



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, FORT A.P. HILL
18436 4TH STREET
FORT A.P. HILL, VIRGINIA 22427-3114

IMPH-CM

1 July 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Letter #43 - Sexual Assault Prevention and Response (SAPR) Policy

1. Applicability. This policy applies to all Fort A.P. Hill (FAPH) Soldiers, their Family Members, and DoD Civilians working or assigned to FAPH.

2. Proponent. The proponent for this policy is the Garrison's Directorate of Human Resources (DHR) at (804) 633-8205.

3. References. AR 600-20, Chapter 8, Army Command Policy, 18 March 2008/RAR 20 September 2012.

4. Purpose. To provide information concerning the FAPH SAPR Program Policy

5. Policy.

a. As the FAPH Garrison Commander, I am absolutely committed to the Army's goal of ending sexual harassment and sexual assault. Army Values reinforce respect for the dignity of others and loyalty to our fellow Warriors. I expect Directors and subordinate leaders within all organizations at all levels within FAPH to promote a safe climate, take measures to prevent sexual harassment and sexual assault, and ensure that victims are protected, treated with dignity and fairness, and provided appropriate support. Sexual Assault is punishable under the UCMJ and other Federal and local civilian laws and is incompatible with our Army Values. Simply put Sexual Assault is a criminal offense that has no place in our Army or at Fort A.P. Hill! **If at any time a victim of either sexual assault or sexual harassment has problems with any of the resources below, feels uncomfortable using available resources, or feels for any other reason that they cannot come forward with information using the information below, I ask that you personally call me at 804-633-8206 and we'll figure this out.**

b. Directors, and leaders at all levels within FAPH will clearly understand their roles and responsibilities and the risks of failing to respond appropriately to sexual harassment and sexual assault. FAPH's Victim Advocate (VA) can be reached at FAPH 24 Hour Hotline at **804-633-8672**. The Sexual Assault Response Coordinator (SARC)

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is currently supported by Fort Belvoir and can be reached at the SHARP Hotline at **703-740-7029**, or the 24 Hour Crisis Hotline at **703-229-2374** for assistance from Fort Belvoir. The **24-hour** Victim Advocate/SHARP phone number for FAPH is **804-633-8672**.

(1) **Definition:** Sexual assault is a crime defined as intentional sexual contact, characterized by use of force, physical threat or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, nonconsensual sodomy, indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts.

(2) **Prevention:** The Prevention of sexual harassment and sexual assault rely on training and positive and professional leadership throughout FAPH that absolutely refuses to accept negative behaviors such as these. I hold responsible all leaders on FAPH to enforce this policy and other DoD programs to remove Sexual Harassment and Assault from our organization. The Army I.A.M. Strong campaign is the fundamental strategy for sexual assault awareness and prevention. Sexual Assault Prevention and Response information reference Command and leader responsibilities IAW AR 600-20 are also outlined on the SAPR website, www.preventsexualassault.army.mil.

(3) **Training:** Training at all levels is an integral part of the SAPR Program. Garrison level SAPR Program training will be conducted annually by every Soldier/DoD Civilian and documented by the Garrison Training Coordinator. At FAPH, our training coordinator will ensure training is scheduled for the Garrison; however, it is the responsibility of Directors to ensure make-up training is conducted for all of their assigned subordinates. To arrange for additional training, Directors may call **804-633-8672** and coordinate with the FAPH SAPR office or contact the FAPH training coordinator.

(4) **Reporting & Investigation:** Soldiers and their Family members who are victims of sexual assault have the option of making a Restricted or Unrestricted report. DoD civilians may only file Unrestricted reports. Specifics for each reporting option are mentioned below:

(a) Restricted Reporting: Restricted reporting allows a Soldier/family member who is a sexual assault victim, on a confidential basis, to disclose the details of his/her assault to specifically identified individuals and receive medical treatment and counseling, without triggering the official investigative process to remain anonymous. A restricted report may be accepted by FAPH Installation Victim Advocate, 24 hours at **804-633-8672**, the Fort Belvoir SARC, 24 hours at **703-740-7029**, or Military Medical

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Treatment Providers including Behavioral Health at any Military Treatment Facility. Victims may also make confidential reports to a Chaplain.

(b) Unrestricted Reporting: Unrestricted reporting allows a Soldier/Family Member/DoD civilian who is sexually assaulted and desires medical treatment, counseling, and an official investigation of his/her allegation to use current reporting channels (for example, the chain of command or law enforcement), or he/she may report the incident to the SARC or the on-call VA at FAPH. Additionally, with the victim's consent, the healthcare provider will conduct a forensic examination, which may include the collection of evidence. DoD Civilians may contact FAPH or civilian police/investigator to perform an investigation, notify the FAPH Chain of Command (CoC), and receive medical treatment from an authorized civilian medical facility. Anyone who is a victim of sexual assault may report the incident to the FAPH Installation VA 24 hours at **804-633-8672**, the SARC at Fort Belvoir, FAPH Directorate of Emergency Services (DES), tenant chain of command (CoC) or the Garrison CoC. Directorate leaders will promptly report the alleged assault to the FAPH VA at **804-633-8672**, the Fort Belvoir SARC at **703-805-4718** or **703-740-7029**, or the FAPH Police Desk at **804-633-8239**. Rights of alleged offenders must be balanced with the safety of victims. Every allegation of sexual assault will be investigated by military and/or civilian law enforcement authorities. Leaders will obtain enough information to complete a Serious Incident Report (SIR) without initiating an investigation. The SARC will communicate with senior mission leaders on a range of issues and options available to protect victims. Leaders/Directors will be encouraged to delay action on collateral misconduct charges/actions pending completion of the sexual assault investigation.

(5) **Victim Safety and Care:**

(a) The FAPH VA can be contacted 24 hours at **804-633-8672**. The Fort Belvoir SARC may be reached at 703-740-7029, or the 24 hour crisis line at **703-229-2374** and are all available around the clock to accept reports of sexual assault and to provide personal support, court accompaniment, assistance with emergency needs, and referrals to confidential civilian resources.

6. The Primary Point of Contact for the SAPR Program at FAPH is **804-633-8672** and can be reached 24 hours a day. The SARC at Fort Belvoir is also an installation level response agency for reports of sexual assault and can be reached at **703-805-4718** during duty hours and after hours at **703-740-6016**. Other installation level response agencies for reports of sexual assault include the DES.

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7. Expiration. This Policy memorandum will remain in effect until superseded or rescinded.



DAVID A. MEYER
LTC, AR
Commanding

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