



**DEPARTMENT OF DEFENSE
SEXUAL ASSAULT PREVENTION
AND RESPONSE OFFICE**



Case Management Group Meeting: Prep Checklist for MCIOs

Please use this checklist to prepare for monthly SAPR Case Management Group (CMG) meetings.

- This checklist is not meant to be all-inclusive, but rather as a reminder of general CMG policy requirements in DoDI 6495.02, Volume 1, Enclosure 9.
- There is a detailed checklist for each CMG member (e.g. healthcare, Staff Judge Advocate). All CMG Prep Checklists are located on www.sapr.mil/toolkit.

Military Criminal Investigation Organizations (MCIO) with investigations corresponding to Unrestricted Reports and Retaliation Reports present verbal updates during the monthly CMG meetings, as follows for each investigation in the CMG agenda that month:

- Provide status of the investigation for Unrestricted Reports and associated Retaliation Reports.
 - Discuss identified safety concerns.
 - If a Military Protective Order (MPO) or Civilian Protective Order (CPO) was issued, confirm the existence of all MPO/CPOs is documented in the investigative record.
 - Pursuant to DD Form 2873, "Military Protective Order (MPO)," confirm law enforcement entry of the MPO in the National Crime Information Center (NCIC) database.
 - Provide information on any and all violations of the MPO/CPO, including any off-base violations. See below for CPO violations.

Pursuant to 10 USC Section 1561a, a CPO shall have the same force and effect on a military installation as such order has within the jurisdiction of the court that issued such order. Commanders, MCIOs, and installation DoD law enforcement personnel shall take all reasonable measures to ensure that a CPO is given full force and effect on all DoD installations within the jurisdiction of the court that issues such order.

- If there is Sexual Assault Forensic Examination (SAFE) Kit associated with an Unrestricted Report, confirm that the SAFE kit was collected and that chain of custody was observed.
 - If there is a SAFE Kit associated with a Restricted Report, address any challenges faced by law enforcement who collected the SAFE Kit.
- Identify any challenges impacting the investigation's process that the CMG Chair can address (e.g., MCIO cannot interview witnesses because they are in month-long field exercises, the alleged offender has not been placed on administrative hold or otherwise flagged, or command has not reported final disposition of the subject's case).
- Where there is an investigation initiated by an MCIO, but there is no corresponding Unrestricted Report DD Form 2910, provide the investigation update. The Lead Sexual Assault Response Coordinator (SARC) will have no information for CMG members. Confirm that the MCIO case number was provided to the SARC, thus enabling the SARC to open a case in DSAID and start to interface with the MCIO database information pushes.
- Confirm the victim's and suspect's commander(s) were immediately notified if the victim made their initial report directly to law enforcement and not to the SARC.
- Confirm the SARC was contacted upon identification of a reported sexual assault victim, in accordance with DoDI 5505.18, "Investigation of Adult Sexual Assault in the DoD."
 - Confirm the SARC was provided with the MCIO case number required for SARCs to enter the information into DSAID within 48 hours of the initiation of an investigation. In deployed locations with internet connectivity issues, the timeframe is extended to 96 hours, per DoDI 5505.18.

For more information, please visit sapr.mil/toolkit.

For confidential victim assistance, call or visit the DoD Safe Helpline at 877-995-5247 or safehelpline.org.



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- Confirm members of the Special Victim Investigation and Prosecution Capability are collaborating with SARCs and SAPR Victim Advocates (VAs) during all stages of the investigative and military justice process to ensure an integrated capability, to the greatest extent possible, in accordance with DoDI 1030.02 and DoDI 5505.19.
- For victim interviews:**
 - If the victim so requested, confirm the SARC, SAPR VA, SVC/VLC/VC were present during any and all interviews.
 - Confirm the victim was provided the current DD Form 2701, "Initial Information for Victims and Witnesses of Crime."
- If the investigation is closed, provide case disposition when it becomes available. Work with the CMG Chair to ensure military units report the subject case disposition in a timely manner.
- Raise any other relevant issues related to the victim or suspect.**

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