

The SARC is considered the center of gravity when it comes to ensuring victims receive appropriate and responsive care with timely access to appropriate services. The SARC coordinates the response to the sexual assault and places particular emphasis on victim support and safety.

Essential Duties and Responsibilities. The Sexual Assault Response Coordinator:

1. Tracks services provided to the victim from initial contact through disposition and until the victim no longer requests advocacy support. Tracking will be documented in SAIRD database.
2. Provides oversight responsibility for victim advocates for sexual assault working in their designated area, installation, or unit. This includes assigning cases to Uniformed Victim Advocates if none already exist, overseeing their workload, performance, and addressing performance issues as needed.
3. Chairs the multidisciplinary case management group that meets monthly to review sexual assault cases, improve reporting, facilitate monthly victim updates and discuss process improvement to ensure system accountability and victim access to quality services as needed. Members of this group will include:

- Victim Advocates from each ongoing case
- NCIS
- Medical
- Mental Health Counselors
- Chaplain
- SJA
- Victim's Commander (representative)
- PMO/CID (as needed)

The SARC maintains the meeting documentation as needed and sees that the SAIRD is updated. The SARC sees that the members receive appropriate training. The SARC also oversees the execution of recommendations from the case management group.

4. Informs the commander of a sexual assault incident within 24 hours (without identifying information if it is a restricted report). The SARC also provides the command with any environmental safety concerns pertinent to situational awareness. Provides regular updates on the disposition status of the case.
5. The SARC will be responsible for assisting Commanders in meeting annual sexual assault prevention and response training requirements, including newcomer and orientation briefings and will provide community education regarding available sexual assault prevention and response services.
6. Oversees updates and completion of the SAIRD on each sexual assault case ensuring all services offered or received are documented.
7. Promotes program to encourage victims to come forward for services. Oversees development of public awareness campaigns on victim rights and advocacy services.
8. All SARCs are required to attend service specific