for any lawful purpose. For example, the form can be used in proceedings before the Department of Veterans Affairs to provide documentation that the victim made a restricted report of sexual assault even if it does not provide proof that the sexual assault actually occurred.*

- Ensure signature and date by the VA and the victim in the designated spaces.
- Provide a copy to the victim for his or her personal safekeeping, and give the original to the SARC as soon as practicable.

- () Offer the information, as appropriate, regarding local resources for immediate safety and long-term protection and support, workplace safety, housing, childcare, legal services, clinical resources, medical services, chaplain resources, transitional compensation, and other military and civilian support services.
- () Facilitate victim's contact with military and civilian resources, as requested by the victim.
- () Advise victim of availability to provide ongoing advocacy services for as long as desired.
- () Consult with the SARC on immediate assistance provided.

ONGOING ASSISTANCE RELATED TO RECOVERY FROM SEXUAL ASSAULT

- () Serve as a member of the case management group and attend all Sexual Assault Case Management Group meetings involving the victim's case in order to represent the victim and to ensure the victim's needs are met.
- () Maintain follow-up contact with the victim as requested by the victim.
- () Support the victim in decision-making by providing relevant information and discussing available options.
- () Assist the victim with prioritizing actions and establishing short- and long-term goals related to recovery from sexual assault.
- () Support the victim in advocating on his or her own behalf.
- () Provide the victim comprehensive information and referral on relevant local military and civilian resources and Safe Helpline.
- () Assist the victim in gaining access to service providers and victim support resources that can help the victim explore future options and prioritize actions.
- () Assist the victim in contacting appropriate military and civilian legal offices for personal legal advice and assistance specific to the victim's circumstances or case, including the filing for civilian or military protective orders. The VA shall not provide legal advice, but may provide general information on the civil or criminal legal process.
- () Consult and work with the assigned Victim/Witness Liaison as applicable.
- () Advise the victim of sexual assault clinical resources.

- () Advise the victim of the impact of sexual assault on family members and offer referral information for family members.
- () Accompany the victim to appointments and civilian and military court proceedings, as appropriate and when requested by the victim.
- () Consult regularly with the SARC on ongoing assistance provided.