# MS 243 Procedures for Responding to Sexual Assault

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# INTRODUCTION

Sexual assault[1] is a traumatic event that can be physically and psychologically devastating. When a Volunteer first reports a sexual assault there is a narrow window of opportunity in which Peace Corps staff can provide the most crucial medical, psychological, advocacy, and legal assistance to the Volunteer. It is our obligation to be prepared to respond effectively and compassionately to Volunteers who have been the victim of sexual assault.

Effective management of a sexual assault requires that we provide for the Volunteer's security, medical, emotional and advocacy needs. Staff must be well-informed of the local laws and investigative practices regarding sexual assaults and be willing to advocate within the local systems on behalf of the Volunteer to help protect her[2] rights.

The healthy recovery of a Volunteer in the aftermath of a sexual assault can depend on the combined efforts of Peace Corps staff. The actions outlined in these procedures are the result of collaboration between the Office of Safety and Security (SS), the Office of Victim Advocacy (OVA), the Office of Health Services (OHS), the Counseling and Outreach Unit (COU), the Office of Global Operations (OGO) and the Regions, and the Office of the General Counsel (OGC). This collaboration is designed to help post provide a timely and effective response, especially in the first crucial hours after the assault is reported to the Peace Corps.

The Peace Corps believes it is best able to respond to Volunteers who have been sexually assaulted by applying the procedures outlined under standard reporting. Standard reporting provides a Volunteer with the full array of support services and options that includes the opportunity to initiate an official investigation and report to law enforcement, and for the agency to complete a safety assessment, while still maintaining, to the extent possible, the confidentiality of information about the Volunteer and the sexual assault. However, the agency recognizes Volunteers may, for a variety of reasons, be reluctant or unwilling to report sexual assaults under standard Peace Corps reporting procedures. As a result, the Peace Corps developed a restricted reporting policy and procedures to provide Volunteers with an alternative way to confidentially report sexual assaults. The restricted reporting policy allows Volunteers to request certain specific services without dissemination of personally identifying information (PII) about the Volunteer or the details of the sexual assault beyond those who are directly providing the services[3], and without automatically triggering an official investigative process. A Volunteer has the option to make either a restricted report or a standard report.

A Volunteer's report of sexual assault is treated as a restricted report until the Volunteer exercises the option to make it a standard report in accordance with these procedures. A Volunteer may ask for their report to be changed from restricted to standard at any time. **Under no circumstances may a restricted report be converted into a standard report without the consent of the Volunteer unless the Office of the General Counsel, in conjunction with the Designated Security Specialist or Office of Health Services, has determined in accordance with these procedures that an exception applies.**

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[1] The term "Sexual Assault" includes: Rape, Aggravated Sexual Assault, and Sexual Assault. See Peace Corps Sexual Assault Classifications on page 8.

[2] For purposes of these procedures, the female pronoun is used when referring to victims. However, the Peace Corps recognizes male Volunteers can be victims of sexual assault and these procedures apply to male Volunteers as well.

[3] Information about the assault is not disseminated beyond Designated Staff or others with a specific need to know. Database administrators, quality assurance staff, monitoring and evaluation staff, and trained support staff within post medical and safety offices may have access to information, but are prohibited from using it to identify Volunteers who report a sexual assault.

Certain staff members at post have been designated to receive restricted reports. They are referred to in these procedures as Designated Staff. Any staff member at post who receives a report of sexual assault and who is not a member of the Designated Staff must refer the Volunteer to the PCMO. PII or any other information about the Volunteer must not be revealed to anyone other than Designated Staff.

If a Designated Staff member has a close personal, business or familial relationship with the alleged perpetrator or any other individual involved in the incident other than the Volunteer who reported the sexual assault, that Designated Staff member must not participate in providing any Restricted Report Services to the Volunteer and must report the conflict based on the Designated Staff member's position, as follows:

- A PCMO will notify the Office of Health Services.
- An SSM will notify the Office of Safety and Security.
- A SARL will notify the Office of Victim Advocacy.
- The Victim Advocate or the Designated Security Specialist will notify the Office of the General Counsel.

A Designated Staff member at post will also, without revealing any PII or details of the sexual assault, inform the Country Director of the conflict and ask the Country Director to assign another Designated Staff member to provide the services requested by the Volunteer.

Allegations of sexual assault by an individual other than the Volunteer victim ("third party") must be reported to the Country Director. If, in the third party report, the alleged perpetrator is another Volunteer, Peace Corps contractor or employee, the Office of Inspector General (OIG) must be notified.

## Peace Corps Commitments to Sexual Assault Victims

Peace Corps is committed to providing a compassionate and supportive response to all Volunteers who have been sexually assaulted. To that end, Peace Corps makes the following commitment to our Volunteers who are victims of sexual assault. Peace Corps staff worldwide will demonstrate this commitment to you through our words and actions.

1. COMPASSION

   We will treat you with dignity and respect. No one deserves to be a victim of a sexual assault.

2. SAFETY

   We will take appropriate steps to provide for your ongoing safety.

3. SUPPORT

   We will provide you with the support you need to aid in your recovery.

4. LEGAL

   We will help you understand the relevant legal processes and your legal options.

5. OPEN COMMUNICATION

   We will keep you informed of the progress of your case, should you choose to pursue prosecution.

6. CONTINUATION OF SERVICE

   We will work closely with you to make decisions regarding your safety and continued service.

7. PRIVACY

   We will respect your privacy and will not, without your consent, disclose your identity or share the details of the incident with anyone who does not have a specific need to know.

# PEACE CORPS SEXUAL ASSAULT CLASSIFICATIONS

**Rape:**

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Volunteer.

**Aggravated Sexual Assault:**

Another person, without the consent of the Volunteer, intentionally or knowingly:

(a) touches or contacts, either directly or through clothing, the Volunteer's genitalia, anus, groin, breast, inner thigh, or buttocks;

(b) kisses the Volunteer;

(c) disrobes the Volunteer;

(d) causes the Volunteer to touch or contact, either directly or through clothing, another person's genitalia, anus, groin, breast, inner thigh, or buttocks; or

(e) attempts to carry out any of those acts,

**AND:**

- The offender uses, or threatens to use, a weapon OR
- The offender uses, or threatens to use, force or other intimidating actions OR
- The Volunteer is incapacitated or otherwise incapable of giving consent.

**Sexual Assault:**

Another person, without the consent of the Volunteer, intentionally or knowingly:

(a) touches or contacts, either directly or through clothing, the Volunteer's genitalia, anus, groin, breast, inner thigh, or buttocks;

(b) kisses the Volunteer on the mouth; or

(c) attempts to carry out any of those acts.

**Consent* means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon activity. Consent is absent if force has been used against the Volunteer, the Volunteer has been threatened or placed in fear, or the Volunteer is incapable of appraising the nature of the conduct. Consent is absent if the Volunteer is physically incapable of declining participation in, or physically incapable of communicating unwillingness to engage in (e.g., Volunteer is intoxicated), that conduct.

## DEFINITIONS

(a) "Designated Security Specialist" means a staff member in the Office of Safety and Security at Headquarters who has been trained to handle restricted and standard reports and has been assigned by the Associate Director of the Office of Safety and Security to assess whether there is a Serious or Imminent Threat arising from a particular incident that is the subject of a restricted report and, if necessary, to direct and coordinate actions to mitigate the Serious or Imminent Threat.

(b) "Designated Staff" means:

(i) at post, Peace Corps Medical Officers (PCMOs), Sexual Assault Response Liaisons (SARLs), and Safety and Security Managers (SSMs); and

(ii) at Headquarters, the Director of the Office of Victim Advocacy, the Victim Advocate in the Office of Victim Advocacy who is assigned to the particular case and the Designated Security Specialist.

(c) "Medical Treatment Plan" means a plan developed by a PCMO to address the medical treatment needs of a Volunteer who has been sexually assaulted, including treatment of physical injuries; mental health assessment, support and treatment; and prevention of sexually transmitted infections and pregnancy.

(d) "MOU" means the memorandum of understanding dated May 22, 2014, between the Peace Corps and the Inspector General. A, a copy of which is attached as Attachment A to MS 243. The MOU in the form of Attachment A is an integral part of these procedures.

(e) "Official Investigation" means any investigation or other action carried out by the Peace Corps or law enforcement authorities in response to a Sexual Assault, but does not include actions carried out by Designated Staff or other authorized Peace Corps staff for purposes of providing Restricted Report Services.

(f) "Personally Identifying Information" or "PII" means individually identifying information for or about a Volunteer who is a victim of sexual assault, including first and last name, home or physical address (including site location), contact information (such as postal address, email, IP address, telephone or fax number), social security number, date of birth, ethnicity, race, religious affiliation, the location of the incident, the victim's sector, entry on service date, close of service date or time since swearing-in and any other information that, either individually or in combination with other information, would serve to identify the Volunteer or is likely to disclose the location of the Volunteer. Note: This definition of PII does not apply to requests for information made by OIG. The applicable definition of PII for OIG requests is found in section III (E) of the MOU.

(g) "Procedures" means the MS 243*Procedures for Responding to Sexual Assault.*

(h) "Restricted Information" means PII and any details of a Sexual Assault incident.

(i) "Restricted Report" means a confidential report made to Designated Staff by a Volunteer who is sexually assaulted during service in order for the Volunteer to receive Restricted Report Services without further disclosure of Restricted Information except to the extent necessary for the provision of such Restricted Report Services and without automatically triggering an Official Investigation.

(j) "Restricted Report Services" means, for a Volunteer who reports being a victim of Sexual Assault:

(i) an explanation of the option to make either a restricted report or a standard report;
(ii) provision of a SARL and a Victim Advocate;
(iii) provision of a sexual assault forensic exam in accordance with applicable host country law;
(iv) provision of emergency health care, including a mechanism to evaluate the provider;
(v) provision of counseling and psychiatric medication;
(vi) completion and implementation of a Victim Safety Plan and a Medical Treatment Plan;
(vii) evacuation for medical treatment accompanied by Designated Staff at the request of the Volunteer and, when evacuated to the United States, to the extent practicable a choice of medical providers and a mechanism to evaluate such providers; and
(viii) an explanation of the available law enforcement and prosecutorial options, including, for this purpose, legal representation.

(k) "Safety Plan" means a plan developed by Designated Staff and a Volunteer to address the immediate and ongoing personal safety and well-being of the Volunteer following a Sexual Assault.

(l) "Serious or Imminent Threat" means a serious or imminent threat to the health or safety of the Volunteer or others, such as (i) any life threatening, or potentially life threatening condition or security situation, (ii) any condition or security situation that threatens loss of limb or other serious bodily harm, or (iii) any situation that has involved the Volunteer losing consciousness. A threat to health or safety would only be considered to be a Serious or Imminent Threat if it cannot be adequately prevented or lessened by Designated Staff or the Volunteer and will require disclosure of Restricted Information to limited individuals or organizations to adequately prevent or lessen the substance of the threat to health or safety.

(m) "Sexual Assault" means a Rape, Aggravated Sexual Assault, or Sexual Assault as defined in the Peace Corps Consolidated Incident Reporting Guide.

(n) "Specific need to know" means, with respect to particular information, that an individual is unable to perform a specific task that is part of that individual's official duties without knowledge of that particular information.

(o) "Standard Report" means any report by a Volunteer of a Sexual Assault that, in accordance with this policy or the procedures, is no longer treated as a restricted report and may provide the Volunteer with the opportunity to receive services other than Restricted Report Services and trigger an Official Investigation.

(p) "Standard Report Services" includes all Restricted Report Services, as well as the following:

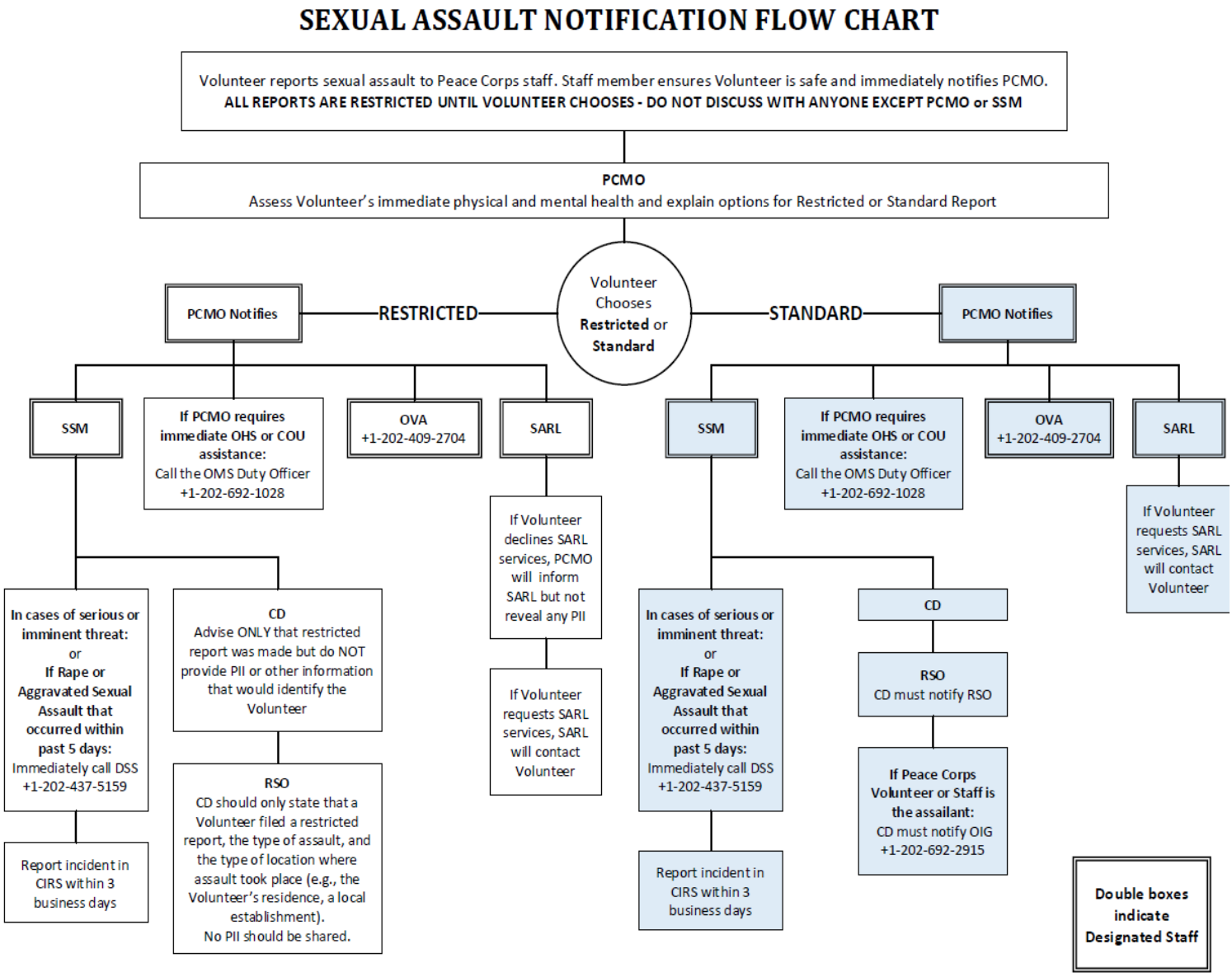
(i) Assisting the Volunteer in making a report of the Sexual Assault to law enforcement authorities;
(ii) Assistance in any legal proceedings related to the Sexual Assault;
(iii) Retaining legal counsel to represent the Volunteer in legal proceedings in accordance with MS 774;
(iv) Reporting to and assistance from the OIG or the Office of Civil Rights and Diversity;
(v) Initiating formal Peace Corps administrative processes, including initiating a complaint of sexual misconduct by another Volunteer in accordance with IPS 1-12 *Volunteer/Trainee Sexual Misconduct*;

(vi) Consideration of site and host family changes;
(vii) Support and assistance from non-Designated Staff; and
(viii) Any other services not listed under Restricted Report Services that are deemed necessary in the particular circumstances.

(q) "Third party" means an individual other than the Volunteer victim of a sexual assault. The third party could be, for example, another Volunteer, host family member, bystander, neighbor or local official. The recipient of a report from a third party could be any employee of Peace Corps, including Designated Staff, Country Director, post staff, or OIG.

(r) "Volunteer" means, for purposes of MS 243 and these procedures only, a currently serving or Returned Peace Corps Volunteer or Trainee who has been sexually assaulted during Peace Corps service.

# SEXUAL ASSAULT NOTIFICATION FLOW CHART



## CONFIDENTIALITY

Information received by the Peace Corps pertaining to a report of sexual assault is subject to specific confidentiality requirements prescribed by law. All Peace Corps staff who are involved in responding to sexual assault must comply with the following rules to ensure that the Volunteer's privacy is protected:

- A Volunteer who reports a sexual assault has the choice of restricted reporting and standard reporting. All reports of sexual assault are treated initially as restricted reports. All reports remain restricted unless the Volunteer requests the report be changed to standard or the Office of the General Counsel, in coordination with the Office of Health Services or Office of Safety and Security, determines that a serious or imminent threat reported by staff meets the standard to convert the restricted report to a standard report.
- **You must not give any information about a sexual assault to anyone else (including another Peace Corps staff member) unless that person has a specific need to know that information to perform specific tasks that are part of their official duties or you are expressly authorized to disclose that information under these Procedures.**
- Only Volunteers who report being sexually assaulted during their Peace Corps service can file a restricted report. The Volunteer victim of a third party report will be offered the opportunity to file a restricted report. If the Volunteer declines or denies the allegation, the Peace Corps staff involved will only share the information contained in the report to other Peace Corps staff who have a specific need to know the information.
- There are different rules for disclosing information about a sexual assault depending on whether the report of sexual assault is a restricted report or a standard report:
    - **Restricted reporting**
        - You may share Restricted Information with Designated Staff, however, you may only share medically confidential information with Designated Staff if they have a specific need to know that information.
        - If you are a PCMO or another member of Peace Corps medical staff, you **must not** extend medical confidentiality to the Country Director or any other staff member (other than Designated Staff and Peace Corps medical staff). (However, section 4.5 of MS 243 and these Procedures do authorize PCMOs to give very limited information to the Country Director or Peace Corps staff that does not reveal any Restricted Information).
        - If you are a PCMO or another member of Peace Corps medical staff, you may share Restricted Information with outside medical professionals if necessary for the procurement or provision of services.
        - If you are a Designated Security Specialist, you may share certain Restricted Information with the regional Peace Corps Safety and Security Officer (PCSSO) under certain circumstances found in these Procedures.
        - At post, if a Volunteer initially reports a sexual assault to non-Designated Staff (e.g., Duty Officer), that staff member must immediately notify a PCMO and not disclose any information regarding the sexual assault to anyone else. Any records or notes taken by the non-Designated Staff regarding the restricted report must be given to the PCMO or SSM to maintain in their files.

- At Headquarters, if a Volunteer reports a sexual assault to non-Designated Staff at Headquarters (other than OIG staff), that staff member must immediately contact the Office of Victim Advocacy at +1 (202) 409-2704. All records of the restricted report must be transferred to the Office of Victim Advocacy regarding the restricted report.
- Although the sexual assault must not be reported to OIG (or any other law enforcement authorities):
    - MS 243 authorizes the Crime Statistics Unit in the Office of Safety and Security to give very limited information to OIG on a weekly basis that does not reveal any Restricted Information.
    - Under the terms of the MOU, OIG will, on request, be provided with access to all information regarding the sexual assault, other than the Volunteer's first and last name, home or other physical address, contact information and social security number, and explicit details of the sexual assault (i.e., details of the sexual assault incident that are graphic, titillating or salacious and add little value to OIG's oversight process).
    - If OIG asks you about the sexual assault, you may discuss the incident with OIG, but the Volunteer's first or last name, home or other physical address, contact information or social security number or any explicit details of the sexual assault must not be revealed.
    - If OIG requests any documents relating to the sexual assault, the records must not be provided directly to OIG. You must provide non-medical records to the Office of Victim Advocacy and medical records to the Office of the General Counsel. The Office of Victim Advocacy and the Office of the General Counsel are will be responsible for removing any information pursuant to the MOU and forwarding all remaining information to OIG.
    - Concerns or allegations regarding mismanagement of the sexual assault incident may be reported at any time to OIG without violating Peace Corps policy. No Peace Corps staff member will take or threaten to take any action against you for reporting such information, concern, or allegation to OIG as a reprisal for doing so unless you report the concern or allegation to OIG with the knowledge that it was false or with willful disregard for its truth or falsity.

- **Standard reporting**
    - You may share Restricted Information (including medically confidential information) with both medical and non-medical Peace Corps staff if they are Designated Staff or have a specific need to know that information.
    - If you are a PCMO or another member of Peace Corps medical staff, you may share Restricted Information with outside medical professionals if necessary for the procurement or provision of services.
    - You may be required to report the sexual assault to OIG, and to provide OIG with any information OIG requests.
    - Except to respond to requests for information from OIG, only the minimum information necessary for the Peace Corps staff to perform required tasks may be disclosed.

Further details on the differences between restricted and standard reports can be found in the Services and Reporting Information Sheet (Annex I). **Any staff member who breaches their obligation of confidentiality may be subject to disciplinary action up to and including termination of employment**.

## THIRD PARTY REPORTING

Not all sexual assault incidents are reported to Peace Corps by the victim of sexual assault. In some circumstances, another Volunteer, counterpart, family member, or someone else in the community may disclose to Peace Corps that a Volunteer is a victim of sexual assault. Peace Corps will attempt to provide the Volunteer victim with the option of filing a restricted report. To ensure that the option to file a restricted report is available, the following steps should be taken:

- When the Peace Corps staff member (non-Designated Staff or Designated Staff) receives the third party report, that staff member should share the report, including the Volunteer's PII, with the post PCMO.

- The PCMO will contact the Volunteer who is alleged to have been a victim of sexual assault to assess the health and safety of the Volunteer, and determine if the allegations in the third party report can be substantiated. The PCMO can utilize the assistance of the SSM in making a determination about the safety of the Volunteer.
    - If the Volunteer discloses that she was sexually assaulted, the PCMO will review her options by starting with the Restricted Report section of these Procedures.
    - If the Volunteer denies that a sexual assault occurred, the PCMO will notify the Country Director of the third party report.
- If the Country Director is notified, the Country Director will utilize post resources to assess the third party allegation. If necessary, the Country Director will confer with post staff, the Designated Security Specialist, OHS, OVA, PCSSO, or Regions.

- If the third party report indicates that the perpetrator may be a Volunteer, staff member, or contractor, the OIG must be notified.
    - OIG will, as noted in the MOU, respect the Volunteer's wishes and not contact the Volunteer if she filed a restricted report. However, the OIG may investigate the third party allegations.

## A STEP-BY-STEP GUIDE TO HANDLING THE INITIAL CALL

***By following this outline exactly as presented here, any staff member taking the call from a Volunteer will be able to help stabilize the situation, begin providing effective support to the Volunteer and gather critical information to help post respond. Please take notes of the Volunteer's answers. All notes and information collected from the call must be given to the appropriate Designated Staff.***

**1. The first goal is to ensure that the Volunteer's urgent medical needs are addressed and that she is in a safe place...**

- ☐ "I am so sorry to hear this has happened to you."
- ☐ "In case we get disconnected how can I call you?"
- ☐ "When did this happen?"
- ☐ "Where are you?"
- ☐ "Are you safe there?" (*If the Volunteer says no, discuss how to get some place safe. Call emergency services or a trusted community member if necessary.*)
- ☐ "Are you injured? Do you need immediate medical care?" (*If the Volunteer says yes, contact emergency services and notify PCMO immediately.*)
- ☐ "Are you alone or with someone you trust? If not, is there anyone nearby who you trust that can be with you?"

**2. Next, help the Volunteer to protect possible physical evidence…**

- ☐ "You don't have to decide right now if you want to report this to the police, but let's do a few things to preserve your ability to make that decision when you are ready."
- ☐ "If you can, please do not urinate or use the bathroom, douche, shower, bathe, rinse your mouth, brush your teeth, eat or drink, wash your hands or clean under your fingernails until after you have spoken with the PCMO."
- ☐ "Don't move, wash or throw anything away where the assault occurred."

**3. Tell them what the next steps will be…**

- ☐ "We will do everything we can to protect your privacy and outline your options. Right now I am going to call the PCMO who will call you right back." *(If you have a problem contacting the PCMO, call the Volunteer back).*

**4. Make sure the Volunteer understands…**

- ☐ "Do you understand the next steps?"
- ☐ "Is there anything else that you're concerned about right now that we haven't talked about?"
- ☐ "Stay in a safe place; the PCMO will contact you shortly. Please know, you are not alone and we are here to help you."

**5. Immediately contact the PCMO after hanging up with the Volunteer.**

# RESTRICTED REPORTING

**Important note:** A Volunteer's report of sexual assault is presumed to be a restricted report until the Volunteer exercises the option to make the report a standard report or until it is otherwise converted into a standard report in accordance with these Procedures. In the Immediate Response Phase (first 24 hours), a report will likely be restricted unless the Volunteer has indicated on the initial call that she wishes to report the assault to law enforcement.

Any decision by the Volunteer to exercise the option to make the report a standard report should be documented in the Volunteer Preference Form. If it is not practicable for the Volunteer to sign the Volunteer Preference Form (e.g., because the Volunteer is not present to meet with a member of Designated Staff), the Volunteer's preferences should be noted on the statement form **and the Volunteer's signature should be obtained at the Volunteer's earliest convenience**.

The following section of the Procedures assumes that the Volunteer has not exercised the option to make the report a standard report and the report has not otherwise been converted into a standard report. **If, at any time, the Volunteer exercises her option to make the report a standard report or it has otherwise been converted into a standard report, please go to the section on Standard Reporting.**

## Peace Corps Medical Officer (PCMO)

### Immediate Response Phase (0-24 hours after report)

- ☐ As soon as you are notified of a sexual assault, immediately contact the Volunteer.

- ☐ Assess Volunteer's health and safety.
- ☐ Confirm Volunteer's contact information and location.
- ☐ Ask if the Volunteer is alone and if she would like someone to be with her (e.g. neighbor, friend). If so, assist in making those arrangements if and when possible.
- ☐ Assess the extent of physical and psychological trauma using and following TG 540 Clinical Management of Sexual Violence, Attachment D or E, PCSAE Female or Male Sexual Assault Form. If you must travel to the Volunteer's location, bring necessary supplies, including the sexual assault "go-bag" and a printed copy of the appropriate PCSAE Female or Male Sexual Assault Form.
- ☐ Determine the need for urgent mental health assessment and/or intervention following TG 545 *Mental Health*.
- ☐ Unless in an emergency or imminent threat of bodily harm, ask the Volunteer not to go to the hospital or law enforcement until Peace Corps staff arrives if warranted. Instruct Volunteer to contact you (or other Designated Staff) if the medical and/or safety condition changes before staff arrive.
- ☐ To the extent possible, assess the circumstances surrounding the assault. Do not force the Volunteer to discuss the details if she is reluctant to do so.
- ☐ Depending on the circumstances of the assault, explain how to preserve evidence to protect future options. Ask the Volunteer not to urinate or use the bathroom, douche, shower, bathe, rinse her mouth, brush her teeth, eat or drink, wash her hands, or clean under her fingernails. Ask the Volunteer not to wash or dispose of clothing worn at the time of the assault. If the Volunteer chooses to change into fresh clothes, instruct the Volunteer to put all clothing worn at the time of the assault in a bag (paper, cloth, mesh) or a pillow case. Remind Volunteer to put on a pair of undergarments to potentially preserve evidence that may still be contained on her body.
- ☐ Notify the Office of Victim Advocacy via +1 (202) 409-2704.
- ☐ Notify the SARL that a sexual assault has occurred. Unless the services of a SARL have been requested by the Volunteer, SARLs should receive only the same information provided to the CD. If a SARL has been requested, all non-medically Restricted Information can be shared.
- ☐ If needed, contact OMS or COU via the OMS Duty Officer at +1(202) 692-1028.

**Sexual Assault Forensic Examination (SAFE)**

- ☐ Explain the purpose of a Sexual Assault Forensic Examination (SAFE) and ask if the Volunteer would like to understand the process involved in the host country.
  - If necessary or the Volunteer requests more information, explain the process for conducting a SAFE in the host country (including who is authorized to conduct the SAFE and where it will be done).
    - If, at your post, having a SAFE requires notification to law enforcement or otherwise triggers an criminal investigation, explain this to the Volunteer and confirm that she understands that, if she chooses to have a SAFE, the report can no longer remain a restricted report.
    - If, at your post, having a SAFE does not require notification to law enforcement or otherwise trigger an official investigation, explain to the Volunteer that, if she elects chooses to have a SAFE, the report can remain a restricted report.

- If the Volunteer chooses to have a SAFE, refer to Sexual Assault Forensic Examination (SAFE) (Annex VIII) to complete the SAFE.

☐ For cases in which (1) the perpetrator is another Volunteer or a Peace Corps staff member and (2) the assault took place in a building or on land used by the U.S. government or in a residence used by a Volunteer, a U.S. government employee or other U.S. government personnel, the Volunteer may have the right to have a SAFE under U.S. laws. Consult with the SSM before beginning the SAFE exam. Refer to Annex VIII for further guidance.

**Explanation of the Sexual Assault Response Liaison**

☐ Explain that a SARL is available, at the Volunteer's request, who can accompany the Volunteer through the in-country response, which may include:

- Meetings with Peace Corps staff;
- Making a report to law enforcement and any additional meetings with law enforcement;
- Appointments with a local medical provider (e.g., SAFE); or
- Attending court proceedings.

☐ Determine if the Volunteer would like to have a SARL assigned to her. Explain to the Volunteer that the SARL will only be in contact with the Volunteer if she chooses to use the services of the SARL.

**Explanation of Restricted and Standard Reporting Options**

☐ Explain to the Volunteer that all reports of a sexual assault are initially treated as restricted reports. This means that, as long as the report remains a restricted report, no report will be made to law enforcement and no personally identifying information about the Volunteer (such as her name and location) or details of the assault will be shared beyond a limited set of designated staff at post (SSM, PCMO, and SARL) and at Headquarters (Designated Security Specialist and Victim Advocate). The Country Director will not be notified about details of the assault under a restricted report or the identity of the Volunteer. The Country Director will be told the type of assault, where it happened in general geographical terms, and if the Volunteer requested services.

☐ Give the Volunteer the Services and Reporting Information Sheet (see Annex I) and a copy of the Volunteer Preference Form (see Annex II) and ask the Volunteer to review them.

**Reporting to Local Law Enforcement**

☐ Ask the Volunteer if she would like to report the assault to local law enforcement. Remind the Volunteer that she can decide whether to report to law enforcement at a later time. Explain that delays in reporting to law enforcement may result in certain forensic evidence being lost, which may make a future prosecution more difficult.

- ☐ Inform the Volunteer that, if she has additional questions or needs additional information concerning law enforcement and prosecutorial options, the SSM will be available to answer questions. If more information is necessary, the Peace Corps will hire a lawyer to advise the Volunteer.

- ☐ Should the Volunteer elect to report to law enforcement, remind her that the report will be converted into a standard report, and other Peace Corps staff with a specific need to know, including the Country Director, will be informed of the report.

- ☐ For cases in which (1) the perpetrator is another Volunteer or a Peace Corps staff member and (2) the assault took place in a building or on land used by the U.S. government or in a residence used by a Volunteer, a U.S. government employee or other U.S. government personnel, the Volunteer may have legal and prosecutorial options in the U.S. (if unsure ask the SSM to arrange with the OGC Duty Lawyer to hire a U.S. lawyer to advise the Volunteer on her legal and prosecutorial options in the U.S.). Refer to Annex XV for further guidance
- ☐ If the law enforcement report must be made in the location where the incident occurred, send appropriate staff (PCMO, SSM, or SARL) to support the Volunteer. Bring necessary supplies, including the sexual assault "go-bag."

**Immediate Response Plan**

- ☐ Develop an immediate response plan with the SSM and other Designated Staff.
- ☐ In consultation with the SSM and the on-duty SARL, assess the circumstances of the assault and determine if there are any serious or imminent threats to the health or safety of the Volunteer or others using the Serious or Imminent Threat Assessment (SITA) Tool (see Annex IV).
    - In cases where you believe there is a serious or imminent threat to the health of the Volunteer or others is perceived **(other than in an emergency as set out below)**, immediately contact the OMS Duty Officer at +1-202-692-1028.

    - **In an emergency, you may, without consulting in advance with the OMS Duty Officer, disclose Restricted Information to other individuals or organizations to the limited extent that is necessary to adequately prevent or lessen the threat to health of the Volunteer or others.** An emergency is a situation in which, due to the need to respond to a serious or imminent threat in a timely manner, it is not possible to consult in advance with the OMS Duty Officer. You should report any such emergency disclosure of Restricted Information as soon as possible to the OMS Duty Officer and the OGC Duty Lawyer.

**Travel and Hotel Arrangements**

- ☐ If appropriate, travel with the SSM or the SARL to the Volunteer's location.
    - If you are unable to travel to the Volunteer's location, coordinate with the medical assistant or Director of Management and Operations (DMO), to make transportation arrangements for the Volunteer without disclosing any information regarding the incident.

- In this case, ask the Volunteer if there is someone who can accompany the Volunteer. Every effort should be made to ensure that the Volunteer does not travel alone.
- If the incident occurred on a bus, in a taxi, or on some other form of transportation, make every effort to refrain from using a similar form of transportation.

☐ In coordination with the medical assistant or DMO, make hotel arrangements for the Volunteer in the event the Volunteer is going to be moved from site. You may use your medical assistant or DMO, to make hotel and other logistical arrangements for the Volunteer as long as you do not disclose any information regarding the incident.

- When possible, ask the Volunteer if she would like to stay in a hotel separate from one that is routinely used by Volunteers.
- When possible, ask the Volunteer if she would like a Volunteer peer or friend to stay with her at the hotel. If so, request a list of three or four Volunteer peers or friends that she would be comfortable with and for Peace Corps to reach out to. Designated Staff should determine the most appropriate person to accompany the Volunteer and reach out to determine availability.
- If the Country Director's authority is needed to assemble additional support for the Volunteer, you should notify the Country Director of such request. Unless one of the exceptions to restricted reporting applies, you may not provide the Country Director with Restricted Information.

## Continuing Support (24+ hours after report—based on Volunteer's need)

**Volunteer Reporting Preferences**

☐ Explain to the Volunteer that she may speak with a Victim Advocate. Facilitate access to Victim Advocate if requested at +1(202) 409-2704. Inform the Volunteer that Victim Advocates are part of the Designated Staff who respond to Volunteers that have been assaulted. Explain that a Victim Advocate will contact the Volunteer within 24-48 hours to make sure that the Volunteer understands the process and offer assistance if needed.

☐ Once the immediate critical medical and security needs are met and you are able to sit down and have a conversation with the Volunteer in a private and comfortable setting, discuss with her, in detail, the differences between restricted reporting and standard reporting, as well as the medical, counseling, legal and advocacy options that are available to her so that she is able to make an informed decision regarding the reporting services available to her.

- For this purpose, use the Services and Reporting Information Sheet (see Annex I) to review the information with the Volunteer. Provide the Volunteer with a copy if she did not receive one earlier in the process.
- Jointly review all items in the Services and Reporting Information Sheet (see Annex I) and answer the Volunteer's questions.

☐ If relevant, explain the Immunity Policy (MS 240 *Immunity from Peace Corps Disciplinary Action for Victims of Sexual Assault*).

☐ If relevant, for when the perpetrator is another Volunteer or Trainee, explain the Volunteer/Trainee Sexual Misconduct Policy (IPS 1-12 *Volunteer/Trainee Sexual Misconduct*).

- ☐ After all of the Volunteer's questions have been answered, ask the Volunteer if she would like the sexual assault to be treated as a restricted report or as a standard report. If the Volunteer is unable to make a decision at this point, continue to treat the report as restricted and continue to provide medical and security support services as needed.
- ☐ When appropriate, ask the Volunteer to review and sign the Volunteer Preference Form (see Annex II).
  - Reassure the Volunteer that at any time in the future, she may choose to change her reporting preference to standard by making a request to do so through the PCMO or SSM.
  - If it is not easy or feasible for the Volunteer to sign the Volunteer Preference Form (see Annex II) (e.g., because the Volunteer is not present to meet with you), you should note the Volunteer's preferences on the statement form and obtain the Volunteer's signature at the Volunteer's earliest convenience (this may be the next time the Volunteer comes to the office).
  - Retain the signed original of the Volunteer Preference Form (see Annex II) in the medical file (scan a copy into the appropriate file in PCMEDICS). Forward a scanned copy to the Office of Victim Advocacy and provide a copy to the Volunteer.
- ☐ If and when necessary, per the Volunteer request, update the Volunteer Preference Form (see Annex II) to reflect any changes the Volunteer makes. Volunteer must check, sign and date all changed appropriate fields.

**Notifying the OIG**

- ☐ If the perpetrator is another Volunteer or a Peace Corps staff member or contractor, remind the Volunteer that she may report the assault to OIG at +1 (202) 692-2915. Provide the Volunteer with a copy of the OIG information sheet *Prosecutorial Options for Volunteers When the Alleged Perpetrators are Other Volunteers, Trainees or Staff Members* (see Annex XV).

**Option to Medevac**

- ☐ In all cases of sexual assault, determine if the Volunteer wants a medevac or if you are going to recommend a medevac in accordance with MS 264 *Medical Evacuation*.
  - Determine if the Volunteer wishes to be accompanied on medevac by a staff member or if accompaniment is required for medical reasons.
  - If the Volunteer is going to be medevac'd, notify the Country Director but do not disclose any information about the reason for the medevac.
- ☐ If the Volunteer was medevac'd and is medically cleared to return to country, be sure all Designated Staff at post and the Country Director are notified when the Volunteer is scheduled to return. This would be done in concert with IHC at Headquarters with approximately one week advance notice to post. Arrange for transportation for the Volunteer upon her return to country.
- ☐ Ensure other Designated Staff and OHS (COU/IHS) are aware of any security, behavior, or health concerns you may have regarding the Volunteer's ability to return to service.
- ☐ Ensure the Volunteer has received the *TG 540 Sexual Assault Discharge Information and Instructions for Volunteers Form* before returning to site, or if she is being medevac'd or separated from service.

**Consolidated Agency Response System (CARS) Calls**

- ☐ If at any time you have concerns or questions arise regarding the ongoing response process at post or if you have concerns regarding the Volunteer's ability to continue in service, immediately request a Coordinated Agency Response System (CARS) call through the Victim Advocate +1 (202) 409-2704.
- ☐ Coordinate with Designated Staff at post and at Headquarters to discuss any legal actions that may coincide or conflict with scheduled medical or medevac actions.

**Ongoing Medical Care**

- ☐ Work with the Volunteer in developing a Medical Treatment Plan using TG 540 *Clinical Management of Sexual Violence* and follow TG 545 *Sexual Assault Mental Health Assessment and Care*.
- ☐ If the Volunteer remains at post (not medevac'd) or returns from her medevac, ensure that counseling options are discussed and a medical treatment plan is developed with the Volunteer.
- ☐ When all requested services have been provided to the Volunteer and she is medically cleared to return to site, notify the Country Director that the Volunteer is safe, medically cleared to return to site and that all services requested the Volunteer requested were provided. Do not provide the Country Director with any Restricted Information. Use the following template:

> ***"The [rape/aggravated sexual assault/sexual assault] that the SSM reported to you on [date] continues to be treated as a restricted report. The Volunteer is safe and all services requested by the Volunteer have been provided."***

**Developing a Safety Plan**

- ☐ Review the safety plan as submitted by the Victim Advocate and SSM. If needed or requested, assist the Designated Staff or Volunteer in developing a safety plan.

**OIG Requests for Records**

- ☐ If OIG requests any records related to a restricted report, refer to Sharing of Information from Restricted Reports with OIG (see Annex XVI).

# Safety and Security Manager (SSM)

## Immediate Response Phase (0-24 hours after report)

- ☐ Upon notice by the PCMO that a sexual assault was reported to post, notify the Country Director. However, you may not provide the Country Director with any details of the sexual assault other than the information on the classification of the assault (rape, aggravated sexual assault or sexual assault) and the general location of the sexual assault (e.g., residence, local establishment, public transportation)**.** Use the following template:

  ***"A [rape/aggravated sexual assault/sexual assault] has occurred and is being treated as a restricted report. The assault happened at a [e.g. residence/restaurant/bar/public transportation/taxi/other]. The Volunteer has (or has not) requested the services of the on-duty SARL. I will keep you posted on the progress of the case."***

- ☐ Develop an immediate response plan with the PCMO and other Designated Staff.
- ☐ In consultation with the PCMO and the SARL (if one is requested by the Volunteer) assess the circumstances of the assault and determine if there are any serious or imminent threats the safety of the Volunteer or others utilizing the Serious or Imminent Threat Assessment Tool (see Annex IV).
  - In cases of rape or aggravated sexual assault that occurred in the last 5 days or in other cases if you suspect there is a serious or imminent threat to the safety of the Volunteer or others, immediately contact the Designated Security Specialist at +1(202) 437-5159.
    - The Designated Security Specialist will review the circumstances of the assault with you and determine whether or not disclosure of Restricted Information to limited individuals or organizations is needed in order to adequately prevent or lessen a serious or imminent threat to the safety of the Volunteer or others.
    - Any disclosure of Restricted Information to persons other than members of the Designated Staff and outside medical professionals is subject to legal review and final concurrence by the OGC Duty Lawyer.
  - **In an emergency, you may, without consulting in advance with the Designated Security Specialist, disclose Restricted Information to other individuals or organizations to the limited extent that is necessary to adequately prevent or lessen the threat to the safety of the Volunteer or others.** An emergency is a situation in which, due to the need to respond to a serious or imminent threat in a timely fashion, it is not possible to consult with the Designated Security Specialist. You must report any such emergency disclosure of Restricted Information as soon as possible to the OGC Duty Lawyer.
  - In cases where Designated Staff does not perceive an imminent or serious threat and there is not a rape or aggravated sexual assault that happened within the last 5 days, notification of the event may be made through Consolidated Incident Reporting System (CIRS). CIRS reports must be submitted within 3 business days of when the event was first reported to post.

**Travel and Hotel Arrangements**

- ☐ If appropriate, travel with the PCMO and/or the SARL to the Volunteer's location.
- ☐ If you, the PCMO, or the SARL are unable to travel to the Volunteer's location, assist the PCMO in making transportation arrangements for the Volunteer if it is necessary for the Volunteer to travel to a regional office or post headquarters.
    - In this case, assist the PCMO in finding someone who can accompany the Volunteer (preferably another Volunteer or someone the Volunteer trusts). Every effort should be made to ensure that the Volunteer does not travel alone.
    - If the assault occurred on a bus, in a taxi, or on some other form of transportation, make every effort to refrain from using a similar form of transportation.

**Overview of the Legal Process and Hiring an Attorney**

- ☐ If requested or necessary, provide the Volunteer with a brief overview of the host country law enforcement and prosecutorial options. Explain to the Volunteer the process for reporting to law enforcement, including where the report would need to be filed. Explain to the Volunteer that she may at any time choose to report the incident to law enforcement and that Peace Corps will assist her in doing so. If the Volunteer is interested in reporting to law enforcement and wants to know more about her legal and prosecutorial options than you can answer, contact your Regional Attorney and follow Steps for Hiring a Local or US Lawyer (Annex X).

- ☐ If the Volunteer does not want to report to law enforcement at this time or requests more information in order to make a decision, assure her that she can change her mind at any time. Explain that if she chooses to not report to law enforcement now, certain forensic evidence may be lost, which may make prosecution more difficult.

- ☐ If the Volunteer elects to report to law enforcement, remind her that the report can no longer remain a restricted report and additional staff, including the Country Director, will need to be notified that the Volunteer reported a sexual assault if the staff has a specific need to know. Determine whether or not the report will need to be made where the assault occurred before moving the Volunteer.
    - If you need additional information regarding legal and prosecutorial options in the U.S., consult with the Designated Security Specialist.

**Volunteer Reporting Preferences**

- ☐ Once the immediate medical and security needs of the Volunteer are met, jointly determine with the PCMO who will review the Services and Reporting Information Sheet (see Annex I) and Volunteer Preference Form (see Annex II) with the Volunteer. The conversation should take place in a private setting where you can discuss with her, in detail, the differences between restricted reporting and standard reporting, as well as the medical, counseling, legal and advocacy options that are available to her so that she is able to make an informed decision regarding the reporting services available to her.

- For this purpose, use the Services and Reporting Information Sheet (see Annex I).
- If appropriate, provide the Volunteer with a copy of the Services and Reporting Information Sheet (see Annex I) and jointly review with the Volunteer all items in the document.

## Continuing Support (24+ hours after report—based on Volunteer's need)

**Notifications and Response Plan**

- ☐ Ensure updates to the CIRS report are filed and that all relevant updates are included as new information is obtained about the assault or if the assault status changes.
- ☐ If medevac'd, coordinate logistical support with Designated Staff for the Volunteer when she returns to service (e.g. pick-up at the airport, hotel arrangements, travel back to site, etc.).

**Post Incident Assessment**

- ☐ Refer to and complete the post incident assessment utilizing the Post Incident Assessment Tool (PIA) (see Annex VI). If a deeper assessment is required, conduct the assessment and provide findings to the Designated Security Specialist and PCMO to determine if there are ongoing risks to the Volunteer or others. Make recommendations as appropriate.
- ☐ Work with the PCMO and Victim Advocate to determine the best way to provide information from the SITA and PIA back to the Volunteer if deemed necessary.

**Notifying the OIG**

- ☐ If the perpetrator is another Volunteer, a Peace Corps staff member, or Peace Corps contractor, remind the Volunteer that she may report the assault to OIG at +1(202) 692-2915.
- ☐ Provide the Volunteer with a copy of the OIG information sheet *Prosecutorial Options for Volunteers When the Alleged Perpetrators are Other Volunteers, Trainees or Staff Members* (see Annex XV).
- ☐ Inform the Volunteer that if she reports the incident to OIG or other law enforcement, the report will be converted into a standard report and the Country Director and others who have a specific need to know will be notified that the Volunteer reported a sexual assault.
- ☐ The Volunteer may at any time report concerns or allegations regarding mismanagement of the sexual assault incident to OIG at +1(202) 692-2915 without the restricted report being converted into a standard report. If the Volunteer does so, OIG may initiate and carry out a review of those concerns or allegations.

**Consolidated Agency Response System (CARS) Calls**

- ☐ Any recommendation regarding the Volunteer's continued service at site or in country must be shared with other Designated Staff members at post and at Headquarters. If at any time you have concerns or questions regarding the ongoing response process at post or if you have concerns regarding the Volunteer's continued service, immediately request a CARS call through the Victim Advocate +1 (202) 409-2704.

**Ongoing Overview of the Legal Process and Hiring an Attorney**

- ☐ Continue to ensure the Volunteer has received an overview of the law enforcement and prosecutorial options.
- ☐ If the Volunteer requests to speak to a lawyer, contact the OGC Duty Lawyer and follow Steps for Hiring a Local or US Lawyer (Annex X).

**Developing a Safety Plan**

- ☐ Assist in the development of the Safety Plan (if needed) (see Annex VII).
- ☐ Check in with the Volunteer as established in the safety plan.

**OIG Requests for Records**

- ☐ If OIG requests any records related to a restricted report, refer to Sharing of Information from Restricted Reports with OIG (see Annex XVI) for guidance.

# Sexual Assault Response Liaison (SARL)[3]

## Immediate Response Phase (0-24 hours after report)

- ☐ Ensure the Volunteer is safe, and if necessary, coordinate with the PCMO and SSM to move the Volunteer to a safe environment.
- ☐ Participate in discussions with Designated Staff pertinent to the in-country response plan.
- ☐ If requested by Designated Staff, make arrangements to travel with the PCMO and/or SSM.
- ☐ If requested by the Volunteer, accompany the Volunteer to meetings with Peace Corps staff, law enforcement or lawyer, or to medical appointments including the SAFE.

## Continuing Support (24+ hours after report—based on Volunteer's need)

- ☐ Provide updates to the Victim Advocate and other Designated Team members as necessary (e.g., refer legal questions to SSM, contact the PCMO if the Volunteer appears to be having problems sleeping or eating, etc.).
- ☐ If requested, continue accompanying the Volunteer to meetings with Peace Corps staff, law enforcement or local lawyer, or to medical appointments, and through the in-country response (e.g., during the SAFE exam, reporting to police, attending court hearings, or meeting with embassy officials, etc.).
- ☐ Participate as a member of the Coordinated Agency Response System (CARS) team and join CARS calls as required or necessary.
- ☐ Share information that affects the ongoing health or security of the Volunteer with Designated Staff.

**OIG Requests for Records**

- ☐ If OIG requests any records related to a restricted report, refer to Sharing of Information from Restricted Reports with OIG (see Annex XVI) for guidance.

[3] If the Volunteer has requested the services of a SARL.

# Victim Advocate

## Immediate Response Phase (0-24 hours after report)

- ☐ Email the Volunteer to notify them of OVA's services and of the Victim Advocate's intention to call the Volunteer in the near future.
- ☐ If the sexual assault report is made directly to a Victim Advocate, the Victim Advocate will notify the appropriate post PCMO and the Designated Security Specialist. In cases of a standard report, the Victim Advocate will notify appropriate post and Headquarters staff.
- ☐ Coordinate with the appropriate staff at post and Headquarters, and assist in the development of the immediate response plan, when necessary.
- ☐ If requested, coordinate CARS call with Designated Staff.

**Discussing Exceptions to Restricted Reporting**

- ☐ If the OGC Duty Lawyer notifies the Office of Victim Advocacy that an exception (involuntary conversion from restricted to standard reporting) is authorized under section 4.4(a)(ii) of MS 243, a Victim Advocate will notify the Volunteer, orally and in writing, about the decision to convert the report to a standard report, along with the identities of the individuals to whom such disclosure is to be made, and, to the extent possible, the reasons for the conversion.
- ☐ If the OGC Duty Lawyer notifies the Office of Victim Advocacy of a court order or statute requiring disclosure of Restricted Information, notify the Volunteer of the decision to disclose the information and whether, as a result of such disclosure, the restricted report will be converted into a standard report.
- ☐ Such notice of conversion required by Peace Corps (as opposed to a conversion because of the Volunteer's choice of services and type of reporting) should be given, if possible, before any such disclosure of information is made in order to give the Volunteer an opportunity to challenge such disclosure.
- ☐ If counseling services are requested by the Volunteer, notify the PCMO of the request via SFTP. Request permission from the Volunteer to follow-up with the Volunteer to ensure counseling services have been provided. If there is any immediate concern, contact the COU or IHC for assistance.
- ☐ Participate in Coordinated Agency Response System (CARS) meetings and calls as required or necessary.

## Continuing Support (24+ hours after report—based on Volunteer's need)

- ☐ Ensure the Volunteer has access to and receives the support services outlined in *MS 243 Responding to Sexual Assault*, *TG 540 Clinical Management of Sexual Violence*, *TG 545 Sexual Assault Mental Health Assessment and Care*, and *MS 264 Medical Evacuation* in a timely fashion.
- ☐ Ensure the Volunteer has been informed of available support services, including option of medevac, which must be discussed with COU. Communicate Volunteer's choices to appropriate staff. Ensure relevant staff are aware of and take into consideration the choices of the Volunteer regarding support services, medevac, and continued service or site changes.

- ☐ If the Volunteer is on medevac or respite leave, update the Volunteer, as necessary or as requested, on the progress of the Volunteer's case. More specifically, she should be provided with any information that might affect her safety at site or continuation of service. With the Volunteer's consent, the Designated Team at post should be copied on messages or summaries of telephone calls to ensure that all parties are aware of the key points discussed and any agreements reached.
- ☐ Inform the Volunteer that she will receive a survey to evaluate the way Peace Corps assisted the Volunteer.
- ☐ Work with the PCMO and SSM to determine the best way to provide information from the SITA and PIA back to the Volunteer if deemed necessary.

**Consolidated Agency Response System (CARS) Calls**

- ☐ Participate as necessary or required as a member of the CARS team.
- ☐ If the Volunteer requests a site change, coordinate a CARS call with Designated Staff. Be sure that the Volunteer understands that this will convert the restricted report into a standard report.
- ☐ If at any time you have concerns or questions regarding the ongoing response process at post or if you have concerns regarding the Volunteer's continued service immediately request a CARS call. CARS calls should also be requested if you are made aware of substantive Volunteer concerns that require the collaboration of post or Headquarters staff.

**Option to Medevac**

- ☐ If the Volunteer is medevac'd:
  - Confirm with the Volunteer that she has been provided the option of a Peace Corps staff member to accompany her.
  - Coordinate logistics with OHS to include, if medevac'd to DC, airport pick-up and accompaniment to lodging.
  - Provide the Designated Staff with regular updates regarding the Volunteer's status.
  - If the Volunteer is medically cleared, coordinate the return to service with appropriate Post staff (see MS 264).
- ☐ Provide timely updates to the Volunteer or RPCV regarding ongoing criminal investigation, prosecution, safety, or administrative issues that may arise during a medevac.

**Early Separation of Service**

- ☐ Determine if the Volunteer desires to continue service, especially if she has expressed a desire to return to site. Confirm with the Volunteer that she is aware of the options available for continued or early termination of service.
- ☐ For Volunteers who are on medevac or who have separated from service, provide timely updates regarding the ongoing status of the case.
- ☐ In cases of early separation, assist with the transition from service by ensuring the Volunteer receives their personal belongings, receives their readjustment allowance, and Description of Service.
- ☐ If a Volunteer's service is ending, coordinate with Post-Service Unit to assist Volunteer with FECA claims, if necessary.

**Developing a Safety Plan**

- ☐ Work with the Volunteer to develop a safety plan (if needed) in coordination with the other Designated Staff.
- ☐ Convene a CARS call with the Designated Staff to ensure all necessary actions have been taken.

**Notification by OIG of Sexual Assault Incident**

- ☐ If OIG notifies you that it has independently received information about a sexual assault incident, advise OIG whether the incident is the subject of a restricted report. If so:
  - Inform the Volunteer that OIG has received independent information about the incident.
  - Determine whether the Volunteer would like to be contacted by OIG and whether Designated Staff may release the Volunteer's first and last name, home or other physical address, contact information and social security number and explicit details of the sexual assault to OIG.
  - If the Volunteer agrees to be contacted by OIG and for information to be released to OIG, ask the Volunteer to review and sign an Authorization to Disclose Information to OIG (see Annex XII).
- ☐ At an appropriate time, ask the Volunteer whether the Volunteer agrees to being contacted by OIG in the future for the purpose of discussing the services received by the Volunteer.
  - Explain to the Volunteer that any follow-up contact will initially be made by the Office of Victim Advocacy and that the Volunteer will have the opportunity to decide at that time whether the Volunteer wants to be contacted by OIG.
  - Ask the Volunteer to review and sign the Authorization for OIG to Contact Volunteer (see Annex XI).
  - Obtain a safe contact telephone number and email address from the Volunteer and record it in the Volunteer's case file.

# Designated Security Specialist

## Immediate Response Phase (0-24 hours after report)

- ☐ Review Legal Environment Survey for post. The OGC Regional Attorney may contact you or the Administrative Officer in the Office of Safety and Security, via email, to advise you of any expenditure for the retention of a lawyer for the Volunteer.

- ☐ Review circumstances surrounding the assault with Designated Staff to determine the extent of any serious or imminent threats to the safety of the Volunteer or others.

- ☐ In cases where you determine that there is a serious or imminent threat to the safety of the Volunteer or others that requires disclosure of Restricted Information to non-Designated Staff, contact the OGC Duty Lawyer to request legal review and final concurrence for disclosure of Restricted Information under the exception in paragraph 4.4(a)(ii) of MS 243.

- ☐ In limited circumstances when additional assistance is needed in determining whether or not there is a serious or imminent threat to the safety of the Volunteer or others, you may consult with the appropriate PCSSO if one or more of the following conditions are met:
    - There are cultural rules or norms that you are unfamiliar with that may have a direct bearing on the ongoing safety of the Volunteer; or
    - There are concerns about the particular environment or geographic location where the event occurred that may have a bearing on the ongoing safety of the Volunteer; or
    - When you and the SSM are unable to determine if a serious or imminent threat is present and would benefit from the PCSSO's analysis.

## Continuing Support (24+ hours after report—based on Volunteer's need)

- ☐ Coordinate a CARS call with the Designated Staff, and if necessary the PCSSO, to discuss safety and security matters.
- ☐ Notify the Victim Advocate of any updates regarding the Volunteer's ongoing security.
- ☐ If necessary, convene a Coordinated Agency Response System (CARS) call with Designated Staff at post and Headquarters to discuss issues or concerns surrounding the assault or the Volunteer's ongoing safety.
- ☐ Assist the Victim Advocate and post staff in developing a safety plan (if needed).
- ☐ Ensure Consolidated Incident Reporting System (CIRS) report has been properly submitted and relevant updates incorporated.
- ☐ Participate in a case review with the Designated Staff to ensure that all necessary actions have been taken.

### OIG Requests for Records

- ☐ If OIG requests any records related to a Restricted Report, refer to Sharing of Information from Restricted Reports with OIG (see Annex XVI) for guidance.

# OMS Duty Officer

- ☐ If contacted by the PCMO, review circumstances surrounding the assault with the PCMO to determine the extent of any serious or imminent threats to the health of the Volunteer or others utilizing the Serious or Imminent Threat Assessment Tool (see Annex IV).
    - Ensure that the PCMO makes the SSM or Designated Security Specialist aware of any real or perceived threats to the Volunteer's safety.
        - Notify the SSM and Designated Security Specialist if the assault is a case of domestic or intimate partner violence.
- ☐ Notify the SSM and Designated Security Specialist if perpetrator lives or works near the Volunteer's site. In cases where you determine that there is a serious or imminent threat to the health of the Volunteer or others that requires disclosure of Restricted Information to non-Designated Staff, contact the OGC Duty Lawyer to request legal review and final concurrence for disclosure of Restricted Information under MS 243, paragraph 4.4(a)(ii).

# International Health Coordinator (IHC)

## Immediate Response Phase (0-24 hours after report)

- ☐ When requested, assist and support the PCMO with the medical and SAFE exam, clinical assessment, necessary interventions, and the development of a medical treatment plan for the Volunteer.
- ☐ If the Volunteer has been given a SAFE in accordance with U.S. law, follow the instructions in Annex VIII for handling the SAFE kit.
- ☐ Participate as a member of the Coordinated Agency Response System (CARS) Team.
- ☐ Coordinate with COU for the provision of counseling services for the Volunteer while in country if necessary.
- ☐ If at any time you have concerns or questions regarding the ongoing response process at post or if you have concerns regarding the Volunteer's continued service, immediately request a CARS call through the Victim Advocate +1 (202) 409-2704.

## Continuing Support (24+ hours after report—based on Volunteer's need)

- ☐ If the Volunteer medevacs, coordinate with the PCMO, Medevac Team Lead, Medevac Program Specialist and OVA regarding travel arrangements, accommodations and any additional individualized support that may be required by the Volunteer.
    - Ensure OVA is provided with the itinerary of the Volunteer so that airport pick-up can be arranged by OVA.
    - Serve as the clinical case manager responsible for coordinating the medical and mental health care of Volunteers who are medevac'd.
    - Coordinate with COU for the provision of services by outside mental health providers, as appropriate for medevac to home of record, or in Washington, DC.
    - Coordinate with OVA regarding the Volunteer's medevac status, ability to medically clear and overall disposition while on medevac.
    - Ensure post is kept up-to-date on any pertinent issues related to the Volunteer's status and likelihood of continuing service.
    - Coordinate with OVA, OSS, and appropriate post staff on return of Volunteer, if medically cleared. Notify post of Volunteer's return approximately one week in advance of her arrival.
    - Coordinate with Post Service Unit on contacting the Volunteer to provide information regarding post service health benefits and FECA related information if the Volunteer separates from service during medevac.

If the Volunteer remains in country, and early separates, in coordination with the Post-Service Unit, assist the PCMO in providing information to the Volunteer regarding clinical care options within Peace Corps, post-service health care benefits and FECA related information.

**OIG Request for Records**

- ☐ If OIG requests any records related to a restricted report, refer to Sharing of Information from Restricted Reports with OIG (see Annex XVI) for guidance.

# Peace Corps Safety and Security Officer

## Immediate Response Phase (0-24 hours after report)

- ☐ When requested, assist and support the Designated Security Specialist guidance with determining whether or not there is a serious or imminent threat to the safety of the Volunteer.
- ☐ Provide cultural, regional, and local understanding of the safety precautions that may be needed after a sexual assault incident.
- ☐ When requested, participate as a member of the Coordinated Agency Response System (CARS) Team.

## Continuing Support (24+ hours after report—based on Volunteer's need)

**OIG Request for Records**

- ☐ If OIG requests any records related to a restricted report, refer to Sharing of Information from Restricted Reports with OIG (see Annex XVI) for guidance.

# Country Director

## Immediate Response Phase (0-24 hours after report)

- ☐ Upon notification from PCMO, the Country Director will inform the Regional Security Officer as soon as possible that a sexual assault took place in-country and the Volunteer has opted for a restricted report. The Country Director will only provide the Regional Security Officer the type of assault (rape, aggravated sexual assault, or sexual assault) and category of the location of sexual assault (e.g., residence, local establishment, public transportation).
- ☐ Make resources available to Designated Staff if requested (e.g., Peace Corps vehicle when needed).

## Continuing Support (24+ hours after report—based on Volunteer's need)

**OIG Request for Records**

- ☐ If OIG requests any records related to a restricted report, refer to Sharing of Information from Restricted Reports with OIG (see Annex XVI) for guidance.

# OGC Regional Attorney

- ☐ Provide general legal guidance as requested by Designated Staff at post and Headquarters.
- ☐ Advise the OGC Regional Attorney on matters relating hiring a lawyer to provide advice to the Volunteer on law enforcement and prosecutorial options. See Steps for Hiring a Local or US Lawyer (Annex X)

**Determination of exception for disclosure of Restricted Information**

- ☐ When requested by the Designated Security Specialist or OHS staff, determine if a proposed disclosure of Restricted Information is authorized under the exception in paragraph 4.4(a)(ii) of MS 243 for a serious or imminent threat to the health or safety of the Volunteer or others. Notify the Designated Security Specialist or OMS Duty Officer and the Victim Advocate in writing. In making that determination, you must give considerable weight to the choices of the Volunteer. The Volunteer's choices should only be overturned if there is persuasive evidence of a serious or imminent threat that cannot be prevented or lessened without such a disclosure of Restricted Information. Consultation with the Office of Victim Advocacy is suggested to ensure that the Volunteer's preferences are considered.
- ☐ Determine if, and to what extent, a disclosure of Restricted Information is required in order to comply with an order of a state or Federal court or with a Federal or state statute.
    - For purposes of applying the exception contained in paragraph 4.4(a)(iv) of MS 243, a disclosure is required by Federal or state statute only if that statute expressly requires for mandatory reporting of sexual assaults specifically within that particular jurisdiction. Any such statute shall be construed interpreted as narrowly as possible to limit the amount and type of information disclosed in order to honor the preferences of the Volunteer.
    - No such disclosure may be made by Designated Staff without the prior written approval of the OGC Duty Lawyer.
    - Any such disclosure will be coordinated by the OGC Duty Lawyer.
    - Determine whether, as a result of such disclosure, the restricted report must be converted into a standard report. This will depend on the nature of the disclosure and the circumstances.
    - Notify OVA of the court order or statute requiring disclosure of Restricted Information, the decision to disclose the information and whether, as a result of such disclosure, the restricted report will be converted into a standard report.

# STANDARD REPORTING

**Important note:** A Volunteer's report of sexual assault is considered a restricted report until the Volunteer exercises the option to make the report a standard report or until it is otherwise converted into a standard report in accordance with these Procedures. In the Immediate Response Phase, a report will likely be restricted unless the Volunteer has indicated on the initial call that she wishes to report the assault to law enforcement.

Any decision by the Volunteer to exercise the option to make the report a standard report should be documented in a Volunteer Preference Form. If it is not practicable for the Volunteer to sign the Volunteer Preference Form (e.g., because the Volunteer is not present to meet with a member of Designated Staff), the Volunteer's preferences should be noted on the statement form **and the Volunteer's signature should be obtained as soon as practicable**.

This section assumes that the Volunteer has exercised the option to make the report a standard report or the report has otherwise been converted into a standard report. **If the Volunteer has not yet exercised her option to make the report a standard report and it has not otherwise been converted into a standard report, please go to the section on Restricted Reporting.**

# Peace Corps Medical Officer (PCMO)

**If the Volunteer has not yet exercised her option to make the report a standard report and it has not otherwise been converted into a standard report, please go to the section on Restricted Reporting.**

## Immediate Response Phase (0-24 hours after report)

- ☐ As soon as you are notified of a sexual assault, immediately contact the Volunteer.
- ☐ Assess the Volunteer's health and safety.
- ☐ Confirm the Volunteer's contact information and location.
- ☐ Ask if the Volunteer is alone and if she would like someone to be with her (e.g. neighbor, friend). If so, assist in making those arrangements.
- ☐ Briefly assess by phone the extent of physical injury (e.g. profuse bleeding, severe pain, etc.) and follow TG 540 *Clinical Management of Sexual Violence,* Attachment D or E, PCSAE Female or Male Sexual Assault Form. If you must travel to the Volunteer's location, bring necessary supplies, including the sexual assault "go-bag" and a printed copy of the appropriate PCSAE Female or Male Sexual Assault Form.
- ☐ Determine the need for urgent mental health assessment and/or intervention following TG 545 *Mental Health*.
- ☐ Unless in an emergency or imminent threat of bodily harm, ask the Volunteer not to go to the hospital or law enforcement until Peace Corps staff arrives if warranted. Instruct Volunteer to contact you (or other Designated Staff) if the medical and/or safety condition changes before staff arrive.
- ☐ To the extent possible, assess the circumstances surrounding the assault. Do not force the Volunteer to discuss the details if she is reluctant to do so.
- ☐ Depending on the circumstances of the assault, explain how to preserve evidence to protect future options. Ask the Volunteer not to urinate or use the bathroom, douche, shower, bathe, rinse her mouth, brush her teeth, eat or drink, wash her hands, or clean under her fingernails. Ask the Volunteer not to wash or dispose of clothing worn at the time of the assault. If the Volunteer chooses to change into fresh clothes, instruct the Volunteer to put all clothing worn at the time of the assault in a bag (paper, cloth, mesh) or a pillow case. Remind theVolunteer to put on a pair of undergarments to potentially preserve evidence that may still be contained on her body.
- ☐ Notify the Country Director, the SSM and, if requested by the Volunteer, the on-duty SARL that a sexual assault has taken place and that a standard report has been filed.
    - You may provide the Country Director with Restricted Information (including medically confidential information) if the Country Director has a specific need to know that information in order to perform specific tasks that are part of the official duties of the Country Director.
    - Only disclose to the Country Director the minimum information necessary for the Country Director to perform the required tasks. Typically, this will include the Volunteer's name and basic facts related to the assault, but not medically confidential information.
- ☐ Notify the Office of Victim Advocacy via +1 (202) 409-2704.

- ☐ If needed, contact OMS or COU via the OMS Duty Officer at +1(202) 692-1028.

**Sexual Assault Forensic Examination (SAFE)**

- ☐ Explain the purpose of a Sexual Assault Forensic Examination (SAFE) and ask if the Volunteer would like to understand more of the process in the hosting country.
  - If necessary or the Volunteer requests more information, explain the process for conducting a SAFE in the host country (including who is authorized to conduct the SAFE and where it will be done).
    - If, at your post, having a SAFE requires notification to law enforcement or otherwise triggers an criminal investigation, explain this to the Volunteer and confirm that she understands that, if she chooses to have a SAFE, the report can no longer remain a restricted report.
    - If, at your post, having a SAFE does not require notification to law enforcement or otherwise trigger an official investigation, explain to the Volunteer that, if she chooses to have a SAFE, the report can remain a restricted report.
    - If the Volunteer chooses to have a SAFE, refer to Sexual Assault Forensic Examination (SAFE) (Annex VIII) to complete the SAFE.
- ☐ For cases in which (1) the perpetrator is another Volunteer or a Peace Corps staff member and (2) the assault took place in a building or on land used by the U.S. government or in a residence used by a Volunteer, a U.S. government employee or other U.S. government personnel, the Volunteer may have the right to have a SAFE according to U.S. law. Consult with the OIG before conducting a SAFE. Refer to Annex VIII for further guidance.

## Explanation of the Sexual Assault Response Liaison

- ☐ Explain that a SARL is available who can, at the Volunteer's request, accompany the Volunteer through the in-country response, which may include:
  - Meetings with Peace Corps staff;
  - Making a report to the law enforcement and any additional meetings with police;
  - An appointment with a local medical provider for a SAFE; or
  - Attending court proceedings.
- ☐ Determine if the Volunteer would like to have a SARL assigned to her. Explain to the Volunteer that the SARL will only be notified if she chooses to use the services of the SARL.

## Explanation of Standard Reporting Services

- ☐ Explain to the Volunteer that she will be provided with appropriate health care, including a clinical examination, PEP and STI prevention and pregnancy testing as necessary, as well as the option to speak with a counselor.
- ☐ Give the Volunteer the Services and Reporting Information Sheet (see Annex I) and a copy of the Volunteer Preference Form (see Annex II) and ask the Volunteer to review them.

**Reporting to Local Law Enforcement**

- ☐ Ask the Volunteer if she would like to report the assault to local law enforcement. Remind the Volunteer that if she isn't sure, she can decide whether to report to law enforcement at a later time. Explain that if she chooses to not report to law enforcement now, certain forensic evidence may be lost, which may make prosecution more difficult.

- ☐ Inform the Volunteer that, if she has additional questions or needs additional information concerning law enforcement and prosecutorial options, the SSM will be available to answer questions. If more information is necessary, the Peace Corps will hire a lawyer to advise the Volunteer.

- ☐ If the law enforcement report must be made in the location where the incident occurred, send appropriate staff (PCMO, SSM, or SARL) to support the Volunteer. Bring necessary supplies, including the sexual assault "go-bag."

  For cases in which (1) the perpetrator is another Volunteer or a Peace Corps staff member and (2) the assault took place in a building or on land used by the U.S. government or in a residence used by a Volunteer, a U.S. government employee or other U.S. government personnel, the Volunteer may have legal and prosecutorial options in the U.S. (if unsure ask the CD who may reach out to the OIG. Refer to Annex XV for further guidance.

**Immediate Response Plan**

- ☐ Develop an immediate response plan with the Country Director and the SSM. The Country Director will coordinate the response.
- ☐ Make arrangements to travel to the Volunteer's location with the SSM and/or SARL if warranted.
  - If you are unable to travel to the Volunteer's location, coordinate with the SSM and/or SARL to make transportation arrangements for the Volunteer.
    - In this case, ask the Volunteer if there is someone who can accompany the Volunteer. Every effort should be made to ensure that the Volunteer does not travel alone.
    - If the assault occurred on a bus, in a taxi, or on some other form of transportation, make every effort to refrain from using a similar form of transportation.
- ☐ In coordination with the SSM, make hotel arrangements for the Volunteer in the event the Volunteer is going to be moved from site. You may use your medical assistant to make hotel and other logistical arrangements for the Volunteer as long as you do not disclose any information regarding the incident.
  - When possible, ask the Volunteer if she would like to stay in a hotel separate from one that is routinely used by Volunteers.
  - When possible, ask the Volunteer if she would like a Volunteer peer or friend to stay with her at the hotel.
- ☐ After speaking with the Volunteer, if necessary notify OMS Duty Officer for further guidance on the clinical management of the case.

## Continuing Support (24+ hours after report—based on Volunteer's need)

**Volunteer Reporting Preferences**

- ☐ Explain to the Volunteer that she may speak with a Victim Advocate. Facilitate access to a Victim Advocate if requested at +1(202) 409-2704. Inform the Volunteer that Victim Advocates are part of the Designated Staff who respond to Volunteers that have been assaulted. Explain that a Victim Advocate will contact the Volunteer within 24-48 hours to make sure that the Volunteer understands the process and offer assistance if needed.
- ☐ Once the immediate critical medical and security needs are met and you are able to sit down and have a conversation with the Volunteer in a private and comfortable setting, discuss with her, in detail, the differences between restricted reporting and standard reporting, as well as the medical, counseling, legal and advocacy options that are available to her so that she is able to make an informed decision regarding the reporting services available to her.
    - For this purpose, use the Services and Reporting Information Sheet (see Annex I) to review the information with the Volunteer. Provide the Volunteer with a copy if she did not receive one earlier in the process.
    - Jointly review all items in the Services and Reporting Information Sheet and answer the Volunteer's questions.
- ☐ If relevant, for when the perpetrator is another Volunteer or Trainee, explain that there is a policy Volunteer/Trainee Sexual Misconduct Policy *(IPS 1-12 Volunteer/Trainee Sexual Misconduct)* that the Country Director will go over.
- ☐ If relevant, explain the Immunity Policy (MS 240 Immunity from Peace Corps Disciplinary Action for Victims of Sexual Assault).
- ☐ Explain to the Volunteer that she may at any time choose to report the incident to law enforcement.
- ☐ Provide the Volunteer with a brief overview of the host country law enforcement and prosecutorial options, as well as the option to report to the OIG at +1-202-692-2915 if the perpetrator was a member of staff or another Volunteer. Explain to the Volunteer the process for reporting to the police, including where the report would need to be made.
    - If the Volunteer has questions or needs further information about law enforcement and prosecutorial options, involve the SSM as necessary.
- ☐ When appropriate, ask the Volunteer to review and sign the Volunteer Preference Form (see Annex II).
    - Reassure the Volunteer that at any time in the future, she may choose to change her reporting preference to standard by making a request to do so through the Volunteer Advocate or the PCMO.
    - If it is not easy or feasible for the Volunteer to sign the Volunteer Preference Form (see Annex II) (e.g., because the Volunteer is not present to meet with you), you should note the Volunteer's preferences on the statement form and obtain the Volunteer's signature at the Volunteer's earliest convenience (this may be the next time the Volunteer comes to the office).
    - Retain the signed original of the Volunteer Preference Form (see Annex II)in the medical file (scan a copy into the appropriate file in PCMEDICS). Forward a scanned copy to the Office of Victim Advocacy and provide a copy to the Volunteer.

- ☐ If and when necessary, per the Volunteer request, update the Volunteer Preference Form (see Annex II) to reflect any changes the Volunteer makes. The Volunteer must check, sign and date all changed appropriate fields.

**Notifying the OIG**

- ☐ If the perpetrator is another Volunteer or a Peace Corps staff member or contractor, remind the Volunteer that she may report the assault to OIG at +1-202-692-2915 and provide the Volunteer with a copy of the OIG information sheet *Prosecutorial Options for Volunteers When the Alleged Perpetrators are Other Volunteers, Trainees or Staff Members*.

**Option of Medevac**

- ☐ In all cases of sexual assault, determine if the Volunteer wants a medevac or if you are going to recommend a medevac in accordance with MS 264 *Medical Evacuation*.
  - Determine if the Volunteer wishes to be accompanied on medevac by a staff member or if accompaniment is required for medical reasons.
  - If the Volunteer is going to be medevac'd, notify the Country Director.
- ☐ If the Volunteer was medevac'd and is medically cleared to return to country, be sure all Designated Staff at post and the Country Director are notified when the Volunteer is scheduled to return. This would be done in concert with IHC at Headquarters with approximately one week advance notice to post. Arrange for transportation for the Volunteer upon her return to country.
- ☐ Ensure other Designated Staff and OHS (COU/IHS) are aware of any security, behavior, or health concerns you may have regarding the Volunteer's ability to return to service.
- ☐ Ensure the Volunteer has received the *TG 540 Sexual Assault Discharge Information and Instructions for Volunteers Form* before returning to site, or if she is being medevac'd or separated from service.

**Consolidated Agency Response System (CARS) Calls**

- ☐ If at any time you have concerns or questions arise regarding the ongoing response process at post or if you have concerns regarding the Volunteer's ability to continue in service, immediately request a Coordinated Agency Response System (CARS) call through the Victim Advocate +1 (202) 409-2704.
- ☐ Coordinate with appropriate staff at post and at Headquarters to discuss any legal actions that may coincide or conflict with scheduled medical or medevac actions.

## Ongoing Medical Care

- ☐ Work with the Volunteer in developing a Medical Treatment Plan using TG 540 *Clinical Management of Sexual Violence* and follow TG 545 *Sexual Assault Mental Health Assessment and Care*.
- ☐ Provide updates to the Country Director and other staff as appropriate regarding the Volunteer's medical status. Do not extend medical confidentiality to the Country Director or other staff with regard to particular information unless they have a specific need to know that information in order to perform specific tasks that are part of their official duties.

# Safety and Security Manager (SSM)

## Immediate Response Phase (0-24 hours after report)

### Notifications and Response Plan

- ☐ Develop an immediate response plan with the Country Director and PCMO.
- ☐ In consultation with the Country Director and PCMO, assess the circumstances of the assault and determine if there are any serious or imminent threats to the health or safety of the Volunteer or others utilizing the *Serious or Imminent Threat Assessment Tool* (see Annex IV)
- ☐ If appropriate, travel with the PCMO and/or the SARL to the Volunteer's location.
    - If you, the PCMO and the SARL are unable to travel to the Volunteer's location, coordinate with the Country Director in making transportation arrangements for the Volunteer.
        - In this case, assist the Country Director and PCMO in finding someone who can accompany the Volunteer (preferably another Volunteer or someone the Volunteer trusts). Every effort should be made to ensure that the Volunteer does not travel alone.
        - If the assault occurred on a bus, in a taxi, or on some other form of transportation, make every effort to refrain from using a similar form of transportation.
- ☐ In coordination with the Country Director and PCMO, make hotel arrangements for the Volunteer in the event the Volunteer is going to be moved from site.
    - When possible, ask the Volunteer if she would like to stay in a hotel separate from one that is routinely used by Volunteers.
    - When possible, ask the Volunteer if she would like a Volunteer peer or friend to stay with her at the hotel.

### Overview of the legal process and hiring an attorney

- ☐ Review the Legal Environment Survey and ensure you understand the process for reporting to law enforcement in the host country and options in the host country for prosecuting the offender.
    - Notify the Country Director and PCMO as to whether or not the report will need to be made where the assault occurred before moving the Volunteer.
    - Discuss law enforcement and prosecutorial options with the Country Director and PCMO and be prepared to assist them in providing information on law enforcement and prosecutorial options to the Volunteer if requested.
    - If you need additional information regarding legal and prosecutorial options in the U.S., consult with the Designated Security Specialist.

- ☐ If the Volunteer requests a lawyer either locally or in the U.S., coordinate with the Country Director and notify your OGC Regional Attorney that a lawyer is needed to provide advice to the Volunteer on available law enforcement and prosecutorial options. See *Steps for Hiring a Local or U.S. Lawyer* (Annex X).
- ☐ If the Volunteer wishes to report to law enforcement, accompany the Volunteer (along with the SARL, if requested) to the police station or, when not possible, arrange for another appropriate staff person to do so.
- ☐ As necessary, contact law enforcement to leverage support and resources.

## Continuing Support (24+ hours after report—based on Volunteer's need)

**Notifications and Response Plan**

- ☐ Ensure updates to the CIRS report are filed and that all relevant updates are included as new information is obtained about the assault or if the assault status changes.
- ☐ If medevac'd, coordinate logistical support with Designated Staff for the Volunteer when she returns to service (e.g. pick-up at the airport, hotel arrangements, travel back to site, etc.).
- ☐ If the Volunteer chooses to file a complaint with law enforcement, notify the Country Director and other relevant staff.
    - Ensure the Volunteer is accompanied to all ongoing law enforcement or court proceedings by an appropriate staff person.
    - If the Volunteer is in country, provide regular updates to the Volunteer on the status of the case, even if there is nothing new to report.
    - Provide regular updates on the status of the case to the Designated Security Specialist.

**Post Incident Assessment**

- ☐ Initiate the post incident assessment utilizing the *Post Incident Assessment Tool* (see Annex VI) Provide findings to the Country Director, Peace Corps Safety and Security Officer, Designated Security Specialist and PCMO to determine if there are ongoing risks to the Volunteer or others.
- ☐ Any recommendation regarding the Volunteer's continued service at site or in country must be shared with the Country Director. If at any time you have concerns or questions regarding the ongoing response process at post or if you have concerns regarding the Volunteer's continued service, immediately request a Coordinated Agency Response System (CARS) call through the Country Director or Victim Advocate.

**Ongoing Overview of the Legal Process and Hiring an Attorney**

- ☐ Continue to ensure the Volunteer has received an overview of the law enforcement and prosecutorial options.
- ☐ If the Volunteer requests to speak to a lawyer, contact your OGC Regional Attorney and follow *Steps for Hiring a Local or US Lawyer* (Annex X).

**Developing a Safety Plan**

- ☐ Assist in the development of the *Safety Plan* (if needed) (see Annex VII).
- ☐ Check in with the Volunteer as established in the safety plan.

# Sexual Assault Response Liaison (SARL)[4]

## Immediate Response Phase (0-24 hours after report)

- ☐ Make arrangements to travel with the PCMO and SSM to the Volunteer's location.
- ☐ If necessary, ensure that the Volunteer is moved to a safe environment.
- ☐ If requested by the Volunteer, accompany the Volunteer to meetings with Peace Corps staff, law enforcement, local lawyer, or medical appointments including the SAFE.
- ☐ Participate in Coordinated Agency Response System (CARS) calls as required or necessary.

## Continuing Support (24+ hours after report—based on Volunteer's need)

- ☐ If requested by the Volunteer, accompany the Volunteer through the in-country response (e.g., during the medical or SAFE exam, reporting to police, attending court hearings, meeting with Peace Corps staff or embassy officials , etc.)
- ☐ Participate in discussions with appropriate staff pertinent to the in-country response plan.
- ☐ Share information that affects the ongoing health or security of the Volunteer with appropriate staff.
- ☐ Provide updates to the Victim Advocate.
- ☐ Participate as a member of the CARS team as appropriate.

[4] If the Volunteer has requested the services of a SARL.

# Country Director

## Immediate Response Phase (0-24 hours after report)

- ☐ As Team Lead, coordinate with the PCMO, SSM, and, SARL (if requested by the Volunteer) and develop a response plan. To the extent possible, obtain updates regarding the general status of the Volunteer, circumstances of the assault, and whether or not the Volunteer wants to report to law enforcement from the PCMO and SSM. Updates should be limited to that information necessary to complete specific tasks that are part of your official duties.
- ☐ In consultation with the PCMO, the SSM and the SARL (if one is requested by the Volunteer), assess the circumstances of the assault and determine if there are any serious or imminent threats to the health or safety of the Volunteer or others utilizing the *Serious or Imminent Threat Assessment Tool* (see Annex IV).
- ☐ In cases of rape or aggravated sexual assault that has occurred in the last 5 days immediately contact the Designated Security Specialist in the Office of Safety and Security at +1(202) 437-5159 and the Regional Security Officer.
    - **In an emergency, do not attempt to contact the Designated Security Specialist before taking action to prevent or lessen the threat to the safety of the Volunteer or others. Once action has been taken to safeguard the Volunteer or others, notify the Designated Security Specialist**.
- ☐ For all other assaults, notification can be made through Consolidated Incident Reporting System (CIRS). CIRS reports must be submitted within 3 business days from when the assault was first reported to post.
- ☐ Review your post's Legal Environment Survey.
- ☐ In the event another Volunteer, staff member, or contractor is accused of committing the assault:
    - Immediately notify the OIG at +1(202) 692-2915.
    - Refrain from interviewing the Volunteer or the alleged perpetrator.
    - Keep the Volunteer and the alleged perpetrator separate.
- ☐ In the event another Volunteer is accused of committing the assault, inform the Volunteer who reported the assault of IPS 1-12 *Volunteer/Trainee Sexual Misconduct*. If the Volunteer wishes to file a complaint under IPS 1-12, follow the IPS 1-12 *Procedures for Handling Complaints of Volunteer/Trainee Sexual Misconduct*.
- ☐ Ensure transportation and lodging arrangements have been made for the Volunteer.
    - When possible, confirm that the PCMO has asked the Volunteer if she would like to stay in a hotel separate from one that is routinely used by Volunteers.
- ☐ In the event of a policy violation that occurred leading up to or during the assault, confirm that the Volunteer has been informed of the Immunity Policy (refer to MS 240 *Immunity from Peace Corps Disciplinary Action for Victims of Sexual Assault*). Do not take any administrative action related to the violation.
- ☐ If the Volunteer requests advice from a lawyer, notify the SSM, who will arrange with your OGC regional Attorney for hiring of a lawyer.

- ☐ Ensure that the SSM and SARL (if requested), or when not possible, an appropriate Peace Corps staff member, continues to accompany the Volunteer to all ongoing law enforcement or legal proceedings.
- ☐ Ensure the Volunteer has been provided with the contact information for the Victim Advocate +1(202) 409-2704.
- ☐ If at any time you have concerns or questions regarding the ongoing response process at post or if you have concerns regarding the Volunteer's continued service, immediately request a Coordinated Agency Response System (CARS) call through the Victim Advocate.

## Continuing Support (24+ hours after report—based on Volunteer's need)

- ☐ Ensure the *Post Incident Assessment* (see Annex V) is being conducted utilizing the *Post Incident Assessment Tool* (see Annex VI) and all appropriate staff members have been updated. Determine if there are ongoing risks to the Volunteer or others.
- ☐ If at any time you have concerns or questions regarding the ongoing response process at post or if you have concerns regarding the Volunteer's continued service, immediately request a CARS call through the Victim Advocate.
- ☐ If the Volunteer requests advice from a lawyer, notify the SSM, who will arrange with your OGC Regional Attorney Duty for hiring of a lawyer.
- ☐ Ensure that the SSM and SARL (if requested), or another appropriate Peace Corps staff member, accompanies the Volunteer to all law enforcement or legal proceedings.
- ☐ Ensure you are receiving timely updates from the PCMO and SSM regarding the Volunteer's medical and security status, but only request information that you have a specific need to know in order to perform specific tasks that are part of your official duties.
- ☐ Ensure frequent updates are being provided to the Volunteer, even if there is nothing new to report.
- ☐ Be prepared to address rumors or concerns expressed by other Volunteers without disclosing any Restricted Information or any other information pertaining to the Volunteer.
    - The Victim Advocate can provide support and assistance in this area.
    - As needed, consult with your OGC Regional Attorney to obtain advice on compliance with applicable law, including HIPAA and the Privacy Act.
- ☐ Contact COU if other Volunteers are emotionally or psychologically impacted.
- ☐ Provide timely updates to the Designated Security Specialist, the Victim Advocate, and Region.
- ☐ If the perpetrator is another Volunteer or a Peace Corps staff member or contractor, coordinate with OIG.

# Victim Advocate

## Immediate Response Phase (0-24 hours after report)

- ☐ If the Sexual Assault report is made directly to a Victim Advocate, the Victim Advocate will notify the post PCMO and the Designated Security Specialist.
- ☐ Coordinate with the appropriate staff at post and Headquarters and assist in the development of the immediate response plan when necessary.
- ☐ Email the Volunteer to notify them of OVA's services and of OVA's intention to call the Volunteer in the near future.
- ☐ Ensure the Volunteer's choices and concerns are relayed to the Country Director or other relevant staff.
- ☐ If counseling services are requested by the Volunteer, notify IHC/SANE, COU, and PCMO of the request. Follow up with Volunteer to ensure counseling services have been provided.
- ☐ If requested, coordinate Coordinated Agency Response System (CARS) calls.
- ☐ Participate in CARS calls as required or necessary.

## Continuing Support (24+ hours after report—based on Volunteer's need)

- ☐ Ensure the Volunteer has access to and receives the support services outlined in MS 243 *Responding to Sexual Assault*, TG 540 *Clinical Management of Sexual Violence*, TG 545 *Sexual Assault Mental Health Assessment and Care*, and MS 264 *Medical Evacuation* in a timely fashion.
- ☐ Ensure the Volunteer has been informed of available support services, including medevac options, which must be discussed with COU. Communicate Volunteer's choices to appropriate staff. Ensure relevant staff are aware of and take into consideration the choices of the Volunteer regarding support services, medevac, and continued service or site changes.
- ☐ If the Volunteer is on medevac or respite leave, update the Volunteer, as necessary or as requested, on the progress of the Volunteer's case. More specifically, she should be provided with any information that might affect her safety at site or continuation of service. With the Volunteer's consent, the Designated Team at post should be copied on messages or summaries of telephone calls to ensure that all parties are aware of the key points discussed and any agreements reached.
- ☐ Inform the Volunteer that she will receive a survey to evaluate the way Peace Corps assisted the Volunteer.

**Option to Medevac**

- ☐ If the Volunteer is medevac'd:
  - Confirm with the Volunteer that she has been provided the option of a Peace Corps staff member to accompany her.
  - Coordinate logistics with OHS to include, if medevac'd to DC, airport pick-up and accompaniment to lodging.

- Provide the Designated Staff with regular updates regarding the Volunteer's status.
- If the Volunteer is medically cleared, coordinate the return to service with appropriate Post staff (see MS 264).

☐ Provide updates to the Volunteer regarding ongoing legal, safety or administrative issues that may arise during a medevac.

**Consolidated Agency Response System (CARS) Calls**

☐ Coordinate CARS calls as requested and participate as necessary or required as a member of the CARS team.

☐ If the Volunteer requests a site change, coordinate a CARS call with Designated Staff. Be sure that the Volunteer understands that this will convert the restricted report into a standard report.

☐ If at any time you have concerns or questions regarding the ongoing response process at post or if you have concerns regarding the Volunteer's continued service immediately request a CARS call. CARS calls should also be requested if you are made aware of substantive Volunteer concerns that require the collaboration of post or Headquarters staff.

**Developing a Safety Plan**

☐ Work with the Volunteer to develop a safety plan (if needed) in coordination with the other Designated Staff.

☐ Convene a CARS call with the Designated Staff to ensure all necessary actions have been taken.

**Early Separation of Service**

☐ Determine if the Volunteer desires to continue service, especially if she has expressed a desire to return to site. Confirm with the Volunteer that she is aware of the options available for continued or early termination of service.

☐ For Volunteers who are on medevac or who have separated from service, provide timely updates regarding the ongoing status of the case.

☐ In cases of early separation, assist with the transition from service by ensuring the Volunteer receives her personal belongings, receives their readjustment allowance, and submits the Description of Service to the Country Director.

☐ If a Volunteer's service is ending, coordinate with Post-Service Unit to assist Volunteer with FECA claims, if necessary.

# Designated Security Specialist

## Immediate Response Phase (0-24 hours after report)

- ☐ Review circumstances surrounding the assault with the Country Director and other staff members as necessary to determine the extent of any serious or imminent threats to the health or safety of the Volunteer or others. In the event of a serious or imminent threat, provide guidance on appropriate actions to take.
- ☐ Review Legal Environment Survey with the Country Director and discuss law enforcement and prosecutorial procedures as necessary. Your OGC Regional Attorney may contact you or the Administrative Officer in the Office of Safety and Security, via email, to advise you of any expenditure for the retention of a lawyer for the Volunteer.
- ☐ Instruct post to take steps to protect crime scene or possible evidence as necessary.
- ☐ In the event another Volunteer, staff member, or contractor is accused of committing the assault, confirm that OIG has been notified.
- ☐ Notify appropriate staff members at Headquarters and if necessary, the Diplomatic Security, Criminal Investigative Liaison Office.
- ☐ Notify PCSSO within 24 hours and request assistance as necessary.
- ☐ When necessary, coordinate response plan with Victim Advocate and Region.
- ☐ If at any time you have concerns or questions regarding the ongoing response process at post or if you have concerns regarding the Volunteer's continued service, immediately request a CARS call through the Victim Advocate.

## Continuing Support (24+ hours after report—based on Volunteer's need)

- ☐ Coordinate with Country Director, PCSSO, SSM, RSO and others to discuss the security situation and identify any actions that may need to be taken to support or further the investigative and or prosecutorial process.
- ☐ If needed, request assistance from Criminal Investigative Liaison Branch .
- ☐ If at any time you have concerns or questions regarding the ongoing response process at post or if you have concerns regarding the Volunteer's continued service, immediately request a Coordinated Agency Response System (CARS) call through the Victim Advocate.
- ☐ Assist in the development of the Volunteer's safety plan.
- ☐ If a Volunteer decides to move forward with pursuing one or more of the law enforcement or prosecutorial options, coordinate with post and your OGC Regional Attorney to retain a lawyer in accordance with MS 774 *Retention of Counsel and Payment of Related Expenses Overseas*.
- ☐ Provide updates to the Office of Victim Advocacy, Region and OHS as necessary.
- ☐ If the perpetrator is another Volunteer or a Peace Corps staff member or contractor, coordinate with OIG.

# OMS Duty Officer

- ☐ Review circumstances surrounding the assault with the PCMO to determine the extent of any serious or imminent threats to the health of the Volunteer or others.

# International Health Coordinator (IHC)

## Immediate Response Phase (0-24 hours after report)

- ☐ When requested, assist and support the PCMO to include guidance with the SAFE exam, assess for clinical interventions needed and develop a treatment plan for the Volunteer.
- ☐ Participate as a member of the Coordinated Agency Response System (CARS) Team.
- ☐ Coordinate with COU for the provision of counseling services for the Volunteer while in country if necessary.
- ☐ If at any time you have concerns or questions regarding the ongoing response process at post or if you have concerns regarding the Volunteer's continued service, immediately request a CARS call through the Victim Advocate.

## Continuing Support (24+ hours after report—based on Volunteer's need)

- ☐ If the Volunteer medevacs, coordinate with the PCMO, Medevac Team Lead, Medevac Program Specialist and OVA regarding travel arrangements, accommodations and any additional individualized support that may be required by the Volunteer.
    - Ensure OVA is provided with the itinerary of the Volunteer so that airport pick-up can be arranged by OVA.
    - Serve as the clinical case manager responsible for coordinating the medical and mental health care of Volunteers who are medevac'd.
    - Coordinate with COU for the provision of services by outside mental health providers, as appropriate for medevac to home of record, or in Washington, DC.
    - Coordinate with OVA regarding the Volunteer's medevac status, ability to medically clear and overall disposition while on medevac.
    - Ensure post is kept up-to-date on any pertinent issues related to the Volunteer's status and likelihood of continuing service.
    - Coordinate with OVA, OSS, and appropriate post staff on return of Volunteer, if medically cleared. Notify post of Volunteer's return approximately one week in advance of her arrival.
    - Coordinate with Post Service Unit on contacting the Volunteer to provide information regarding post service health benefits and FECA related information if the Volunteer separates from service during medevac.
- ☐ Assist and support the PCMO to include guidance with the SAFE exam, assessing for clinical interventions needed and developing a treatment plan for the Volunteer.
- ☐ If at any time you have concerns or questions regarding the ongoing response process at post or if you have concerns regarding the Volunteer's continued service, immediately request a CARS call through the Victim Advocate.
- ☐ Assist the PCMO in providing information to a Volunteer, in coordination with the Post-Service Unit, regarding clinical care options within Peace Corps and post-service health care benefits and FECA related information, if the Volunteer remains in country.

# Peace Corps Safety and Security Officer

- ☐ Review circumstances surrounding the sexual assault with the SSM and Designated Security Specialist to determine the extent of any serious or imminent threats to the safety of the Volunteer or others.

# OGC Regional Attorney

- ☐ Provide general legal guidance as requested by Designated Staff and the Country Director and advise the Country Director on compliance with applicable law, including HIPAA and the Privacy Act.
- ☐ If the Volunteer has requested advice from a lawyer on law enforcement and prosecutorial options, consult with the Duty Lawyer Handbook and follow the directions to contact one of the law firms/lawyers from pre-selected list to determine availability and interest in advising the Volunteer. (This procedure is to be used **only** for the purpose of hiring a lawyer to provide advice to the Volunteer on law enforcement and prosecutorial options. The regular procedure in MS 774 should be used to hire a lawyer to represent a Volunteer in legal proceedings after she has chosen to report to law enforcement.)
    - When the lawyer submits an invoice, forward the invoice to the SSM in order to obtain the SSM's certification of receipt of services.
    - Upon receipt of the SSM's certification, submit the lawyer's invoice to the Office of Global Accounts Payable for payment.
- ☐ If Volunteer decides to move forward with pursuing one or more of the law enforcement or prosecutorial options, assist the post in retaining legal counsel to represent the Volunteer in accordance with the provisions of MS 774.

# Regional Director

- ☐ If notified of the assault, ensure post has the resources necessary to adequately provide support services to the Volunteer.
- ☐ If at any time you have concerns or questions regarding the ongoing response process at post or if you have concerns regarding the Volunteer's continued service, immediately request a Coordinated Agency Response System (CARS) call through the Victim Advocate.
- ☐ Ensure that updates to appropriate staff (including senior agency management) are limited to that information necessary to perform specific tasks that are part of their official duties.
- ☐ As necessary, participate in CARS call.

# ANNEXES

## Services and Reporting Information Sheet

**This information sheet provides information is intended for staff and Volunteers. Some information should be reviewed within the first 24 hours of a reported incident and other information can wait until the Volunteer is prepared to review.**

Once a Volunteer's immediate critical medical and security needs are met, the PCMO will find an opportunity to speak with the Volunteer in a private setting.

In cases of a sexual assault, the Volunteer has various services available to her. Each service is provided by a different service provider which informs the reporting protocol.

The following services are available to a Volunteer who has been sexually assaulted and reports the sexual assault to Peace Corps:

- the option to make either a restricted report or a standard report;
- provision of a Sexual Assault Response Liaison (SARL) and a Victim Advocate;
- the ability to have a Sexual Assault Forensic Exam (SAFE) in accordance with applicable host country law (however, depending on local law, this may convert a restricted report to a standard report);
- emergency health care;
- counseling and psychiatric medication (if necessary);
- completion and implementation of a Safety Plan and a Medical Treatment Plan;
- evacuation for medical treatment accompanied by Designated Staff at your request and, when evacuated to the United States, to the extent practicable a choice of medical providers; and
- an explanation of the available law enforcement and prosecutorial options, including, for this purpose, legal advice of counsel.

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- assistance in making a report of the sexual assault to law enforcement authorities;
- assistance in any legal proceedings related to the sexual assault;
- retention of legal counsel to represent you in legal proceedings;
- the ability to report to and receive assistance from the Office of Inspector General (OIG) or the Office of Civil Rights and Diversity (OCRD);
- the ability to initiate formal Peace Corps administrative processes, including initiating a complaint of sexual misconduct by another Volunteer;
- consideration of site and/or host family changes;
- support and assistance from the Country Director and other non-Designated Staff; and
- any other services that are deemed necessary in the particular circumstances.

If a **service above the dotted line** is requested then the report is submitted as a **Restricted Report**.

If any **service from below** is selected then the report would be submitted as a **Standard Report**.

Only staff who are needed to provide a service will be engaged in a specific case and in all cases only the information critical to support her will be shared to provide the requested service.

There are two reporting protocols under which the incident will be submitted depending on the services requested.

**Standard Report**: This provides the Volunteer access to a full array of support services and options, including the opportunity to initiate an official investigation, while still maintaining to the extent possible the confidentiality of the information about the Volunteer and the sexual assault. Unlike with a restricted report, the Country Director, and potentially other staff with a specific need to know, will be informed of the minimum information necessary regarding either the incident or the Volunteer's identity in order to perform specific tasks that are part of their official duties

**Restricted Report**: This provides a Volunteer-driven alternative of confidentially reporting a sexual assault. The Volunteer can request certain specific support services, without dissemination of certain information about the Volunteer or the sexual assault beyond those who are directly providing services and without automatically triggering an official investigative process. The information provided by the Volunteer will not be used to begin an official investigation and no report will be made to law enforcement unless the Volunteer chooses to convert the restricted report into a standard report. This gives the Volunteer time and opportunity to fully explore the Volunteer's rights and options so that the Volunteer can make informed decisions without the pressure of an investigation or any legal processes. All incidents of sexual assault are initially treated as a restricted report, but Volunteer may choose at any time to convert it into a standard report.

**Conversion of a Restricted Report into a Standard Report**

All sexual assault reports are treated initially as restricted reports. A restricted report can be converted to a standard report at any time by the Volunteer or for limited reasons by Peace Corps.

When choosing a service which falls into the standard reporting protocol, for example, a site or host family change, the report will convert from a restricted report into a standard report.

Under certain circumstances a restricted report will be converted into a standard report by Peace Corps. The most common reason would be that Peace Corps determines there is a serious or imminent threat to the Volunteer or to others. The Peace Corps will make reasonable attempts to notify the Volunteer if it becomes necessary to disclose identity, other personally identifying information or the details of the sexual assault to anyone who is not a part of the Designated Staff.

A restricted report will also be converted into a standard report if:

- the Volunteer authorizes disclosure of PII or details of the sexual assault to the Country Director or other Peace Corps staff who are not Designated Staff members; or
- the Volunteer files a formal complaint of sexual misconduct by another Volunteer; or
- the Volunteer reports the sexual assault to law enforcement, the Office of Inspector General (OIG) or the Office of Civil Rights and Diversity (OCRD); or

- the Volunteer initiates a legal proceeding in respect of the sexual assault.

Depending on the circumstances, a restricted report may also be converted into a standard report if a disclosure of PII or details of the sexual assault is required in order to comply with an order of a state or Federal court or with a state or Federal statute.

Peace Corps will always make reasonable attempts to notify the Volunteer if it becomes necessary to disclose their identity, other personally identifying information or the details the sexual assault to anyone who is not a part of the Designated Staff.

**Disclosure of Personally Identifying Information (PII) and Details of the Sexual Assault**

The extent to which Peace Corps staff may disclose PII (including medically confidential information) and details of the sexual assault depends on what services are requested and who must be involved to provide the services.

Procedures are in place to insure that the most limited number of people will be informed of any details related to an incident.

Under restricted report:

- The staff member who might have been initially told about the sexual assault, if not a member of the Designated Staff, may not disclose any information regarding the sexual assault to anyone other than Designated Staff.
- Designated Staff may share PII and details of the sexual assault with other Designated Staff (other than the Designated Security Specialist at HQ). However, Designated Staff may only share medically confidential information with other Designated Staff if they have a specific need to know that information.
- The Country Director will provide non-PII details to the Regional Security Officer at the United States Embassy.
- The PCMO may not extend medical confidentiality to the Country Director, OIG, or any other staff member (other than Peace Corps medical staff). However, the PCMO will give very limited information to the Country Director that does not disclose any of your PII or any details of the sexual assault and the same information will be provided to OIG. OIG has provided assurances that this limited information will not be used to discover your identity or location or to initiate an investigation.
- On request by OIG, OIG will be provided with access to all information regarding the sexual assault, other than your first and last name, home or other physical address, contact information and social security number and other explicit details of the sexual assault (i.e., details of the sexual assault incident that are graphic, titillating or salacious and add little value to OIG's oversight process). OIG has agreed that:
    - it will not initiate an investigation of the underlying sexual assault incident unless and until the restricted report is converted into a standard report or it receives information about the incident from someone else;
    - it will not attempt to discover your identity or location;
    - it will not contact you without your consent; and

- it will conduct its oversight in such a manner so as not to disclose information concerning the incident to anyone other than Designated Staff.
- The PCMO and other Peace Corps medical staff may share PII and details of the sexual assault with outside medical professionals if necessary for the procurement or provision of services.

Under the standard reporting protocol:

- The Country Director will be informed that the Volunteer has reported a sexual assault.
- PII (including medically confidential information) and details of the sexual assault may be shared with both medical and non-medical Peace Corps staff if they have a specific need to know that information.
- PII and details of the sexual assault may be shared with outside medical professionals if necessary for the procurement or provision of services.
- Details of the sexual assault will be reported to OIG through the Peace Corps' Consolidated Incident Reporting System. In some circumstances, Peace Corps staff may also be required to report the sexual assault directly to OIG. They will also provide OIG with any information requested by OIG.
- Details of the sexual assault will be reported to the Regional Security Officer at the U.S. Embassy.
- Except to respond to requests for information from OIG, only the minimum information necessary for the Peace Corps staff to perform required tasks may be disclosed.

**Who are Designated Staff?**

**At post,** Peace Corps Medical Officers (PCMOs), Safety and Security Managers (SSMs) and Sexual Assault Response Liaisons (SARLs)* are Designated Staff

*Sexual Assault Response Liaison (SARL) is called upon only if the Volunteer requests. The SARL will accompany the Volunteer through the in-country response, including meetings, doctor appointments and potential travel to site.

**At Headquarters**, the Victim Advocate assigned to the case and the Designated Security Specialist are Designated Staff.

Although the Designated Security Specialist is a member of the Designated Staff, the Designated Security Specialist will be provided with your PII and details of the sexual assault only to the extent that there is a specific need to know that information in order to carry out that position's responsibilities in responding to the incident.

**Victim Advocate**

The Victim Advocate will contact a Volunteer by email within the first 24 hours of a report being submitted, followed by a call after the initial 24 hour period has passed.

The Victim Advocate can assist the Volunteer in:

- Understanding and accessing support services in Peace Corps.

- Making informed decisions by answering questions and addressing concerns related to Peace Corps policy, procedures, and law enforcement and judicial options.
- Ensuring Peace Corps staff is aware of, and take into consideration, the Volunteer's preferences regarding support and continued service at post.

**Immunity from Peace Corps Disciplinary Action for Volunteers of Sexual Assaults**

The Peace Corps will provide the Volunteer, as well as any witness who provides information or assistance in relation to the assault, with immunity for policy violations related to the incident. Further details of this policy are contained in MS 240.

# Volunteer Preference Form

## Volunteer Preference Form

*Staff Use Only*
CIRS #
[ ] New [ ] Updated

### DIRECTIONS

**1 – Discuss any health or safety concerns you have with your PCMO and SSM.**
**2 – Read this form. Your PCMO or SSM can help you answer any questions.**
**3 – On the back of this form, choose the services you want. You may request additional services at a later time.**
**4 – Choose the type of report you want (Standard or Restricted).**
**5 – Sign this form.**

### Frequently Asked Questions

**Will I get the services/type of reporting I want?**
Volunteer preferences are very important to Peace Corps. We strive to ensure that Volunteer choices are respected. In most Cases, Volunteers will receive all the services they request. When a volunteer is not able to receive a requested service, Peace Corps staff will explain the reasons why the requested service is not possible.

**What is the difference between a Restricted Report and a Standard Report?**
Both types of reports are confidential in nature. Until you provide Peace Corps with your preference, staff will treat your report as a restricted report.

- A Restricted Report limits your information to only those individuals who have a specific need-to-know that information in order to provide you with basic services (medical, mental health, or safety).
- A Standard Report allows you to access all of the same services offered through Restricted Reporting in addition to other support services such as filing a police report, switching host families, and changing to a new site. Because additional services may be requested, a standard report increases the number of people with a specific need-to-know.

Because Peace Corps staff members have a responsibility to protect not only you, but also other Volunteers, there are limited situations that require the agency to convert your report from a restricted report to a standard report. This is most likely in situations where staff determine there is a serious or imminent threat to the health or safety of you or another Volunteer that Peace Corps cannot mitigate without additional support or resources. Conversions of a report without a Volunteer's consent are rare; if a conversion occurs, you will be notified.

**Should I choose to file a standard or restricted report?**
The choice between a standard or restricted report is an individual one. Some services, however, can only be offered under standard reporting. Peace Corps believes it can best support you through standard reporting as it allows the agency to leverage additional resources and offer more services. The agency recognizes, however, that some Volunteers want minimal services or to limit the sharing of their personal information.

**What if I change my mind later?**
All reports are restricted reports unless a Volunteer chooses to file a standard report. A Volunteer can change from restricted to standard at any time by asking their PCMO or SSM to make the change. Once a report becomes standard, the report cannot be converted back to restricted because staff that might help provide additional standard report services will have been provided with basic information. Volunteers can request additional services at any time.

**What does "specific need-to-know" mean?**
A specific need-to-know means that someone is unable to perform a specific task that is a part of that individual's official Peace Corps duties without knowledge about the assault. Only service providers typically have a specific need-to-know and therefore have access to information about the assault as reported by you. All staff, regardless of the type of reporting, are to handle your information in a confidential manner.

A role may be mandated by Peace Corps policies and procedures, US law, or local laws. For example, a country director has a responsibility to know where each Volunteer is located and new site development requires time and resources managed by the country director. As such, a country director has a need-to-know when a Volunteer requests a site change. Persons with a specific need-to-know about your report are listed in the *Restricted and Standard Reporting Information Sheet*.

**What is a SARL?**
A SARL is a Sexual Assault Response Liaison. SARLs are typically Peace Corps staff that have gone through 40 hours of training in how to support Volunteers that have experienced a sexual assault. SARLs are available to assist in the in-country process. For example, if requested, a SARL might accompany you when traveling to an appointment with a local lawyer.

## NOTES

**If you have any questions about the services available to you or how Peace Corps responds to reports of sexual assault, please ask your PCMO or SSM.**

- The Peace Corps will not report an incident to law enforcement without your permission, unless there is a serious or imminent threat to you or others.
- Plans for medical evacuation are made in consultation with medical and counseling staff working with a Volunteer. If accompaniment is needed, a Peace Corps staff member typically travels with the Volunteer being medically evacuated.
- In some countries a sexual assault forensic exam (SAFE) exam requires that local law enforcement be notified. Your PCMO will tell you about any country-specific SAFE issues.
- The Peace Corps Office of Victim Advocacy (OVA) and the Peace Corps Office of Safety and Security (OSS) are notified of all incidents reported to staff.
- When one Volunteer assaults another Volunteer, or if a staff member or Peace Corps contractor is involved, additional policies apply. See the *Restricted and Standard Reporting Information Sheet* for additional information.

**SERVICES REQUESTED BY PEACE CORPS VOLUNTEER**
**Please fill in the blank circle completely for all services you are requesting**

### Services for both Restricted and Standard Reports

- ◯ No services requested
- ◯ Medical care (related to injury, pregnancy, or sexually transmitted infections)
- ◯ A sexual assault forensic exam (SAFE) to preserve evidence
- ◯ Counseling with a licensed mental health professional
- ◯ Medical evacuation
- ◯ Accompaniment during medical evacuation
- ◯ Safety planning
- ◯ Explanation of your legal options, including the opportunity to consult with a local lawyer
- ◯ Assistance in scheduling of and accompaniment to all local meetings, appointments and logistical needs (SARL assistance)
- ◯ Help understanding Peace Corps policies and procedures and ensuring that you receive the services requested (Victim Advocate assistance)

### Services only available with a Standard Report

- ◯ Consultation with my Country Director
- ◯ File a report with local law enforcement
- ◯ Site change
- ◯ Host family change
- ◯ Retention of local lawyer to represent your interest in legal proceedings
- ◯ File a sexual misconduct complaint against another Volunteer/Trainee (administrative hearing)
- ◯ Request the Peace Corps Office of Inspector General conduct an investigation
- ◯ Request the Peace Corps Office of Civil Rights and Diversity conduct an investigation

(Choose one) **I wish to file a:** ◯ **Standard Report** ◯ **Restricted Report**

I understand that the Peace Corps will treat all of my information as confidential. I understand the difference between restricted and standard reporting and have provided Peace Corps with a list of my immediate service-related desires related to the incident. I understand I can request additional services at a later time.

**Volunteer Signature:**_____ or [ ] By phone [ ] By email [ ] Text

**Staff Signature:**_____ **Title:**_____ **Date:**_____

# Determining If There Is a Serious or Imminent Threat

Following *ANY* sexual assault, an immediate assessment must be made to determine if there is a serious or imminent threat to the health or safety of the Volunteer who was the victim or to others. The assessment should be made utilizing the Serious or Imminent Threat Assessment Tool.

> "Serious or Imminent Threat" means a serious or imminent threat to the health or safety of the Volunteer or others, such as (i) any life threatening, or potentially life threatening condition or security situation, (ii) any condition or security situation that threatens loss of limb or other serious bodily harm, or (iii) any situation that has involved the Volunteer losing consciousness. A threat to health or safety would only be considered to be a Serious or Imminent Threat if it cannot be adequately prevented or lessened by the Designated Staff or the Volunteer and will require disclosure of Restricted Information to limited individuals or organizations to adequately prevent or lessen the substance of the threat to health or safety.

When assessing if there is a serious or imminent threat, first, consider the Volunteer's medical condition. If the Volunteer has suffered a major injury or lost consciousness then this probably represents a serious or imminent threat to the Volunteer's health. Begin working immediately to get medical assistance to the Volunteer. If you feel there is no way you can accomplish this without revealing Restricted Information, immediately contact the OMS Duty Officer at +1-202-692-1028.

Second, consider the threat posed by the situation. If the Volunteer is still in close proximity to the offender or if the Volunteer is in a situation that is threatening his or her safety, then this probably represents a serious or imminent threat to the safety of the Volunteer. Usually the most effective means of mitigating this will be to remove the Volunteer from that situation. Begin working immediately to remove the Volunteer from the area or, if the Volunteer can't leave, seek immediate assistance for the Volunteer. If you feel you there is no way you can accomplish this without revealing Restricted Information, immediately contact the Designated Security Specialist at +1-202-437-5159.

Third, consider whether the offender could still present a serious threat, even if the offender is not currently in close proximity to the Volunteer. Consider whether the offender knows where the Volunteer is and if the offender has the ability to get to the Volunteer. If the offender could reasonably get to a Volunteer, this probably represents a serious threat. Begin working immediately to safely move the Volunteer to some place where the offender will not be able to harm the Volunteer. If you feel you there is no way you can accomplish this without revealing Restricted Information, immediately contact the Designated Security Specialist at +1-202-437-5159.

Next, consider whether the offender could present a threat to other Volunteers. Depending on the nature of the assault, it might be possible that the offender could target other Volunteers in the area. If the offender might be likely to cause serious harm to other Volunteers, this probably represents a serious threat. Begin working immediately to safely move the Volunteers to some place where the offender will not be able to threaten them. If you feel you there is no way you can accomplish this without revealing Restricted Information, immediately contact the Designated Security Specialist at +1-202-437-5159.

**Lastly, determine if the threat to the health or safety of the Volunteer or others can be adequately prevented or lessened by Designated Staff or the Volunteer. If not, disclosure of Restricted Information may be authorized to limited individuals or organizations to adequately prevent or lessen the substance of the threat to health or safety.**

There may be times when it is difficult to ascertain whether or not there is a serious or imminent threat to the Volunteer or others based on the information obtained. In such circumstances, removal of the Volunteer from site may be warranted if:

- The perpetrator breaks in to the Volunteer's residence and sexually assaults the Volunteer.
- The perpetrator is a co-worker or host-family member.
- Post suspects the assault is the result of domestic violence or intimate partner violence.
- The perpetrator has threatened the Volunteer if a report of the assault is made to police or others, including Peace Corps.
- The Volunteer has requested that she be removed from site (**the PCV must be removed in this case**).
- The perpetrator knows the identity of the Volunteer or the location of the Volunteer's residence and has attempted to contact the Volunteer following the sexual assault.
- The Volunteer reveals the perpetrator has assaulted her before or committed other acts of violence.
- The perpetrator has engaged in behavior that constitutes stalking prior to or following the sexual assault.
- Community members witnessed the assault and took no action to stop or lessen the severity of the sexual assault.

**Removing a Volunteer from site in such circumstances does not automatically convert a restricted report to a standard report and Designated Staff must ensure that Restricted Information is not disseminated to anyone other than Designated Staff, Peace Corps medical staff and outside medical professionals at this time.**

# Serious or Imminent Threat Assessment Tool

## SERIOUS OR IMMINENT THREAT ASSESSMENT TOOL

This form should be used immediately following a physical assault, sexual assault, or stalking incident to determine if there is a serious or imminent threat to health or safety of the PCV or others. It should be used in conjunction with the MS 243 Procedures for Responding to Sexual Assaults, MS 461 Crimes Against Volunteers, and MS 242 Stalking Incidents (as applicable).

The SSM and PCMO should work together to complete the assessment. Once completed, the form must be printed, dated, and signed by the PCMO and SSM and filed by the SSM in their secure files. A completed SITA may be uploaded to the CARS CMS.

**Answer the questions below by checking the appropriate box and following the instructions.**

| CATEGORY | MEDICAL CRITERIA | THREAT | |
|---|---|---|---|
| **MEDICAL** | | **No** | **Yes** |
| | Does the PCV require hospitalization or surgery | ☐ | ☐ |
| | Did the PCV lose consciousness before, during, or after the assault | ☐ | ☐ |
| | Did the PCV suffer serious blows to the head or abdomen resulting in major injury | ☐ | ☐ |
| | Was strangulation involved | ☐ | ☐ |
| | Are the PCVs injuries or vital signs potentially life threatening | ☐ | ☐ |
| | Is loss of limb a possibility | ☐ | ☐ |
| | Do the PCVs injuries meet any of the criteria outlined in TG 212, Clinical Escalation Policy | ☐ | ☐ |
| | STOP: if you checked Yes for any of the medical criteria above this may be a Serious or Imminent Threat to the health of the PCV. Provide immediate medical care and complete the remainder of this checklist. | | |
| | For sexual assaults, if you cannot provide the needed medical care without revealing Restricted Information, contact the On Duty Medical Officer at +1 202-692-1028. | | |
| | If you did not check Yes to any of the criteria above, proceed to the next section. | | |

**PCMO Signature:** _____ **Date:** _____

**SSM Signature:** _____ **Date:** _____

**CIRS #:** _____ PC-2163

| | SECURITY CRITERIA | THREAT | |
|---|---|---|---|
| **Situation/Environment** | | **No** | **Yes** |
| | Is the PCV still in close proximity to the offender | ☐ | ☐ |
| | Does the PCV work or live with the offender | ☐ | ☐ |
| | Is the offender a boyfriend or girlfriend; host family member, or a counterpart | ☐ | ☐ |
| | Does the offender know where the PCV lives or works | ☐ | ☐ |
| | Did the offender threaten the PCV following the assault or stalking incident | ☐ | ☐ |
| | Has the offender harmed, threatened, or assaulted the PCV in the past | ☐ | ☐ |
| | Did the offender stalk the PCV prior to the assault or most recent stalking incident | ☐ | ☐ |
| | STOP: if you checked Yes for any of the situational criteria above this may be a Serious or Imminent Threat to the security of the PCV. Move the PCV to a place where the offender cannot contact or locate them and complete the remainder of this checklist. | | |
| | In cases of sexual assault, if you cannot provide the needed assistance without revealing Restricted Information, contact the Designated Security Specialist at 202-437-5159. For all cases of stalking, contact the PCSSO. | | |
| | If you did not check Yes to any of the criteria above, proceed to the next section | | |

| | SECURITY CRITERIA | THREAT | |
|---|---|---|---|
| **Other PCVs** | | **No** | **Yes** |
| | Is there reason to believe the offender may target other PCVs in the area | ☐ | ☐ |
| | Based on the nature of the incident, would other PCVs be at risk from this offender | ☐ | ☐ |
| | STOP: In cases of physical or sexual assault, if you checked Yes for any of the situational criteria above this may be a Serious or Imminent Threat to the security of OTHERS. Notify the Designated Security Specialist immediately at 202-437-5159. For all cases of stalking, contact the PCSSO. | | |
| | In cases of sexual assault, if you cannot provide the needed assistance without revealing Restricted Information, contact the Designated Security Specialist at 202-437-5159. | | |
| | If you did not check Yes to any of the criteria above, continue providing services outlined in the Procedures for Responding to Sexual Assault or IPS 1-13 *Procedures for Responding to Stalking Incidents* as appropriate. | | |

PC-2163

# Post Incident Assessment

In all cases of rape and aggravated sexual assault and in specific cases of sexual assault, a post incident assessment, utilizing the Post Incident Assessment Tool, must be conducted to determine whether there are any ongoing threats to the Volunteer or others. The post incident assessment will typically be conducted after an assessment has been made to determine if there is a serious or imminent threat. The nature and scope of the post incident assessment will initially be determined by the Volunteer's choice of either restricted or standard reporting. For restricted reports, assessments will be carried out by Designated Staff only. For standard reports, the Country Director will identify the appropriate staff for conducting the assessment. Any questions or concerns regarding the nature and scope of the assessment can be discussed with the Designated Security Specialist in the Office of Safety and Security, or in cases of standard reports, with the appropriate PCSSO. It is important to note that in cases were post believes there is an imminent threat to the volunteer, post must take immediate action (without Headquarters notification if necessary) to ensure the health and safety of the Volunteer or others, in accordance with SSI 202.

**For non-rape and non-aggravated sexual assaults, a post incident assessment must be conducted if any of the following conditions are met:**

- There are suspicions of domestic violence associated with the assault
- The sexual assault is perpetrated by a neighbor, host family member or coworker
- The assault occurred in the Volunteer's residence
- There is stalking behavior associated with the incident
- The assault occurred in PCV hotel, transit house or regional office

For all other sexual assault incidents that do not meet any of these criteria, post will make the determination as to whether a post incident assessment is warranted.

In cases of restricted reports, Designated Staff should make every effort to answer the questions outlined in the Post Incident Assessment Tool based solely on the Volunteer's description of the sexual assault taking care not to pressure the Volunteer for details. In standard cases, post may consult with relevant parties as necessary. Findings from the assessment must be discussed with the Designated Security Specialist, or in cases of standard reports, with the appropriate PCSSO, as soon as possible.

**DO NOT** attempt to interview witnesses (neighbors, host family members, coworkers or other Volunteers), collect evidence, or take any action that would disclose Restricted Information unless the Volunteer has made a standard report or OGC has approved the conversion of a restricted report to a standard report. **If the Volunteer has chosen to report to law enforcement or OIG, coordinate any interviews with them.**

# Post Incident Assessment (PIA) Tool

This tool provides a standardized set of questions to be addressed following sexual assaults or other serious incidents. A PIA may be completed for any type of crime incident. The tool is designed to assist post in the identification and analysis of ongoing threats to the Volunteer or others. Findings from the assessment must be discussed with the appropriate staff at post and at Headquarters before any final decision is made regarding the Volunteer's ongoing service.

Note: a PIA cannot be completed in place of a SITA. If a SITA is required, staff should complete the SITA prior to completing a PIA. The completed PIA should be kept in the SSM's files and may be uploaded to the CARS CMS.

**For Restricted Reports**, the Peace Corps Medical Officer (PCMO) and the Safety and Security Manager (SSM) will work together to answer all questions outlined in the PIA. In most cases, this information will be based solely on the Volunteer's description of the assault. **DO NOT** attempt to interview witnesses (neighbors, host family members, coworkers or other PCVS), collect evidence, notify law enforcement or other authorities or speak with non-designated staff, or take any action that would disclose Restricted Information unless the Volunteer has made a standard report or OGC has authorized the conversion of a restricted report to a standard report

For standard reports and incidents other than sexual assault, the country director should direct the appropriate staff at post to conduct the assessment. Findings from the assessment should be discussed with the appropriate staff at post and at HQ. It is important to note that in cases were post believes there is an imminent threat to the volunteer, post must take immediate action (without HQ notification if necessary) to ensure the health and safety of the Volunteer or others, in accordance with SSI 202.

| **Situational Factors** | **CIRS #** _____ |
|---|---|
| 1. What is the nature of the violence or threats that were used against the Volunteer? | |
| 2. Does the Volunteer know who the perpetrator is – or if not, can the Volunteer identify the perpetrator?<br><br>If "yes", was the alleged perpetrator a co-worker or host-family member? | |
| 3. What sort of previous contact or relationship existed between the perpetrator and Volunteer? | |
| 4. Has the perpetrator attempted to contact the Volunteer after the assault? Has the Volunteer attempted to contact the perpetrator after the assault? If yes, what type of contact (i.e.: text messages, email, phone calls, in person)? | |

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| |
|---|
| 5. Was there any history of stalking, threatening messages, prior assaults, or destruction of property directed at the Volunteer *BEFORE* the current incident?<br><br>If "yes", are those incidents linked to the current incident or the perpetrator? If so, how? |
| 6. Does the suspect know the identity of the Volunteer? Where the Volunteer lives or works?<br><br>If "yes", what steps can be taken to provide for the Volunteer's continued safety?<br><br>Did the perpetrator force his way into the Volunteer's home? |
| 7. Did the perpetrator make any threats towards the Volunteer if the Volunteer reports the incident to the police or others?<br><br>Does the Volunteer feel that the perpetrator could carry out these threats?<br><br>Does the Peace Corps think the perpetrator could carry out these threats? |
| 8. Is there any indication the incident is part of a pattern of domestic or intimate partner violence? |
| 9. Does the nature of the incident pose a threat to other Volunteers? If YES, how? |
| 10. How much influence does the perpetrator (or the perpetrator's family or friends) have in the community?<br><br>Does the perpetrator (or the perpetrator's family) have connections to or influence over the local law enforcement or other authorities?<br><br>Does the perpetrator (or the perpetrator's family) have connections to or influence over people with whom the Volunteer lives or works?<br><br>Does the perpetrator have links to organized crime or have a history of violent and/or illegal behavior? |

| 11. Are community members aware of the incident? If YES, what was their reaction? |
|---|
| 12. List any additional concerns, not yet addressed, that may affect the ongoing safety and security of the Volunteer as result of the incident. |
| 13. Did the Volunteer report the incident to law enforcement, or does the Volunteer intend to do so in the future?<br><br>If law enforcement is involved, how responsive are they being?<br><br>Has the perpetrator been arrested?<br><br>Can the perpetrator be released on bail?<br><br>Will the Volunteer or Peace Corps be notified before the perpetrator is released? |

| CONTACT NOTES |
|---|
| Was the DSS consulted?<br>Notes:<br><br>Was a PCSSO consulted?<br>Notes:<br><br>Was a RSO consulted?<br>Notes: |

# Safety Plans

Safety Plans are personalized, practical steps that can help Volunteers manage their personal security following an incident. Each safety plan is unique, and therefore, should be tailored to the circumstances of the incident and the needs of the Volunteer. Not all Volunteers or incidents require a safety plan. However, all Volunteers have a right to request a safety plan.

**Purpose of a Safety Plan**

- To assist the Volunteer in identifying strategies for mitigating on-going risks.
- To outline possible responses and resources in instances of potential future harm.
- To strengthen the partnership between the Volunteer and staff in promoting the Volunteer's on-going safety and security and well-being.
- To empower the Volunteer to reclaim a sense of safety and security by addressing safety and security needs and concerns.

**Safety Plans are NOT:**

- Safety plans cannot guarantee future safety of the Volunteer.
- Safety plans are not a behavioral contract, therefore, a Volunteer should never be asked to sign a safety plan or be told they will be held accountable to one.
- Safety plans are not meant to take the place of working with a mental health specialist to identify ways to cope with emotions and stressful situations which may arise in the aftermath of an incident. If the Volunteer would like such assistance, counseling can be arranged through the PCMO.

**When are Safety Plans Needed?**

- When requested by the Volunteer.
- When staff have identified an on-going security concern after conducting the Post Incident Assessment (PIA).

**Who Develops the Safety Plan?**

- Safety plans should be developed jointly by the Volunteer and appropriate staff.
- In Restricted Reports of sexual assaults, only Designated Staff are involved in safety planning with the Volunteer.
- For Standard Reports of sexual assault, stalking and other serious crimes, the Country Director should coordinate with a Victim Advocate, PCMO, SSM, and DSS or PCSSO to assist in the safety planning.

- When a Volunteer is on medevac, the Victim Advocate or the Designated Security Specialist may assist the Volunteer in developing the safety plan with input and concurrence from post.

**How is a Safety Plan Developed?**

When developing a safety plan with a Volunteer, it is important that staff ensure the plan covers the following three topics:

1) On-going risks and concerns associated with the incident,

2) Strategies on how to respond when a perceived threat is present, and

3) The Volunteer's safety and well-being.

- To assist the Volunteer in being prepared for the conversation, provide the Volunteer with advance notice of the purpose of the meeting and an overview of the safety planning process including the three topic areas. Encourage the Volunteer to think about issues of concern as well as possible strategies for addressing those issues.

- Staff participating in the conversation should be familiar with both the details of the incident and the Volunteer. Staff should feel free to offer suggestions if the Volunteer has difficulties or ask for assistance.

- Review the Post-Incident Assessment in order to identify areas of concern which should be addressed.

- Incorporate feedback from the PCMO, OHS/COU, Victim Advocate or other pertinent staff (only Designated Staff may be consulted if it is a Restricted Report) which may be critical to the Volunteer's safety and well-being. Use the *Safety Plan Conversation Guide* (see below) to identify the issues to be addressed during the safety planning conversation.

- Limit the number of staff members present during the conversation to no more than two so the Volunteer feels comfortable and not overwhelmed (preferably this should be staff that the Volunteer trusts and who will be understanding and patient).

- In all cases where a Volunteer has been removed from site and a safety plan has been requested or required, the Volunteer and staff should meet before the Volunteer returns to site.

**What Happens During the Safety Planning Conversation?**

When having this conversation with the Volunteer, remember, your goal is to empower Volunteers to make choices by providing the information they need to make informed decisions.

It is important that this be a collaborative process so the Volunteer does not feel they are being told what to do or blamed for the incident.

- Encourage the Volunteer to share any safety and security concerns related to the incident they may have and be sure you do the same.

- Once you have jointly identified areas of concern, ask the Volunteer to identify mitigating strategies or actions they may take to reduce any on-going safety and security concerns.
- Identify strategies or actions post may take to support the Volunteer in these efforts.
- If the Volunteer fails to identify or address a particular issue that post may have identified, ask them about the issue with open-ended questions, like "Have you thought about [insert issue]?"
- Be mindful that the Volunteer may have concerns of their own that you didn't identify beforehand. These are also valid and you should be willing to discuss them. Remember to listen carefully and be patient.
- Give the Volunteer plenty of time to think about their ideas. Do not interrupt when they are speaking and let them fully explore any ideas or suggestions they may have.
- The conversation should not be rushed so be sure both you and the Volunteer plan accordingly.
- If the Volunteer expresses a great deal of fear or anxiety, have a conversation about their interest in speaking to the PCMO or a therapist to assist the Volunteer in talking about these feelings.
- When you have finished developing and discussing the safety plan with the Volunteer, ask the Volunteer if they have any questions.
- It may be helpful to revisit key points to ensure clarity.
- Advise the Volunteer that safety planning is an on-going process. Over time, new concerns may arise that require adjusting the safety plan. Encourage Volunteers to let you know when their needs or circumstances change. The SSM will regularly check-in with the Volunteer and work with them to modify their safety plans to accommodate any changes.
- Volunteers are free to take notes, however, remind them of the importance of keeping their notes in a safe place to protect their privacy and security.

**How is a Safety Plan Completed?**

Attached you will find an outline of key topics (*Safety Plan Conversation Guide*) that can be discussed with the Volunteer It lists examples of both safety measure conversations and action items which can be utilized by staff and Volunteers.

Write up a summary, provide to SSM to be filed in their case file and forward to appropriate staff:

- Restricted Report: Only Designated Staff
- All other incidents: Country Director and PCSSO

Remember the *Safety Plan Conversation Guide* is intended to guide and help facilitate a conversation with the Volunteer. Each safety plan should be tailored to the circumstances of the incident and the needs and concerns of the Volunteer.

# Safety Plan Conversation Guide

This guide is intended to serve as a helpful tool for the Safety Planning conversation and includes some examples of concerns and concrete actions the PCV and Post can use in their safety plan discussion. Not all topics may be relevant. Depending upon the incident, there may also be additional safety and security measures that can be utilized by both volunteer and post.

***Your safety and security is always a primary concern for us. We want to support you in being and feeling safe before you go back to site or return to service.***

***What safety concerns do you have before returning to site or service?***

**Physical Safety**

*Concerns:*

Have you anticipated where and in which ways you might come into contact with the perpetrator and perpetrator's friends/family?

If you were to come into contact with the perpetrator and perpetrator's family/friends, have you thought about specific things you could do that might help you feel safe in that situation?

Have you thought about making a plan in case of emergencies of who you could call, where you could go, and how you could get there? How can Peace Corps assist you in developing this plan?

*Actions*:

- *Know where to go for help*
- *Have a way to alert neighbors/counterparts if there's a problem*
- *Help develop a phone list of people to call in an emergency*
- *Ensure that the Volunteer has readily accessible emergency contact numbers for local authorities and Peace Corps*
- *If requested, establish contacts between Peace Corps and counterpart, neighbors, local law enforcement & community leaders so they know how to contact Peace Corps*
- *Having important documents ready in case of an emergency*

**Home**

*Concerns:*

Do you suspect the perpetrator or the perpetrator's family/friends know where you live? If so, do you believe the perpetrator may have access to your housing?

Do you feel safe inside your home? What can Peace Corps do to help you feel safe inside your home (e.g., working locks on door/windows, etc.)?

If you live with a host family or on a family compound, does anyone know about the incident? If not, would they be supportive if they were to learn of the incident?

If the perpetrator or the perpetrator's family/friends were to show up at your home are there people you can turn to for assistance?

In the unlikely event of a non-medical emergency, are there local friends, community members, or other Volunteers nearby who you can stay with or contact for assistance? If not, can Peace Corps help you identify individuals and establish those contacts?

How could you contact these individuals?

Can you think of other resources or things you can do to feel safer where you live? What can Peace Corps do to assist you with this?

*Actions:*

- *Know where to go for help*
- *Staff may conduct a safety inspection of the Volunteer's home*
- *Ensure needed security upgrades are completed*
- *Help develop a phone list of people to call in an emergency*
- *Ensure that the Volunteer has readily accessible emergency contact numbers for local authorities and Peace Corps*
- *Have a way to alert neighbors/counterparts if there's a problem*
- *Take steps to enhance privacy (use locks, keep curtains closed, etc.)*

**Safety and Technology**

*Concerns:*

Does the perpetrator know your cell phone number? Your email address? Have you thought about what you would do if the perpetrator or perpetrator's friends/family attempts to contact you or posts things about you online? What can Peace Corps do to help you?

Does the perpetrator know any of your passwords? If so, have you considered changing your passwords?

Do you have any social media accounts (e.g., Facebook, Google, Twitter, Linked In, blogs)? Are you "friends" with the perpetrator or perpetrator's friends/family? If so, do you know how to block the perpetrator or perpetrator's family or friends?

Are you concerned that the perpetrator or perpetrator's family/friends will contact you on the Internet? If they do, have you thought about what you will do?

*Actions:*

- *Change Volunteer's SIM card or cellphone*
- *Ensure that the Volunteer has readily accessible emergency contact numbers for local authorities and PC*
- *Change user names and/or passwords for mail and other social media*
- *Try to avoid using location services or posting information that may divulge location*
- *Notify Peace Corps as soon as possible of safety and security concerns or if the perpetrator attempts to contact you.*
- *Program phone with important emergency numbers*
- *Keep phone charged and have enough minutes in case of an emergency.*

**Workplace**

*Concerns:*

Does the perpetrator or perpetrator's family/friends know where you work?

Does anyone else at work know about the incident?

If your counter-part/supervisor learns about the incident, do you think it would make you more or less safe?

If you work with the perpetrator, are there steps you can take to avoid interacting with the perpetrator?

If the perpetrator shows up at your work are there people you can turn to for support?

Is there anything that the Peace Corps can do to help you feel safe at work?

*Actions:*

- *Establish contacts between Peace Corps and counterpart so they know how to contact Peace Corps*
- *Identify an emergency point of contact in the workplace*
- *Immediately notify Peace Corps if the perpetrator comes to your work*
- *If working in isolated areas seek accompaniment by a coworker or community member if possible*
- *Avoid staying late or alone in the office or workplace*

**Community**

*Concerns*:

Do you anticipate that you will see the perpetrator when you are out in public? If yes, where?

Do you see the perpetrator's family/friends when you are out in public? If yes, where?

If needed, is there someone you trust who can accompany you to the places you need to go?

If you were approached by the perpetrator or perpetrator's friends/family in a public place, do you know where you could go to be safe?

Do you have any concerns about rumors related to the incident that are mentioned by community members or other Volunteers? How might you respond to these? How might these rumors impact you? How can Peace Corps assist you in dealing with rumors?

Are there specific things you or Peace Corps can do that might help you feel safer in your community?

*Actions:*

- *Recognize and validate the times the Volunteer has managed personal safety*
- *Reassure the Volunteer that Peace Corps is here to provide support*
- *Offer skills and strategies for coping with stress*
- *Establish regular check-in plan with PCMO and other Peace Corps staff*
- *Ensure Volunteer is aware of support services available, including Volunteer Support Network and PCVLs*
- *Trust instincts; don't worry about appearing to over-react (over-reacting is okay)*
- *Be aware of unhealthy coping mechanisms such as self-medicating, isolating oneself, etc. and seek help from Peace Corps*
- *Ask Peace Corps for help before stress becomes overwhelming*

**Transportation**

*Concerns:*

Do you have any safety concerns with any modes of transportation related to the incident?

Does the perpetrator know your transportation routes? If yes, can you change the routes you take to work, home, shopping?

Does the perpetrator or the perpetrator's friends/family use the same transportation you do? If so, are there other ways you could get where you need to go?

Are there specific things you can think of doing or that Peace Corps might do that might help you feel safer in transport?

*Actions:*

- *Assist with identifying a safe taxi/moto-taxi or bus services*
- *Ensure that the Volunteer has readily accessible emergency contact numbers for local authorities and Peace Corps*
- *Recognize and validate the times the Volunteer has managed personal safety*
- *Notify Peace Corps as soon as possible of safety and security concerns*
- *Program phone with important emergency numbers*
- *Trust instincts; don't worry about appearing to over-react (over-reacting is okay)*
- *Modify daily routines, change times and routes to frequent locations if possible*
- *Keep personal belongings secure at all times*

## Frequently Asked Questions—Safety Plan

**Is a Safety Plan required if Post and the Volunteer don't feel one is necessary?**

No. Safety Plans are only required when the Volunteer requests one or when staff feel there is an ongoing security concern related to the Volunteer's safety.

**Does a Safety Plan need to be completed in person?**

When possible, Safety Plans should be conducted in person. However, if that is not possible it can be done via a phone call or, if necessary, email.

**What is the difference between a Safety Plan and a Behavioral Plan?**

A Safety Plan is intended to help Volunteers manage their own sense of safety and security. The Safety Plan Conversation should empower the Volunteer to identify tangible strategies that may assist in addressing ongoing risks and concerns related to, or as a result of, the incident. Safety Plans are not contracts, they are not signed by either the Volunteer or staff, and the Volunteer is not held accountable to one.

Behavioral Plans are utilized to address deliberate violations of post or agency policy and procedure (e.g. leaving site without notifying post). It is signed by the Volunteer and Staff and the Volunteer is held accountable for meeting the established requirements.

**What happens when a Volunteer doesn't follow the Safety Plan?**

The safety plan is intended to be a joint exercise in helping the Volunteer to think of ways to mitigate their safety risks as related to the incident and is not intended to be a behavioral contract. As a result, it is not actionable in the same way that a behavioral contract would be. However, if at any time post believes there is a serious or imminent threat to the Volunteer then post should address this as outlined in SSI 202 (Responding to Imminent Threats).

**What should I do if I have a concern about the Volunteer's behavior?**

Post should address the concern directly with the Volunteer. In order to avoid victim blaming, do not directly reference the original incident to the Volunteer's current behavior. For example, if a Volunteer was raped while jogging in an isolated area and you subsequently learn that she has recently been jogging in an isolated area, do not reference the rape.

**Should post document the Safety Plan conversation?**

Yes. A summary of the safety plan conversation should be written up by the staff member participating in the conversation and provided to the SSM for the case file. A copy of the summary may be offered to the Volunteer for their own reference, but it is not mandatory that they accept the written summary.

**What might a summary look like?**

The summary should be brief and concise and only reference major points discussed in the conversation. Below is an example of a summary:

*PCMO Robert Allan met with Sarah Windwood on Saturday March 14, 2014 to discuss safety planning. During the conversation several items were discussed. The PCV will use taxis to get to and from work and Peace Corps will reimburse her on a monthly basis. The PCMO also assisted the Volunteer in saving emergency contact information in her phone. The SSM will check-in with the Volunteer once a week for the next four weeks. The PCV will immediately notify Peace Corps in the event she feels unsafe.*

**How do I manage the Volunteer's confidentiality if the Volunteer is talking to other people about the incident?**

Volunteers may tell others about the incident and this is a normal part of the healing process. A Volunteer has the choice to share their experiences with others and this should not affect our responsibility as staff to maintain confidentiality. In rare instances, sharing incident details may pose a threat to the safety or security of the Volunteer. If this is the case, then it is your responsibility to notify relevant staff so that it may be addressed.

# Sexual Assault Forensic Exams

## Restricted Reports

**Host Country-Based SAFE**

- ☐ If the Volunteer would like a SAFE according to host country law:
  - If having the SAFE requires notification to law enforcement or otherwise triggers an official investigation and the Volunteer chooses to have a SAFE, obtain written consent from the Volunteer, if possible, acknowledging that this may cause the report to be converted into a standard report. If possible, this should be in the form of a signed Volunteer Reporting Preference Statement. If it is not possible to obtain written consent, obtain verbal consent from the Volunteer before referring the Volunteer for the SAFE and obtain written consent in the form of a Volunteer Reporting Preference Statement from the Volunteer as soon as possible after the SAFE.
- ☐ If the Volunteer elects to have a SAFE according to U.S. protocols, but there is no U.S. jurisdiction, explain to the Volunteer that the results of a SAFE conducted in accordance with U.S. law might not be admissible in a prosecution conducted in the host country and, therefore, having a SAFE in accordance to U.S. law rather than host country law could make a prosecution in the host country difficult or impossible.
- ☐ When legally permissible and when requested by the Volunteer, you should be present during the SAFE.

**U.S.-Based SAFE**

In cases where a U.S. based SAFE can be conducted:

- ☐ Explain to the Volunteer that having the PCMO conduct a SAFE in accordance with U.S. law will not trigger an official investigation unless and until the restricted report is converted into a standard report, but may preserve her ability to seek prosecution in the U.S. should she change her mind and decide later on to report to U.S. law enforcement authorities.
- ☐ Explain to the Volunteer that the evidence collected will be stored by OIG in Washington, DC, but that no action will be taken to process the evidence unless and until the restricted report is converted into a standard report. Evidence will be held for five years and then destroyed. The Volunteer will be notified by the Office of Victim Advocacy before the evidence is destroyed.
- ☐ Obtain written consent from Volunteer acknowledging that the evidence collected might not be admissible in a prosecution conducted in the host country and that a prosecution in the host country might therefore be difficult or impossible. This should be in the form of a signed Volunteer Reporting Preference Statement.
- ☐ Upon completion of the SAFE, follow the instructions in Annex VIII (under Restricted Report) for shipping the kit to Headquarters.

# Instructions for Handling a Sexual Assault Kit (SAK)

## Restricted Report

**PCMO**

1. Collect evidence by performing a SAFE using an unexpired SAK. Refer to *TG 542* on how to complete the SAK.

2. When the evidence collection is complete, seal the SAK with red integrity stickers that come with the SAK.

3. Complete the Chain of Custody information on top of the SAK and on any other envelopes that contain forensic evidence that do not fit into the SAK:

    a. Victim's Name: *Write the Volunteer's name*

    b. Case Number: *CIRS Number*

    c. Attending Physician/Nurse: *Name of PCMO who collected evidence*

    d. Hospital/Clinic: *Write the address of where the exam took place (e.g. Peace Corps Niger Medical Office*)

    e. Kit Sealed by: *Write the PCMO or the individual's name who sealed it.*

    f. Placed by: *Write the PCMO's name*

    g. Date/Time: *Fill in date and exact time*

4. Obtain a unique alphanumeric identifier for the Volunteer's SAK from the Office of Victim Advocacy and document unique alphanumeric identifier in Volunteer's medical file.

5. Place the sealed SAK and any other envelopes that contain evidence that did not fit into the sealed SAK (e.g., underwear, pants, etc.) inside a new box, bag or padded envelope. Seal the package and affix a separate RESTRICTED chain of custody label (see TG 542, Attachment __) to the package containing ***only*** the unique alphanumeric identifier provided by Office of Victim Advocacy.

6. If the SAK must be stored in the post's medical office until it is sent to Headquarters, the SAK must be stored in a secure location within the medical office that is accessible to the minimum number of staff - preferably only the PCMO who collected the evidence. Possible secure areas can include: the locked desk drawer of the PCMO who collected the evidence and is the only one with the key; the safe in which narcotics are stored; or the locked filing cabinet in which medical records are stored. The PCMO may have to give testimony that the SAK was not tampered with while stored at the medical office.

7. Send the package as soon as logistically possible to OIG. Label the package as follows:

   Evidence Custodian
   Peace Corps - Office of Inspector General
   1111 20th Street NW, 5th Floor
   Washington, DC 20526

8. The package must be sent through an avenue in which there is a tracking number. The order of preference for sending the SAK to OIG at Headquarters is:

   a. Diplomatic pouch with pouch registry number

   b. APO/FPO with tracking number

   c. DHL/Fedex/UPS express courier service with tracking number

9. Notify OIG by email at oig@peacecorps.gov, providing the date, avenue (dip pouch, APO, etc.), and tracking number of the SAK. Copy the Designated Security Specialist and the Director of the Office of Victim Advocacy on the notification email.

10. In the CIRS database associated with the Restricted Report, record the date and time that the SAK was sent from field to Headquarters

**Office of Inspector General - Evidence Custodian (OIG)**

1. Receive the SAK via carrier sent by Peace Corps post.

2. Document receipt on the chain of custody label on top of the sealed SAK package.

3. Store in secure area in OIG for 5 years from date of receipt.

4. Do not open or process the SAK unless the Office of Victim Advocacy advises that the Restricted Report has been converted into a Standard Report and the Volunteer has given written consent to processing of the evidence contained in the SAK.

5. Maintain a system by which to track and destroy evidence after five years if Volunteer does not wish to pursue legal action.

6. Notify the Director of the Office of Victim Advocacy six weeks prior to the end of the 5-year storage period.

7. Once evidence is destroyed, provide documentation to the Office of Victim Advocacy and the Designated Security Specialist.

**Office of Victim Advocacy**

1. Generate a unique alphanumeric identifier, provide the alphanumeric identifier to PCMO and document the alphanumeric identifier in the Office of Victim Advocacy Case Management System.

2. Inform the Volunteer of the SAK alphanumeric identifier through email and phone call and remind the Volunteer that the SAK will not be processed until the Restricted Report has been converted to a Standard Report and the Volunteer has given written consent to processing of the evidence in the SAK.

3. Notify OIG immediately if the Restricted Report is converted to a Standard Report.

4. Following notification from OIG that the SAK will be destroyed in six weeks, contact the Volunteer to notify the Volunteer about the impending destruction of the SAK, providing the Volunteer the option to pursue legal action if desired. Inform OIG of Volunteer's response. Document in CIRS.

5. Once the SAK is destroyed by OIG, provide written confirmation of destruction to the Volunteer.

# Standard Report

**PCMO**

1. Notify the Office of Victim Advocacy of the need for a SAFE to be performed by the PCMO under a Standard Report and obtain a Volunteer SAK alphanumeric identifier from the Office of Victim Advocacy.

2. Collect evidence by performing a SAFE using an unexpired SAK. Refer to TG 542 on how to complete the SAK.

3. When the evidence collection is complete, seal the SAK with red integrity stickers that come with the SAK.

4. Complete the Chain of Custody information on top of the SAK and on any other envelopes that contain forensic evidence that did not fit into the SAK:

    a. Victim's Name: *Write the Volunteer's name*

    b. Case Number: *CIRS number*

    c. Attending Physician/Nurse: *PCMO or MD who collected evidence*

    d. Hospital/Clinic: *Write the name of the address (e.g. Peace Corps Niger Medical Office*)

    e. Kit Sealed by: *Write the PCMO's name or the individual's name who sealed it.*

    f. Placed by: *Write the PCMO's name*

    g. Date/Time: *Fill in date and exact time*

5. Place the sealed SAK and any other envelopes that contain evidence that did not fit into the SAK into another box, bag or padded envelope, seal the package, affix a STANDARD Chain of Custody label (see TG 542, Attachment ___) to the package and complete chain of custody information on the package as noted in 4.b-g. Use the unique alphanumeric identifier in lieu of Volunteer's name on the Chain of Custody label.

6. If the SAK must be stored in the post's medical office until it is sent to Headquarters, the SAK must be stored in a secure location within the medical office that is accessible to the minimum number of staff - preferably only the PCMO that collected the evidence. Possible secure areas can include: the locked desk drawer of the PCMO that collected the evidence and is the only one with the key; the safe in which narcotics are stored; or the locked filing cabinet in which medical records are stored. The PCMO may have to give testimony that the SAK was not tampered with while stored at the medical office.

7. Contact OIG at +1 (202) 692-2900 or oig@peacecorps.gov to determine the method for returning the SAK to OIG at Headquarters. OIG will advise whether an investigator will pick up the SAK from post, if it should be turned over to the RSO, or if the PCMO should send the SAK to OIG via another avenue.

8. Regardless of method, send an email to OIG and Office of Victim Advocacy with the date, avenue (dip pouch, APO, etc.), and, if appropriate, tracking number of the SAK. Copy the Designated Security Specialist on the notification email.

9. In the CIRS database associated with the Standard Report, record the date and time that the SAK was sent from field to Headquarters.

**Office of Inspector General**

1. Receive the SAK via the carrier used by Peace Corps post or through in-person transfer.

2. Document receipt on the chain of custody area on top of the SAK.

3. Notify PCMO of receipt of the SAK by email and copy the Office of Victim Advocacy.

4. Store the SAK in a secure area in OIG.

5. Pursue legal investigation as needed.

6. Maintain a system by which the Volunteer and Office of Victim Advocacy are notified of the SAK processing status.

7. Maintain a system by which the SAK may or may not be retained after criminal lab processing.

8. Maintain a system by which to track and destroy evidence after five years if Volunteer does not wish to pursue legal action.

**Office of Victim Advocacy**

1. Generate a unique alphanumeric identifier, provide the alphanumeric identifier to PCMO and document the alphanumeric identifier in the Office of Victim Advocacy Case Management System.

2. Six weeks prior to SAK being destroyed by OIG, get in touch with the Volunteer through email and phone to notify the Volunteer about the impending destruction of the SAK, providing the Volunteer the option to pursue legal action if desired. Inform OIG of the Volunteer's response. Document in CIRS and the Office of Victim Advocacy Case Management System.

3. Once evidence is destroyed by OIG or the criminal lab, provide confirmation of destruction to the Volunteer.

4. Once evidence is destroyed by OIG or the criminal lab, note in CIRS and the Office of Victim Advocacy Case Management System.

ANNEX X

# Steps for Hiring a Local U.S. Attorney- Restricted Report

If a Volunteer requests a lawyer either locally or in the U.S., notify your OGC Regional Attorney that a lawyer is needed to provide advice to the Volunteer on available law enforcement and prosecutorial options. The following are procedures for hiring an attorney:

**Safety and Security Manager**

- Do not provide the Volunteer's identity or any other Restricted Information to the OGC Regional Attorney. You may, however, provide the OGC Regional Attorney with such information regarding the assault as may be needed for the OGC Regional Attorney to hire and instruct the lawyer.
- The OGC Regional Attorney will make the initial contact with the lawyer or may ask you to participate on a conference call with the lawyer. If the lawyer does not speak English, you may be asked to interpret for the OGC Regional Attorney.
- After the initial contact with the lawyer, the OGC Regional Attorney will provide you with the name and contact information of the lawyer who has been initially selected. When you are given this information, contact the lawyer to provide the name of the Volunteer requesting the service and the names of individuals you know who were involved in the assault in order to allow the lawyer to perform a conflict check. Tell the lawyer to contact you with the outcome of the conflict check. Once you know whether or not the conflict check is cleared, pass this information along to the OGC Regional Attorney.
- When the OGC Regional Attorney notifies you that the purchase of legal services from the lawyer has been authorized, make arrangement for the Volunteer to meet with the lawyer as necessary to provide the requested advice.
- When the lawyer submits the invoice, certify the receipt of services as the receiving official. The certification will confirm the services listed on the invoice have been provided by the lawyer. After certifying the invoice, forward it to the OGC Regional Attorney who will approve the invoice as the invoice approving official.
- If the lawyer has any questions regarding any aspect of the case (including any billing inquiries), refer the lawyer to the OGC Regional Attorney. Do <u>not</u> refer the lawyer to the Country Director or the Director of Management and Operations at post.

**OGC Regional Attorney**

- Once you receive a request via telephone or email by Designated Staff that a lawyer has been requested, consult with the Duty Lawyer Handbook and follow the directions to contact one of the law firms/lawyers from the pre-selected list to determine the availability and interest in advising the Volunteer.
- When the lawyer submits an invoice, forward the invoice to the SSM in order to obtain the SSM's certification of receipt of services.
- Upon receipt of the SSM's certification, approve the lawyer's invoice as the invoice approving official and submit to the Office of Global Accounts Payable for payment.

# Authorization for OIG to Contact Volunteer

The Peace Corps Office of Inspector General (OIG) is an independent entity within the agency. OIG reports to the Director of the Peace Corps and to Congress. It is responsible for providing oversight in order to prevent and detect fraud, waste, abuse and mismanagement and promote efficiency and effectiveness in government. With respect to sexual assaults against Peace Corps Volunteers, OIG has been required by Congress to evaluate the effectiveness and implementation of Peace Corps' comprehensive sexual assault policy, including its sexual assault risk reduction and response training.

As part of its oversight of the Peace Corps, OIG may in the future wish to evaluate the services that were offered to you, the services that you received, and the effectiveness of the response and such services. For this purpose, OIG may be interested in discussing your case and the services you received with you (e.g., if a problem with any services you received is detected). Doing so will enable OIG to more effectively evaluate the services that you received. Ultimately, the goal is to help improve the Peace Corps' response to sexual assault incidents and the services provided to Volunteers who are the victims of sexual assault.

We would like to give you the opportunity to authorize OIG to contact you in the future to discuss your case and the services you received. If you agree to being contacted by OIG in the future, please provide us with a safe telephone number and email address that OIG can use to contact you.

**Note:** Any information you disclose to OIG will be used solely for the purpose of enabling OIG to evaluate the services you received in the aftermath of the sexual assault. It will not be used for the purpose of conducting an investigation of the sexual assault incident unless you later decide to report the incident to OIG or your restricted report is otherwise converted into a standard report.

**Authorization**

Please fill out either A or B below.

(**A**) I, (print full name) _____, authorize OIG to contact me. I can be contacted at the following safe telephone number or email address:

Telephone no. _____

Email address _____

(**B**) I, (print full name) _____, do not authorize OIG to contact me.

This authorization will remain in effect for one year from the date of signature.

_____ _____

Volunteer's Signature Date

# Authorization for Release of Information to OIG

The Peace Corps Office of Inspector General (OIG) is an independent entity within the agency. OIG reports to the Director of the Peace Corps and to Congress. It is responsible for providing oversight in order to prevent and detect fraud, waste, abuse and mismanagement and promote efficiency and effectiveness in government. As part of its responsibilities, OIG is responsible for investigating criminal wrongdoing, serious administrative misconduct and violations of federal laws, rules and regulations by Peace Corps staff, Volunteers and trainees and any contractors and other individuals and entities conducting transactions with the Peace Corps or receiving Peace Corps funds. With respect to sexual assaults against Peace Corps Volunteers, OIG has also been required by Congress to evaluate the effectiveness and implementation of Peace Corps' comprehensive sexual assault policy, including its sexual assault risk reduction and response training.

OIG has independently received information about the sexual assault that is the subject of the restricted report that you made on _____. In order to conduct its oversight of the Peace Corps, OIG would like to receive full details of the sexual assault incident, along with your first and last name, home or other physical address, contact information and social security number. OIG would also like to speak with you about the sexual assault.

We would like to give you the opportunity to agree to or decline authorizing OIG to receive this information and contact you to discuss the sexual assault. If you agree to this information being released to OIG or being contacted by OIG, please complete the following authorization.

**Note:** The information disclosed to OIG pursuant to this authorization may be used for the purpose of conducting an investigation of the sexual assault incident regardless of whether you have reported the incident to OIG or your restricted report is otherwise converted into a standard report.

**Authorization (initial one or both)**

_____ I, (print full name) _____, (circle one) authorize/do not authorize OIG to contact me. If authorizing contact, please provide the following contact information to OIG, otherwise leave blank:

Telephone no. _____

Email address _____

_____ I, (print full name) _____, (circle one) authorize/do not authorize the Peace Corps to release to OIG my first and last name, home or other physical address, contact information and social security number and any details of the sexual assault.

This authority will remain in effect for one year from the date of signature.

_____ _____

Volunteer's Signature Date

# Authorization for Release of Information to OIG

The Peace Corps Office of Inspector General (OIG) is an independent entity within the agency. OIG reports to the Director of the Peace Corps and to Congress. It is responsible for providing oversight in order to prevent and detect fraud, waste, abuse and mismanagement and promote efficiency and effectiveness in government. With respect to sexual assaults against Peace Corps Volunteers, OIG has been required by Congress to evaluate the effectiveness and implementation of Peace Corps' comprehensive sexual assault policy, including its sexual assault risk reduction and response training.

OIG has independently received a concern or allegation from a whistleblower regarding mismanagement by the Peace Corps of the sexual assault incident that is the subject of the restricted report that you made on _____. OIG is initiating a review into the handling of the case. As part of that review, OIG will be evaluating the services that were offered to you, the services that you received, and the effectiveness of the response and such services.

OIG would like to contact you to discuss your case and the services you received. OIG would also like to receive full details of the sexual assault incident, along with your first and last name, home or other physical address, contact information and social security number. Doing so will enable OIG to more effectively evaluate the services that you received. Ultimately, the goal is to help improve the Peace Corps' response to sexual assault incidents and the services provided to Volunteers who are the victims of sexual assault.

We would like to give you the opportunity to agree to or decline authorizing OIG to receive this information and contact you to discuss your case and the services you received. If you agree to this information being released to OIG or being contacted by OIG, please complete the following authorization.

**Note:** Any information disclosed to OIG pursuant to this authorization will be used solely for the purpose of enabling OIG to evaluate the services you received in the aftermath of the sexual assault. It will not be used for the purpose of conducting an investigation of the sexual assault incident unless you later decide to report the incident to OIG or your restricted report is otherwise converted into a standard report.

**Authorization (initial one or both)**

_____ I, (print full name) _____, authorize/do not authorize (circle one) OIG to contact me. If authorizing contact, please provide the following contact information to OIG, otherwise leave blank:

Telephone no. _____

Email address _____

_____ I, (print full name) _____, authorize/do not authorize (circle one) the Peace Corps to release to OIG my first and last name, home or other physical address, contact information and social security number and any details of the sexual assault.

This authority will remain in effect for one year from the date of signature.

_____ _____

Volunteer's Signature Date

ANNEX XIV

# Monitoring and Evaluation Procedures

The purpose of the Monitoring and Evaluation Procedures is to ensure that useful information is available that allows Peace Corps to assess how MS 243 procedures are implemented and what outcomes result

**1.0 Definitions**

(a) All capitalized terms used in these procedures have the meanings given to them in MS 243, Responding to Sexual Assault.

(b) In these procedures, the following terms have the following meanings:

"CARS" or "Coordinated Agency Response System" is the process by which a multi-disciplinary team composed of Peace Corps HQ and field offices may come together in response to a crime incident.

"CMS" or "Case Management System" means the system used by Peace Corps staff to manage cases and track the provision of services to Volunteers who report an incident, including Sexual Assault, to the Peace Corps. The CMS will also provide monitoring data.

"Data" means numerical or descriptive information that refers to or represents conditions, ideas, patterns, or objects. "Quantitative data" is numerical information that refers to or represents conditions, ideas, patterns, or objects. "Qualitative data" is descriptive information (text, images, maps, sound, etc.) that refers to or represents conditions, ideas, patterns, or objects.

"Data quality assessment" means processes used to verify the reliability and effectiveness of data, including accuracy, completeness, timeliness, relevance, consistency, validity, and accessibility.

"Indicator" means a measure that reflects progress toward a specified result.

"Monitoring and Evaluation staff" means trained staff members who have responsibility for analyzing and interpreting quantitative and qualitative data related to the implementation of MS 243 and other SARRR program components. The SARRRP Monitoring and Evaluation staff are housed within the Office of Safety and Security.

"Monitoring" means routine tracking of data related to a program or project in order to understand the extent to which implementation is occurring and progress is being realized.

"Monitoring and evaluation plan" means a multi-year implementation plan that outlines the program activities will be tracked and assessed.

"Outcome" means changes in specific knowledge, skills, attitudes, behaviors, or conditions that result from project activities.

"Response Quality Survey" or "RQS" means a survey given to Volunteers who report a Sexual Assault that measures progress in meeting program outcomes and the quality of the response and support provided.

"Restricted Information vulnerability assessment" means a procedure to assess whether aggregated data presented in a report or database is likely to provide enough information that a specific Volunteer can be identified by someone without explicit access to Restricted Information as defined in MS 243.

"SARRRP" is the agency's Sexual Assault Risk Reduction and Response program.

"Stakeholders" are the Office of Safety and Security, the Office of Health Services, the Office of Global Operations, the Office of Victim Advocacy, the Office of the General Counsel, and the Director's Office.

**2.0 Monitoring and Evaluation Plan**

(a) Monitoring and Evaluation staff, in consultation with the Stakeholders, are responsible for designing and implementing a monitoring and evaluation plan for the SARRR program, including MS 243. The monitoring and evaluation plan will incorporate best practices from monitoring and evaluation studies and analyses as feasible given the requirements set out in the Kate Puzey Peace Corps Volunteer Protection Act of 2011.

(b) The purpose of the monitoring and evaluation plan is to outline how the SARRRP activities will be tracked and how the program outcomes assessed. The monitoring and evaluation plan will include process and outcome indicators related to implementation, response quality, and outcomes. It will guide the process by which Monitoring and Evaluation staff will seek to determine which practices work in the field and how the needs of Volunteers who are victims of sexual assault can be balanced with the requirements of the Kate Puzey Act and policies necessary to protect the safety and security of Volunteers and the Peace Corps.

(c) Results from monitoring will be used to inform and improve policy and procedures (e.g., MS 240 *Immunity from Peace Corps Disciplinary Action for Victims of Sexual Assault*, IPS 1-12 *Volunteer/Trainee Sexual Misconduct*, IPS 2-13 *Sexual Assault Response Liaisons* and MS 243 *Responding to Sexual Assault* or manual sections created from them).

(d) The monitoring and evaluation plan and the activities included in it are independent of the quality review processes conducted by the Office of Health Services and any evaluations conducted by the Office of Inspector General.

**3.0 Data Collection and Analysis**

**3.1 General Principles**

(a) The Monitoring and Evaluation staff will collect and analyze data from Peace Corps staff and Volunteers. Methods include surveys, individual and group interviews, and data entered into Peace Corps databases (e.g., case management systems).

(b) The Monitoring and Evaluation staff will undertake data collection, data quality assessment, and analysis in accordance with social science and evaluation practices as outlined in Office of Safety and Security Evaluation Protocols.

(c) Monitoring and Evaluation staff will not have access to any Restricted Information unless it is approved by the Associate Director for Safety and Security and the General Counsel.

(d) All offices and posts will consult with SARRRP Stakeholders prior to conducting any sexual assault related evaluation exercises not outlined in the Monitoring and Evaluation plan.

**3.2 Data in the Case Management System**

The Monitoring and Evaluation staff will utilize data generated from the sexual assault incidents in the CMS. Monitoring and Evaluation staff will not have access to Restricted Information in the CMS unless it is approved by the Associate Director for Safety and Security and the General Counsel.

**3.3 Data from Peace Corps Staff**

(a) Monitoring and Evaluation staff will collect data from Peace Corps staff at Headquarters and post. This data collection includes, but is not limited to, individual or group interviews to discuss the effectiveness of the SARRRP processes. The identity of the participants and raw data collected will be kept confidential.

(B) Prior to the start of an interview or focus group, Monitoring and Evaluation staff will remind the participants to not reveal a Volunteer victim's name or other information likely to result in identification of the Volunteer victim. This reminder should be provided orally and in writing contained in Attachment A.

(b) Two forms of case review will be held to help ensure continued learning and a quality response. The Office of Victim Advocacy will lead individual case reviews and the SARRR Program Team Lead will lead systematic case reviews. Case reviews may involve field and Headquarter staff. The Monitoring and Evaluation will attend the systemic case review meetings to learn about trends that may be further explored in the periodic monitoring and evaluation individual and group interviews. These systemic and individual case reviews are separate from quality assurance conducted by the Peace Corps' Office of Health Services. The information discussed in the case reviews will be kept confidential by Monitoring and Evaluation staff, but may be used to provide guidance and facilitate quality improvement.

**3.4 Data Collection from Volunteers**

Data from Volunteers who report a Sexual Assault to Peace Corps will be primarily collected through the Response Quality Survey (RQS). Any Restricted Information provided by participants will be treated in a confidential manner so as to ensure that individual respondents cannot be identified unless authorized.

**3.5 Analysis and Reports**

(a) Prior to issuing reports or distributing data, Monitoring and Evaluation staff will conduct a Restricted Information vulnerability assessment to ensure that the data is presented in a way that the identity of Volunteers who report a sexual assault cannot be determined by individuals without access to restricted or personally identifying information. Monitoring and Evaluation staff will also not include the names of Peace Corps staff or use both post and staff position together such that specific individuals can be identified.

(b) The Monitoring and Evaluation staff will distribute periodic and annual reports. The reports will be distributed to SARRRP stakeholder offices at Headquarters and, if relevant, to other Peace Corps staff members.

(c) The agency's Sexual Assault Advisory Council will receive copies of the annual report produced for the SARRRP stakeholders.

(d) Any requests for data that might contain Restricted Information must be cleared by the Office of the General Counsel prior to the release of data.

(e) Any Peace Corps staff member who seeks to use data from any SARRR monitoring and evaluation report, whether alone or in combination with other information available to that staff member, to identify any Volunteer may be subject to disciplinary action.

Attachment A

**Guidelines for Interviews with Peace Corps Staff**

It is important that all personally identifying information related to sexual assault is kept confidential and restricted report procedures are followed.

1. While a group interview is permitted, any discussion of Restricted Information should take place only in the presence of Designated Staff and not in the presence of any other Peace Corps staff. Particular care should be taken when an interview includes both designated staff and other staff at post.

2. Prior to the interview, the Monitoring and Evaluation Staff interviewer will distribute the following text to the interviewees and provide similar guidance at the beginning of each interview:

"The Monitoring and Evaluation Guidelines say that personally identifying information or PII should not be shared with others unless you know they have permission to access that information. Please use the word 'Volunteer' or 'PCV' if speaking about a Volunteer victim of sexual assault rather than the Volunteer's name. Please do not provide details that could identify the Volunteer (e.g., specific site names), even if the Volunteer chose to file a Standard Report. Protected health information and other medically-confidential information cannot be shared during the interview. The names and posts of staff participating in the interview will not be included in the report. We ask that you keep confidential the information discussed today and not discuss it with anyone outside this call."

## PROSECUTORIAL OPTIONS FOR VOLUNTEERS WHEN THE ALLEGED PERPETRATORS ARE OTHER VOLUNTEERS, TRAINEES, OR STAFF MEMBERS[5]

When a Volunteer becomes the victim of a crime abroad and the alleged perpetrator is another Volunteer, a trainee (V/T) or a staff member, the Peace Corps Office of Inspector General (OIG) can conduct an investigation supporting prosecution of the crime. In cases of a misconduct investigation, OIG can refer the matter for administrative action against the perpetrator.

OIG is an independent entity within the Peace Corps. OIG investigates allegations of fraud, waste, abuse, and mismanagement related to Peace Corps programs and operations, including criminal wrongdoing, administrative misconduct and violations of federal laws, rules, regulations and policies by Peace Corps staff, V/Ts and any contractors and other individuals and entities conducting transactions with the Peace Corps or receiving Peace Corps funds.

OIG will investigate all allegations in a professional manner, providing the utmost confidentiality available to the Volunteer. OIG, by law, cannot disclose the identity of any individual making a complaint or providing an allegation without their consent unless OIG determines, during the course of the investigation, that disclosure is unavoidable. A variety of factors can impact the potential prosecution of a crime including the location of where the crime took place; the national origin of the perpetrator; and whether prosecution is possible in the U.S. or in the country of where the crime took place. OIG's role includes assessing these factors and reporting related facts so that appropriate prosecutorial options can considered.

### THE ROLE OF THE VOLUNTEER

#### *SEEKING MEDICAL ATTENTION*

Volunteers should immediately consult with the Peace Corps medical officer (PCMO) at their post regardless of whether physical injuries are evident. PCMOs can provide Volunteers Medical treatment and offer counseling services.

#### ***REPORTING THE CRIME***

Volunteers are strongly encouraged to promptly report all crimes to OIG, which allows investigators to quickly gather facts, increases their ability to preserve evidence, and enhances the possibility for a successful

[5] If the perpetrator is a host country national not connected to the Peace Corps please seek guidance from the Office of Victim Advocacy.

prosecution of the crime committed. This is particularly important when prosecuting cases in the U.S. where presenting reliable testimony and/or physical evidence are the hallmarks of a successful criminal prosecution.

Volunteers who have been sexually assaulted may be reluctant to report to OIG and unsure if they want to pursue prosecution, especially if the perpetrator is known by the Volunteer. Some Volunteers may blame themselves for the crime and others may worry if anyone will believe them. These are all understandable reactions, and in these cases, Volunteers should discuss the assault with a trusted friend, a reliable confidant, or the Office of Victim Advocate (OVA). OIG investigators will do their part to reduce these burdens by being professional, respectful and attentive to the Volunteer's concerns while working diligently to address the underlying allegation.

*PRESERVING EVIDENCE*

When a Volunteer reports a crime, OIG will coordinate with the PCMO at the post. If the crime was a sexual assault, the PCMO will offer the Volunteer a forensic examination. If the Volunteer does not choose to immediately report the crime, the Volunteer should preserve the evidence for possible use at a later date by collecting any clothing, undergarments, bedding, etc., associated with the crime and photograph injuries, property damage, and the area where the crime took place. The Volunteer should also preserve anything the perpetrator touched or left behind. When practical, Volunteers should refrain from brushing their teeth, changing their clothes, or cleaning themselves or the area where the crime occurred. If penile penetration occurred, Volunteers should immediately put on undergarments to collect body fluids. After several hours, the Volunteer should remove the undergarments, air dry them, and wrap them in a cloth or paper (*never plastic*) to preserve DNA evidence.

U.S. Department of Justice guidelines[6] and OIG experience suggest that sexual assault victims, who initially decide against seeking prosecution, may later decide to take action. For this reason, preserving the evidence keeps options open and affords victims a greater likelihood of prosecution regardless of when the crime was reported. If the Volunteer elects to have the report of sexual assault restricted, evidence from the forensic examination can be preserved for up to five years under a generic number not tied to the Volunteer's identity, providing the Volunteer with the possibility of pursing the matter at a later date.

## THE ROLE OF OIG

### *HOW OIG RECEIVES INFORMATION ABOUT CRIMES*

OIG can review and/or investigate crimes when the perpetrator is a V/T, staff member or other individual receiving Peace Corps funds or engaged in transactions with the post (e.g., member of a host family). OIG works with OVA to understand the Volunteer's wishes about seeking prosecution. OIG also coordinates the investigation with the appropriate federal and/or local authorities.

### *APPLICATION OF U.S. CRIMINAL LAW TO CRIMES COMMITTED ABROAD*

[6] https://www.ncjrs.gov/pdffiles1/ovw/241903.pdf

Criminal law is usually territorial. However, a number of U.S. criminal laws apply outside of the United States. In many cases these laws are meant to apply to U.S. nationals who become a victim of crime abroad, or who are perpetrators of crimes abroad under certain conditions. Examples include when the crime is committed in a property owned, leased, or used for a government purpose such as at a Peace Corps post, training office, or similar site. Another circumstance relates to crimes occurring in residences used by the Peace Corps or its personnel, which may include residences where Volunteers or staff permanently reside. OIG is a resource for Volunteers who are interested in pursuing cases in U.S. courts.

**CONTACT THE OIG HOTLINE FOR ADDITIONAL COMMENTS OR CONCERNS:**
**INT'L: 202.692.2915; U.S.: 800.233.5874; OIG@PEACECORPS.GOV**



**CONTACT THE OIG HOTLINE FOR ADDITIONAL COMMENTS OR CONCERNS:**
**INT'L: 202.692.2915; U.S.: 800.233.5874; OIG@PEACECORPS.GOV**

## Sharing of Information from Restricted Reports with OIG

Under the terms of the MOU, OIG will, on request, be provided with access to all information regarding the restricted report, other than the Volunteer's first and last name, home or other physical address, contact information and social security number, and other than explicit details of the sexual assault (i.e., details of the actual sexual assault incident that are graphic, titillating or salacious and add little value to OIG's oversight process). Here is how you should respond to an OIG request for records relating to a restricted report or a request to discuss a restricted report case:

**Designated Staff at Post and Headquarters (other than Office of Victim Advocacy)**

- ☐ If OIG requests any records relating to the sexual assault, you must **not** provide the records directly to OIG, but instead provide the records to the Office of Victim Advocacy. Before forwarding the records to OIG, the Office of Victim Advocacy will remove the Volunteer's first and last name, home or other physical address, contact information and social security number and explicit details of the sexual assault.
- ☐ If OIG wishes to discuss the case with you, do not reveal the Volunteer's first or last name, home or other physical address, contact information or social security number or any explicit details of the actual sexual assault incident.
    - If you have any questions about the information you will be sharing with OIG, contact the Office of Victim Advocacy for assistance.
- ☐ If OIG notifies you that it has received a concern or allegation from a whistleblower regarding mismanagement of a sexual assault incident and that it is initiating a review into the handling of the case, advise OIG whether the incident is the subject of a restricted report. If so:
    - Inform the Volunteer that:
        - OIG has received a concern or allegation from a whistleblower regarding mismanagement of the incident.
        - OIG is initiating a review into the handling of the case.
        - OIG will take measures to protect the identity of the Volunteer.
        - OIG will not investigate the underlying sexual assault incident.
    - Determine whether the Volunteer would like to be contacted by OIG and whether Designated Staff may release the Volunteer's first and last name, home or other physical address, contact information and social security number and explicit details of the sexual assault to OIG.
    - If the Volunteer agrees to be contacted by OIG and for information to be released to OIG, ask the Volunteer to review and sign the *Authorization to Disclose Information to OIG* (see Annex XI).

**<u>Office of Victim Advocacy</u>**

- ☐ If OIG requests any records related to a restricted report, collect the records from the other members of the Designated Staff and remove the Volunteer's first and last name, home or other physical address, contact information (including any postal, email or IP address or telephone or facsimile number) and

social security number and explicit details of the sexual assault. Provide the redacted records to OIG without unreasonable delay.

- Explicit details of the sexual assault are any details of the actual sexual assault incident that are graphic, titillating or salacious and would add little value to OIG's oversight process. In identifying the explicit details of the sexual assault, consider OIG's need for effective oversight to the extent possible taking into consideration the privacy interests of the Volunteer.
- If OIG wishes to discuss the case with you, do not reveal the Volunteer's first or last name, home or other physical address, contact information or social security number or any explicit details of the sexual assault.
- If you have any questions about the information you will be sharing with OIG, contact OGC for assistance.

☐ If OIG notifies you that it has independently received information about a sexual assault incident, advise OIG whether the incident is the subject of a restricted report. If so:

- Inform the Volunteer that OIG has received independent information about the incident.
- Determine whether the Volunteer would like to be contacted by OIG and whether Designated Staff may release the Volunteer's first and last name, home or other physical address, contact information and social security number and explicit details of the sexual assault to OIG.
- If the Volunteer agrees to be contacted by OIG and for information to be released to OIG, ask the Volunteer to review and sign an *Authorization to Disclose Information to OIG* (see Annex X).

☐ Upon receiving notice from OIG that it wishes to contact the Volunteer to discuss the agency's response to the sexual assault or the services received by the Volunteer, refer to the Volunteer's case file to determine if the Volunteer has agreed to be contacted by OIG.

- If the Volunteer has not agreed to be contacted, inform OIG.
- If the Volunteer has agreed to be contacted, contact the Volunteer to confirm that the Volunteer remains willing to be contacted by OIG to discuss the services received by the Volunteer in the aftermath of the assault.
    - Report the Volunteer's decision to OIG.

☐ If OIG notifies you that it has received a concern or allegation from a whistleblower regarding mismanagement of a sexual assault incident and that it is initiating a review into the handling of the case, advise OIG whether the incident is the subject of a restricted report. If OIG requests access to the Volunteer's first and last name, home or other physical address, contact information, or Social Security Number or explicit details of the sexual assault:

- Inform the Volunteer that:
    - OIG has received a concern or allegation from a whistleblower regarding mismanagement of the incident.
    - OIG is initiating a review into the handling of the case.
    - OIG will take measures to protect the identity of the Volunteer.

        - OIG will not investigate the underlying sexual assault incident.
    - Determine whether the Volunteer would like to be contacted by OIG and whether Designated Staff may release the Volunteer's first and last name, home or other physical address, contact information and social security number and explicit details of the sexual assault to OIG.
    - If the Volunteer agrees to be contacted by OIG and for information to be released to OIG, ask the Volunteer to review and sign the *Authorization to Disclose Information to OIG* (see Annex XI).