

# ACTIONS PERTAINING TO SEXUAL ASSAULT REPORTING

## “Do’s” and “Don’ts” for

### Unrestricted Reports of Sexual Assault

#### Do’s

- Do ensure there are no immediate medical needs.
- Do ensure the person is safe.
- Do contact the SARC.
- Do find out if they want to speak with someone of the same gender.
- Do make yourself accessible.
- Do make good eye contact and be aware of your body language.
- Do be aware of the person’s need for personal space.
- Do be aware a “need to know basis” is being upheld.
- Do ensure personnel in your unit are aware of how to respond to sexual assault situations.
- Do say, “I’m sorry this happened to you.”

#### Don’ts

- Do not touch or reach for the victim.
- Do not let the victim go off by themselves for long periods of time.
- Do not question the victim or press for details about the assault.

### Take Care of the Victim

- Ensure the SARC speaks with the victim. Bring the victim to the SAPR office or call the hot-line and allow privacy to protect the victim’s confidentiality.
- Explain the importance of collecting any potential evidence as soon as possible after the assault even if the victim is not interested in pursuing an investigation. Evidence collection opportunities are limited and evidence can be lost if not considered. Decisions about saving any potential evidence after the assault helps empower victims.
- Tell the victim that a SAFE is a special medical exam designed for treatment and evidence collection after sexual trauma and is done by a specially trained nurse called a SANE.
- Remind the victim not to wash or destroy clothing worn during the incident, including any items where the assault occurred.
- Recommend to the victim to not eat, drink, or use the bathroom until after speaking with the SAPR staff especially if the sexual assault has occurred within the past 5 days. If the victim has already done any of these things, remind the victim that is okay, and evidence can still be collected.
- Remind the victim to save any digital media that is related to the incident (text messages, phone records, photos, videos, etc)

### Remember

- No two people respond to or cope with sexual assault in the same way. How a person presents to you is not an indication of whether or not a sexual assault has occurred.
- Be aware of your own moral/personal biases and keep them in check. Comments related to victim’s style of dress, drinking activities, or personal choices are irrelevant and may severely impair the healing process.
- What you say/how you act may make the difference in whether or not the victim proceeds with reporting and may have a significant impact on how the victim continues with recovery.

If you have questions or need additional information, call the Keesler Sexual Assault Prevention and Response Office at 228-377-8635/8637/8638  
**24 Hour Hotline: 228-377-7278**

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### Base Operator/Command Post Actions

- \_\_\_ If called with request to contact the SARC or victim Advocate, provide **228-377-7278**
- \_\_\_ If called with report of sexual assault, contact AFOSI at **228-377-3240** or at **228-377-0536 after duty hours**

### Law Enforcement/OSI Actions

- \_\_\_ If called with request to contact the SARC, provide **228-377-7278**
- \_\_\_ If called with report of sexual assault, run Checklist rape/sexual assault

### Medical Actions

#### **If a Healthcare Provider has a report of sexual assault:**

- \_\_\_ If urgent/emergency medical care is indicated, escort victim to the ER (ER Provider will notify the SARC at **228-377-7278**)
- \_\_\_ If urgent medical care not needed, contact the SARC at **228-377-7278**

### Leadership Actions

If GRP/CC or SQ/CC is notified of a report of sexual assault:

- \_\_\_ Contact AFOSI at **228-377-3420** or at **228-377-0536 after duty hours**

- \_\_\_ Contact the SARC at **228-377-7278**

If First Sergeant is notified/discovers a report of sexual assault:

- \_\_\_ Contact AFOSI at **228-377-3420** or at **228-377-0536 after duty hours**

- \_\_\_ Contact the SARC at **228-377-7278**

- \_\_\_ Notify Commander

If First-Line Supervisor is notified/discovers a report of sexual assault:

- \_\_\_ Contact AFOSI at **228-377-3420** or at **228-377-0536 after duty hours**

- \_\_\_ Contact the SARC at **228-377-7278**

- \_\_\_ Contact First Sergeant or Commander

If co-worker/friend/peer/roommate is notified of a sexual assault: \_\_\_ Encourage victim to contact the SARC at

**228-377-7278**

### **Communication Guidelines for Assisting with Victims of Sexual Assault**

If you are approached by someone who falls under your direct line of supervision, here are some guidelines to help you assist that person: If you believe someone is about to disclose a sexual assault to you, it’s okay to stop them and make them aware of the options available to them. For example, you can say something along these lines:

***“Let me stop you for a moment. I want you to know I’m here for you and ready to listen if you need help, but I don’t want you to lose any options that may be available to you by disclosing too much information to me at this time. If you think you might like to speak with the SARC or SAPR VA before we continue this discussion, I can put you in touch with him/her immediately. Just know that if you disclose a sexual assault to me, I will have to report the assault to law enforcement and the Commander.”***

Please remember the individual’s **medical well-being** and **safety** are **top priorities**. A victim can get medical treatment and still maintain their confidential options.

**If you receive a report of sexual assault from someone who does not fall under your direct supervision, Restricted Reporting is still an option.**