



## UNITED STATES MARINE CORPS

MARINE FORCES RESERVE  
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IN REPLY REFER TO:

1752

SAPR

**MAY 18 2011**

### Force Order 1752.1

From: Commander, Marine Forces Reserve  
To: Distribution list

Subj: SEXUAL ASSAULT RESPONSE PROCEDURES FOR DESIGNATED DUTY  
PERSONNEL

Ref: (a) MCO 1752.5A

Encl: (1) SAPR Call SOP for Unit Duty personnel  
(2) SAPR Points of Contact  
(3) Procedures for answering a sexual assault call

1. Situation. Per the reference this standard operating procedure (SOP) will establish continuity between Marine Forces Reserve (MARFORRES) Sexual Assault Prevention and Response (SAPR) staff, Unit I&I staff, and MARFORRES Uniformed Victim Advocates (UVA).

2. Cancellation. None.

3. Mission. Periodically MARFORRES SAPR staff must review this SOP and ensure that the information contained within is in compliance with the current orders and directives.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. In order to standardize MARFORRES Help Line manning procedures, UVA responsibilities, and unit Duty procedures, the following apply:

(a) It is essential that Staff Duties are aware of the proper referral procedures when a telephone call is received requesting information/assistance from SAPR personnel such as the Sexual Assault Response Coordinator (SARC), UVA, or Chaplain. These SAPR representatives are the most appropriate personnel to provide information or victim support services. In order to protect the caller's option of making a Restricted Report, it is critical that Duties are not inquiring into the circumstances of the caller's request, unless the caller specifically states that they would like to make an official report to law enforcement or command officials.

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(b) If a caller contacts the MARFORRES 24/7 SAPR Help Line, 1-877-432-2215, the Help Line UVA will evaluate the call to determine where the caller is located and if immediate UVA face to face contact is necessary. The Help Line UVA will then contact the Duty from the caller's respective unit and request that the Local UVA contact the Help Line UVA for further instruction and warm hand off. Detailed procedures are in enclosure (1). Additional referrals and relevant points of contact should be recorded and kept current on enclosure (2). Duties should follow the script in "How to answer a Sexual Assault call" enclosure (3) for all calls pertaining to sexual assault.

b. Concept of Operations. Victims of sexual assault have two methods of reporting an assault: Unrestricted and Restricted Reporting.

(1) UNRESTRICTED REPORTING. Includes all suspected, alleged, or actual sexual assaults made known to the command or to law enforcement for formal investigation.

(2) RESTRICTED REPORTING. Affords military victims of sexual assaults the option to make a confidential report to specified individuals (SARC, UVA, VA, Counselors, Chaplains, and Healthcare Providers).

5. Admin and Logistics

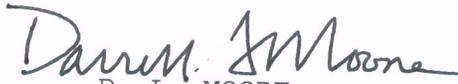
a. Admin. This SOP will be maintained by all MFR units, MFR UVA's, and filed in all duty binders.

b. Logistics. Strict adherence to the procedures in the SOP will be verified by phone and during internal and external inspections.

6. Command and Signal

a. Command. This Force Order is applicable to all units within MARFORRES.

b. Signal. This order is effective the date signed.

  
D. L. MOORE

**SAPR Call SOP for Unit Duties**  
**For Responding to Marine/Sailor Victims of Sexual Assault**

The following is general information to be used by the Duty, when in the official capacity of watch stander.

**MARFORRES has in place a 24/7 Sexual Assault Help Line staffed by Uniformed Victim Advocates (UVA) in New Orleans. The Duty could be contacted in three ways to respond to a sexual assault call:**

**1. When a Help Line UVA contacts the Duty:**

- Record the Help Line UVA's name and number to relay to the Local UVA.
- Immediately contact the Local UVA
- Instruct the Local UVA to contact the Help Line UVA immediately via number provided by Help Line UVA
- In order to secure victim privacy and restricted reporting, you will not be provided information concerning the victim or the incident unless there appears to be imminent danger towards the victim or other persons.
- Do NOT attempt to derive further information from the UVAs.
- Record in log book that Help Line UVA requested contact by Local UVA.

**2. When a caller contacts Duty directly inquiring about sexual assault services:**

- Do NOT ask the Caller ANY questions (Must maintain Restricted Reporting Option)
- Provide 24/7 Help Line # (1-877-432-2215) to caller
- Record the caller's number to relay to Local UVA
- Contact Local UVA and relay caller's number immediately
- Do NOT log caller's number. Log that UVA was contacted

**3. When a victim or third party wishes to report a sexual assault to the Duty:**

- Ensure the caller is not in any immediate physical danger
- Contact Local UVA and PMO / law enforcement immediately as first responders
- Do NOT ask the Marine/Sailor ANY questions related to the incident
- Do NOT attempt to begin an investigation or search out the perpetrator
- Do NOT put victims / alleged perpetrators names and information specific to the incident in the log book. Simply state that an incident was reported and that the Uniformed Victim Advocate (UVA) and PMO/ Law Enforcement have been notified.

## Sexual Assault Prevention and Response Points of Contact

Title	Name	Number
Uniformed Victim Advocate		
Uniformed Victim Advocate		
<b>24/7 MFR Help Line</b>		<b>1-877-432-2215</b>
DOD Safe Helpline	<a href="http://www.SafeHelpline.org">www.SafeHelpline.org</a>	1-877-995-5247
MFR SAPR PM	Peggy Cuevas	504-247-6586
MFR SARC	Mark Ferketish	504-952-2731
4th MAR DIV SARC	Maj John Keenan	504-352-3454
4 <sup>th</sup> MAW SARC	CDR Susan Jay	504-343-2293
4 <sup>th</sup> MLG SARC	Maj Michael Hall	678-245-1320
Chaplain		
Security		
PMO		
Law Enforcement		
Local ER / MTF		
Local Rape Crisis Center		
Local Domestic Violence Shelter		
Mental Health (Hospital)		
National Domestic Violence		1-800-799-SAFE (7233) 24 hr
National Stalking Resource Center		1-800394-2255
Military One Source	<a href="http://www.militaryonesource.com">www.militaryonesource.com</a>	1-800-342-9647 – 24 hr 1-877-888-0727 – Spanish 00-800-3429-6477 - OCONUS

# How to answer a Sexual Assault Call:

1. Answer duty phone – calls should be answered live with **no more than a 15 minute call-back response** requirement for missed calls.

**“Command Duty, this is (your rank & name). How may I help you?”**

2. If the caller is the **SAPR HELP LINE UVA** requesting a Local UVA:

Record the UVA’s name and return phone number and provide the Help Line UVA with the Local UVA’s name and contact number.

Immediately contact the Local UVA and instruct them to contact the Help Line UVA.

Do **NOT** inquire about the situation – The SAPR personnel will take the lead.

3. If the **CALLER IS INQUIRING OR REQUESTING SEXUAL ASSAULT PROGRAM SERVICES**, immediately read the following script:

**“Before you disclose any information to me, I ask that you write down the number to the MFR Sexual Assault Help Line. I can also contact a local UVA to return your call. Both the MFR Help Line and the Local UVA are able to accept Confidential and Restricted Reports of Sexual Assault. I must inform you that I am a mandatory reporter. If you disclose information concerning a sexual assault to me, I must report. Are you ready to write down the number?”**

**“1-877-432-2215 is the number to the MFR Help Line”**

**“Now may I have a return call number to relay to the UVA?”**

If **YES** – only ask for a return number to pass to the UVA – **NO names.**

If **NO** – ask them to contact the Help Line for further assistance.

If Caller wants to **Report a Sexual Assault** to you – take information, contact law enforcement, chain of command, and UVA.

**Confidentiality** and the **Restricted Reporting** option are of utmost importance in sexual assault cases. Do **NOT** ask the caller to disclose information to you concerning the assault. Encourage the caller to call the Help Line and/or allow you to contact the Local UVA.

Only record in Duty log that a call was referred to the UVA. **NO** personally identifiable information should ever be recorded.