Annex 6

SUBJECT: Sexual Harassment/Assault Response and Prevention (SHARP) 24/7 Hotline Response Procedures

1. REFERENCE. ALARACT 018/2013, FRAGO 3 to HQDA EXORD 221-2012 SHARP Program Synchronization Order.

2. APPLICABILITY. These procedures apply to all U.S. Army Hawaii (USARHAW) units, as well as their DOD Dependents age 18 and older.

3. Procedures. The Army and USARHAW are committed to ensuring that all Soldiers, Civilian employees and Family Members live and work in an environment free from sexual harassment and sexual assault. The 24/7 hotline response procedures outlined below are to ensure that victims of sexual assault receive immediate medical care and counseling as required. SHARP trained Sexual Assault Coordinators (SARC) and Victim Advocates (VA) within each Brigade are available to respond to victims of sexual assault during duty and non-duty hours. The USAG-HI hotline number is 808-655-9474 and a SHARP credentialed person will respond as required.

a. There will be two credentialed VA's (one primary and one alternate) and one BDE SARC on call from each USARHAW BDE for a two week time period. The Program Manager for both 25th ID and 8th TSC will develop the on-call roster and will submit to the Installation SARC NLT one month prior to the beginning of on-call rotation. The Installation SARC will coordinate with all other Major Subordinate Command (MSC's) SARC's to establish an on-call roster rotation. All other MSCs include: 5th Battlefield Coordination Detachment, 9th Mission Support Command, 18th Medical Command, 19th Military Police Battalion, 94th Army Air Missile Defense Command, 196th Infantry Brigade, 249th Engineer Battalion, 311th Signal Command, 413th Contracting Support Brigade, 500th Military Intelligence Brigade, 599th Transportation Terminal Group, HHD Installation, Joint Pacific Command, Tripler Army Medical Center, US Army Corps of Engineers Pacific Ocean Division, US Army Pacific and all other Army units located in Hawaii.

b. The Installation SARC will be responsible to maintain the on-call roster for the USAR-HAW. The on-call BDE SARC and VA must be exempt from any other duties that would prohibit their ability to fulfill SHARP responsibilities. (i.e. staff duty, field training, TDY, etc.). It is required both VA and SARC are credentialed prior to being placed on the on-call roster.

c. The on-call VA will sign for the government cell phone, phone charger and SARC on-call notebook for their period of duty. The phone is for official use only. All phone calls provide SHARP services, whether directly or indirectly. Unauthorized usage will result in possible financial liability and/or UCMJ. No alcohol may be consumed during the period of duty. The on-call BDE SARC/VA must be able to respond to a call at any time, and be close enough to the Installation/TAMC to arrive within 1 hour driving time

of the hotline call. The VA will return a missed call within 20 minutes. The on-call BDE SARC/VA must ensure that their activities allow them to respond within this timeframe.

d. The on-call BDE SARC and VA must be familiar with the reporting options described in AR 600-20 and DoDI 6495.02. It is the on-call BDE SARC /VA responsibility to inform the victim of their options as listed on the DD Form 2910. The on-call BDE SARC/VA must also be familiar with the difference and the advantages and disadvantages of both unrestricted and restricted reports. All sexual assault forms (DD 2910, DD 2965, First Contact Form, Offender Information Worksheet, Services Provided Log, Victim Rights form, Hotline log etc.) will be submitted to the SHARP office within 24 hours of receipt of report. Unrestricted cases will be reported to CID immediately for investigation and evidence collection. The BDE SARC/VA will offer counseling resources (military and civilian) and provide a referral for such services if requested by victim.

e. If the victim requests a specific advocate, (i.e. unit, civilian, male or female) every effort will be made to contact the appropriate person. If the requested VA is not available, the on-call VA will respond and explain to the victim that every attempt was made, and a warm hand off to the requested VA will be completed during following duty day. This will be the victim's decision.

f. For Unrestricted Reports, the on-call BDE SARC will contact the victims' BDE SARC and the Installation SARC within 24 hours of receiving the report. The victim's BDE SARC will provide a verbal update to the BDE Commander within 24 hours of receiving the report. The Installation SARC will inform the Installation Commander within 24 hours of receiving the report. If the BDE SARC is unable to provide a verbal update to the BDE Commander and Installation SARC within 24 hours, the BDE SARC will send an encrypted email with non-PII information until a verbal follow-up with the and details of incident can be provided.

g. For Restricted Reports, the on-call BDE SARC will contact the Installation SARC and provide non-PII information either verbally or via encrypted email. The Installation SARC will provide an update to the Commander within 24 hours of receiving the report.

h. If the on-call BDE SARC/VA needs to respond during regular duty hours, duty uniform is appropriate. After duty hours, the BDE SARC/VA may respond in appropriate civilian attire (excluding tank tops, shorts, torn and revealing clothing)

i. Both the BDE SARC and VAs will be on-call for the same period. The primary VA will be the initial POC and will contact the BDE SARC to provide information related to the victim. The VA will then respond to the victim within 1 hour of receiving the initial call. If the VA is not able to be reached, the alternate VA or BDE SARC will respond to the victim. The BDE level commander will then be informed of the inability to reach the VA. If the BDE SARC is unable to be reached by the VA, the BDE level commander will then be informed of the inability to reach the BDE SARC.

j. If the victim is from another service branch, the BDE SARC will attempt to contact the victim's service branch on-call SARC/VA to respond. If the BDE SARC is unable to reach a SARC/VA from the assigned service branch, the on-call VA will respond, and complete all paperwork. The on-call VA will inform the victim that their case will be transferred to their assigned branch the following duty day and provide all necessary information to the assigned SARC/VA. If possible, provide a warm hand off to the gaining SARC/VA.

k. SARC/VA's will not use their own POV to transport victims. The victim has the option to drive to location in their POV, have a friend provide transport, or call a taxi. If the victim requires immediate medical attention, 911 should be contacted and victim will be transported by ambulance.

l. The on-call BDE SARC/ VA will contact the SHARP office within one hour after receiving a sexual assault report during duty hours. If a sexual assault is reported after hours or during the weekend, the SHARP office will be contacted NLT 1000 the next duty day. The BDE SARC/ VA will need to ensure all necessary paperwork is completed and turned into the SHARP office for input into DSAID.

m. If the alleged offender is a spouse/intimate partner, or if the victim is under the age of 18, the BDE SARC/VA will contact the Domestic Violence (DV) Safe Hotline immediately at 808-655-7233 and report incident to the Family Advocacy Program (FAP) VA. If a FAP VA is unavailable to respond, the BDE SARC/VA will respond to the victim and complete all paperwork as indicated above. A warm hand off will be provided to the FAP VA the following duty day.

n. The Installation SARC will notify the Installation Commander within 24 hours of receiving unrestricted and restricted sexual assault reports.

4. The proponent for these procedures is USAG-HI SHARP office at 808-655-4782/1442.