



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
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NTCGLAKESINST 1752.5B
N72
31 Jan 2001

NTC GREAT LAKES (COMPLEX³) INSTRUCTION 1752.5B

From: Commander, Naval Training Center, Great Lakes

Subj: SEXUAL ASSAULT VICTIM INTERVENTION (SAVI) PROGRAM

Ref: (a) OPNAVINST 1752.1A,CH-1
(b) SECNAVINST 1752.4,CH-1
(c) OPNAVINST 3100.6G

Encl: (1) Victims' Rights
(2) Sexual Assault Data Collection Form
(3) Template for Sexual Assault SITREP

1. Purpose. To issue policy, provide guidance, and designate responsibility for implementation of the Sexual Assault Victim Intervention (SAVI) Program at Naval Training Center (NTC), Great Lakes per references (a) and (b).

2. Cancellation. NTCGLAKESINST 1752.5A. This instruction has been substantially revised and should be reviewed in its entirety.

3. Applicability. Under the SAVI program, the term "sexual assault victim" applies only to adults over the age of 18 who are not victims of marital sexual assault. Active duty members of the military services (and reserve members on extended active duty) and their legal family members are eligible for victim advocacy services when subjected to sexual assault.

4. Background. References (a) and (b) established policy and procedures to implement the three components of SAVI: sexual assault awareness and prevention education; victim advocacy; and data collection.

5. Policy.

a. Commands shall establish a Sexual Assault Victim Intervention (SAVI) program that addresses the three components of SAVI: annual prevention and awareness education; data collection and reporting on sexual assault incidents; and victim advocacy.

b. Individuals who report the crime of sexual assault will be afforded the rights of a crime victim (see enclosure (1)). They will be treated with sensitivity and not re-victimized in

the process of reporting the crime. Therefore, while victims are encouraged to cooperate with reporting and evidence gathering procedures, they are not to be coerced to participate in any activities they decline. Commander's Guidelines for Response to Sexual Assault Incidents, enclosure (8) to reference (a), details actions to diminish re-victimization.

6. SAVI Program Coordinating Responsibilities.

a. NTC SAVI Coordinator. The NTC SAVI Coordinator tasks are assigned to the Fleet and Family Support Center (FFSC). The Coordinator shall assist local commands to implement the components of the SAVI program and chair the SAVI Coordinating Committee.

b. Command SAVI Point of Contact (POC). Each command shall designate a command SAVI POC and a Data Collection Coordinator (DCC). One person may serve both functions. The Command SAVI POC shall follow guidance in reference (a) to ensure that the education, victim advocacy, and data collection components of SAVI are being accomplished. The DCC shall collect and report data in accordance with paragraph 10, below.

c. SAVI Coordination Committee. The NTC SAVI Coordination Committee meets at least semi-annually to facilitate execution and oversight of program requirements. The committee shall consist of the Assistant Chief of Staff, Base Operations; NTC Staff Judge Advocate; and representatives from the Navy Hospital (NAVHOSP), the Trial Service Office (TSO), the Naval Criminal Investigative Service (NCIS), Great Lakes Police Department (GLPD), the FFSC and the Chaplain Department.

7. Victim Advocacy Program.

a. Victims of sexual assault will be offered the services of a victim advocate who can provide information and emotional support, and help guide the victim through the various medical, legal, and investigative processes. This advocacy is especially important for victims in a student status due to their relative inexperience with support services and less control over their duty time to access those services. The NTC Advocacy Program uses two forms of advocate resources:

(1) Lake County Council Against Sexual Assault (LaCASA), a local rape crisis center, will provide advocates on a 24-hour basis to victims who present themselves to the NAVHOSP or other Lake County Hospital emergency rooms. These advocates are volunteers who are trained and supervised by LaCASA. If desired by the victim, a LaCASA advocate may accompany the victim during the evidentiary exam at the NAVHOSP and during the NCIS interview if it is conducted immediately after the medical examination.

(2) The parent command of the victim will offer follow-up advocacy support, in the form of a command "SAVI representative." Command SAVI representatives are volunteers selected by commands and trained by the NTC SAVI Coordinator in a three-day workshop offered three to four times a year. SAVI representatives provide emotional support and assistance, if desired by the victim, during follow-up investigative and judicial processes. While respecting privacy, the command SAVI representative tracks the status of victims to ensure their immediate and ongoing needs are identified and met. Commands shall ensure personnel in a student status who have been victimized are monitored until they execute orders to their next assignment.

b. Volunteer advocates and SAVI representatives do not act as counselors. They may provide information and assistance to the victim to seek counseling if the victim wants those services. Counseling and psychological support services are available on base at the FFSC and the NAVHOSP Mental Health Unit. LaCASA provides counseling services and a 24-hour crisis line.

8. Responding to Incidents of Sexual Assault. All agencies that respond to sexual assault incidents, and all commands, shall have a written protocol for responding sensitively to incidents of sexual assault. Model protocols are found in reference (a), enclosure (6). For purposes of coordination, the following actions, while not inclusive, are understood by all NTC responders to be part of the immediate response to a sexual assault incident.

a. Great Lakes Police Department (GLPD) will:

(1) Dispatch an officer to conduct initial brief interview, limited to victim's name, parent command, name of alleged assailant (if known), a description of the same and location of crime scene.

(2) Transport victim to NAVHOSP Emergency Room.

(3) Notify NCIS.

(4) Notify victim's parent command via the Command Duty Officer (CDO) (only if the victim is active duty member).

(5) Notify NTC CDO (during non-duty hours).

b. NCIS will:

(1) Provide Victim Rights brochure to victim.

(2) Explain availability of command SAVI representative to assist victim.

(3) Conduct interview.

(4) Notify suspect's parent command.

(5) Upon request of SAVI Coordinator or command Data Collection Coordinator, provide information necessary to complete the initial SAVI data collection report required by this instruction.

c. NAVHOSP Emergency Room will:

(1) Notify GLPD if they are not already involved.

(2) Notify NCIS.

(3) Call LaCASA in Gurnee, Illinois, to request an advocate.

(4) Allow victim the opportunity to meet the LaCASA advocate to determine if he/she wants an advocate during evidentiary exam. Ask whether the victim wants to see a Chaplain; if so, call the duty Chaplain.

(5) Conduct medical examination and collect physical evidence.

(6) Provide referral information and discharge and follow-up instructions to victim.

d. Parent Command of Victim will:

(1) Follow actions outlined in Commander's Guidelines for Response to Sexual Assault Incidents (enclosure (8) to OPNAVINST 1752.1A,CH-1).

(2) Provide a SAVI representative to advocate for the victim.

(3) Ensure victim receives reasonable protection from the alleged offender.

(4) Notify NTC CDO.

(5) Provide (by telephone or e-mail) NTC SAVI Coordinator SAVI Incident Report Number and brief details of incident.

(6) Ensure SAVI reporting and data collection

requirements are met, as per paragraph 10, below.

9. Prevention and Awareness.

a. All commands shall conduct annual sexual assault awareness and prevention training. Resources are available from the NTC SAVI Coordinator.

b. All commands shall ensure command personnel receive training on how to respond to sexual assault incidents.

c. All commands shall ensure Navy members and civilian personnel are made aware of Navy and civilian resources available to assist victims of sexual assault.

10. Collecting and Reporting Data on Sexual Assault Incidents.

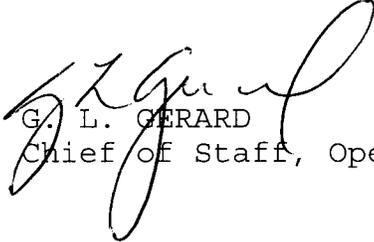
The Department of the Navy (DON) is required to maintain a consolidated database on sexual assault complaints and the results of investigative and legal processes. Therefore, each command DCC shall collect and report data on each sexual assault complaint. COMNAVPERSCOM maintains the database and reports annually to SECNAV. Use the following procedures to report and update data on sexual assault complaints:

a. Use the data collection form in enclosure (2) to collect and maintain data on each complaint/incident. Assign a SAVI Incident Report number to identify each complaint reported. This number consists of the command UIC; the last two digits of the FY in which reported; and the sequential number corresponding to the number of reports in the fiscal year (e.g. 058A-01-003).

b. Obtain data from command legal or NCIS. Do not interview the victim to obtain information. The victim has already provided information to investigative authorities and should not be revictimized to satisfy command reporting requirements. SAVI Reps are not to act as data collection agents for the command.

c. Follow violent crime SITREP procedures for initial reporting using reference (c). A sample template has been provided in enclosure (3). Once a complaint is registered a SITREP should be sent within 24 hours. Do not delay in order to gather all data elements. A brief summary of the complaint, including the name of the point of contact will suffice. Use follow-up reports to provide new or changed data as it becomes available. The report in enclosure (3) shows required addressees for CNET claimancy. Commands from other claimancies should advise their own chain of command, vice CNET. All reports, regardless of claimancy, must include the following addressees for initial and follow-up reports: NTC GREAT LAKES IL//00/N72//; CNO WASHINGTON DC//N1//; and COMNAVPERSCOM MILLINGTON TN//PERS661/83//.

d. Send updated reports via SITREP every 30 days or until official resolution of the case. Always reference SAVI Incident Report Number and name and number of the SAVI Data Collection Coordinator. Use the **remarks** section of the SITREP to enter the data elements from the Data Collection Report format. Include only new or changed data elements, or the comment **No change**.


G. L. GERARD
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
Lists I,II (Case A), through IX
NTC CDO

VICTIMS' RIGHTS

1. In 1990 the Attorney General's Office declared that while "millions of Americans are victimized by crime every year, recognition of crime victims' rights is a recent phenomenon. Until recently, the protection of offenders' rights took precedence over those of the innocent victims of crime."

2. With increased focus on those whose lives are harmed by crime, state and Federal legislation has been enacted to protect and maintain the rights of crime victims. Landmark in this legislation is the Victims' Rights and Restitution Act of 1990 which set forth the "Rights of Victims."

3. To ensure the fair and sensitive handling of all sexual assault cases, personnel at every level of victim assistance working with sexual assault victims shall, where possible, ensure the following rights are maintained:

RIGHTS OF CRIME VICTIMS

A crime victim has the following rights:

a. The right to be treated with fairness and with respect for his/her dignity and privacy.

b. The right to be reasonably protected from the accused offender.

c. The right to be notified of court proceedings.

d. The right to be present at all public court proceedings related to the offense, unless the court determines that testimony by the victim would be materially affected if the victim heard other testimony at the trial.

e. The right to confer with the attorney for the Government in the case.

f. The right to seek restitution.

g. The right to information about the conviction, sentencing, imprisonment, and release of the offender.

Enclosure (1)

Sexual Assault Incident Data Collection Form

A. GENERAL INFORMATION

1. Date reported: _____
 2. Type report: Initial ___ Continuation___ Final___
 3. Name of person and command submitting report:

- Command/FFSC affiliation: USN _____ USMC _____
4. Incident Report Number: a. _____ b. _____ c. _____
- NCIS Case Control Number: _____

B. VICTIM INFORMATION

5. (a) Affiliation: (b) Status: (c) Paygrade
- | | | |
|--|---------------------|----------------|
| _____ USN | _____ Active Duty | ___ E1 ___ W-1 |
| _____ USMC | _____ Reservist on | ___ E2 ___ W-2 |
| _____ USAF | _____ Active Duty | ___ E3 ___ W-3 |
| _____ USA | _____ Retired | ___ E4 ___ W-4 |
| _____ USCG | _____ Family Member | ___ E5 ___ 0-1 |
| _____ Unkown | _____ N/A | ___ E6 ___ 0-2 |
| _____ DoD Employed Civilian | | ___ E7 ___ 0-3 |
| _____ Civilian (no military affiliation) | | ___ E8 ___ 0-4 |
| | | ___ E9 ___ 0-5 |
| | | ___ 0-6 |
| | | ___ 0-7 |
| | | ___ & above |

6. Age: _____
7. Gender: M/F
8. Race:

- | | |
|----------------|--------------------------------------|
| _____ White | _____ American Indian/Alaskan Native |
| _____ Black | _____ Asian/Pacific Islander |
| _____ Hispanic | _____ Other: _____ |

9. (a) Initial contact/entry into Naval system:

<input type="checkbox"/>	Medical Treatment Facility	<input type="checkbox"/>	FSC
<input type="checkbox"/>	Base/Command Security/MPs	<input type="checkbox"/>	Chaplain
<input type="checkbox"/>	Duty Office/Quarterdeck	<input type="checkbox"/>	Other:

(b) Date of initial contact: _____

- 10. Did the victim receive initial medical examination? Y/N
- 11. Was the victim referred for additional medical care following initial physical examination/evidence collection? Y/N
Civilian or Military Treatment Facility?
- 12. Was the victim referred for counseling? Y/N
Civilian or Military Treatment Facility?
- 13. Use of Alcohol? Yes/No/Unknown
Drugs? Yes/No/Unknown

C. OFFENDER INFORMATION (If known) (If more than one offender, supply following information for each offender)

- 14. (a) Number of Offenders _____ (b) Offender Number _____
- 15. (a) Affiliation: _____ (b) Status _____ (c) Paygrade _____

<input type="checkbox"/>	USN	<input type="checkbox"/>	Active Duty	<input type="checkbox"/>	E1	<input type="checkbox"/>	W-1
<input type="checkbox"/>	USMC	<input type="checkbox"/>	Reservist on	<input type="checkbox"/>	E2	<input type="checkbox"/>	W-2
<input type="checkbox"/>	USAF	<input type="checkbox"/>	active duty	<input type="checkbox"/>	E3	<input type="checkbox"/>	W-3
<input type="checkbox"/>	USA	<input type="checkbox"/>	Retired	<input type="checkbox"/>	E4	<input type="checkbox"/>	W-4
<input type="checkbox"/>	USCG	<input type="checkbox"/>	Family member	<input type="checkbox"/>	E5	<input type="checkbox"/>	0-1
<input type="checkbox"/>	Unknown	<input type="checkbox"/>	N/A	<input type="checkbox"/>	E6	<input type="checkbox"/>	0-2
<input type="checkbox"/>	DOD Employed Civilian	<input type="checkbox"/>		<input type="checkbox"/>	E7	<input type="checkbox"/>	0-3
<input type="checkbox"/>	Civilian (no military affiliation)	<input type="checkbox"/>		<input type="checkbox"/>	E8	<input type="checkbox"/>	0-4
				<input type="checkbox"/>	E9	<input type="checkbox"/>	0-5
						<input type="checkbox"/>	0-6
						<input type="checkbox"/>	0-7
						<input type="checkbox"/>	& above

- 16. Age: _____
- 17. Gender: M/F
- 18. Race:

<input type="checkbox"/>	White	<input type="checkbox"/>	American Indian/Alaskan Native
<input type="checkbox"/>	Black	<input type="checkbox"/>	Asian/Pacific Islander
<input type="checkbox"/>	Hispanic	<input type="checkbox"/>	Other: _____

26. Victim's willingness to assist with investigation/prosecution. (Mark as many statements as appropriate.)
- Will (or did) submit to medical examination/evidence collection
 - Statement given to law enforcement
 - Willing to assist with prosecution
 - Willing to testify against offender
 - Unwilling to provide evidence to law enforcement

Optional Screen: Unwillingness reasons:

- Fear of reprisal by offender
- Fear of reprisal by victim's superiors and/or peers
- Fear that pursuing criminal/legal proceedings would adversely affect victim's career advancement
- Fear of not being believed by authorities/others
- Did not want other people to know about the assault
- Embarrassment
- Desire to avoid retelling, defending victim's actions
- Unknown
- Other: _____

F. INVESTIGATION/RESOLUTION

27. Lead criminal investigative agency
- NCIS
 - U.S. civilian law enforcement
 - Foreign civilian law enforcement
 - Command Security/Military Police
 - Other: _____
28. Criminal investigation results:
- (a) Was investigation initiated? Y/N
 - (b) Status: In Progress Completed
 - (c) Results:
 - Complaint Resolved(recommended action)
 - Complaint Unfounded(not a sexual assault)
 - Complaint Unresolved(not enough evidence, victim not willing to press charges)
 - False Report(complaint was fabricated)

29. Offender disposition:

(a) Administrative

- Non-judicial Punishment (NJP)
- Administrative Separation Processing Initiated/Completed
- No action taken
- Other: _____
- Separation in Lieu of Trial

(b) Judicial

- Summary Court-Martial
- Special Court-Martial
- General Court-Martial
- Civilian Trial

30. Results of court-martial/civilian trial:

- Guilty
- Not Guilty/Acquitted
- Mistrial
- Case Dismissed

31. Charges convicted of:

- Rape
- Indecent Assault
- Forcible Sodomy
- Forcible Sodomy (same gender)
- Other (e.g., Assault with intent to commit rape and assault with intent to commit sodomy)

32. If offender was found guilty, results:

(a) Military

- Discharged
- Confinement/Imprisonment
- Forfeiture/Fine
- Reduction in pay grade/Loss of lineal number
- Other: _____

(b) Civilian courts

- Confinement
- Fine
- Mandatory counseling
- Other: _____

33. Did convening authority approve the results of the court-martial? Y/N

Specify approved results _____

G. COMMENTS:

MESSAGE EXAMPLE

UNCLASSIFIED

RTTUZYUW RULSGMZOOO1 XXXXXXXX-UUUU-RHMCSUU.

ZNR UUUUU

R XXXXXXZ DEC 00 ZYB

FM SERVSCOLCOM GREAT LAKES IL//01//

TO NTC GREAT LAKES IL//00/N72//

CNO WASHINGTON DC//N1//

INFO COMNAVPERSCOM MILLINGTON TN//PERS661/83//

CNET PENSACOLA FL//OS417//

NAVCRIMININVSERVFO GREAT LAKES IL//JJJ//

BT

UNCLAS //N01750//

MSGID/UNIT SITREP/SERVSCOLCOM GLAKES/XXX/XXX//

FLAGWORD/-/UNITSITREP//

TIMELoc/XXXXXXZ/GREAT LAKES IL/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/(AS APPROPRIATE)//

RMKS/A. INCIDENT: (SEXUAL ASSAULT)

B. DATE OF INCIDENT:

C. TIME OF INCIDENT: (LOCAL SIERRA TIME VICE ZULU TIME)

D. LOCATION OF INCIDENT: (ON OR OFF-BASE)

E. SUSPECT: (E-3, CIV, **DO NOT GIVE NAME**)

F. SEX:

G. AGE:

H. RACE:

I. ALCOHOL/DRUGS:

J. VICTIM: (E-3, CIV, **DO NOT GIVE NAME**)

K. SEX:

L. AGE:

M. RACE:

N. NCIS NOTIFIED: (YES/NO)

O. SAVI CONTROL NUMBER:

P. SUMMARY:

Q. POC: (COMMAND DATA COLLECTION COORDINATOR)//

BT

#0001

NNNN