



SCRIPT FOR CATCH A SERIAL OFFENDER (CATCH) PROGRAM INFORMATION & NOTIFICATION AFTER A MATCH

Updates appear in red font

EFFECTIVE JULY 2023

General Background

Please Note: SARCs shall only use this CATCH Program script to explain the CATCH Program. If a victim has any follow-up questions about the investigation or legal process, the SARCs shall offer the victim a referral to a Special Victims' Counsel/Victims' Legal Counsel/Victims' Counsel (SVC/VLC/VC). SARCs cannot encourage victims to take part in the CATCH Program because then the SARCs would be taking on investigation functions.

These are talking points for the SARCs, but also contain reminders of CATCH procedures indicated by italicized text starting with SARC reminders.

- See below for: "Catch Program Talking Points for SARCs"
- See page 5 for: Talking Points for "CATCH Program Notification After a Match"

A. CATCH Program Talking Points for SARCs for Restricted Reporters and Certain Unrestricted Reporters

Provide victims with initial information about the CATCH Program.

- I would like to make you aware of a Department of Defense (DoD) program called Catch a Serial Offender Program, or "CATCH."
- Here is the "CATCH Program Victim Info Sheet" that has Frequently Asked Questions.
 - *SARC reminders: Print the "CATCH Program Victim Info Sheet" under the "CATCH Resources" under "For Victims" on the SAPRO website at www.sapr.mil/catch.*
- The CATCH Program gives people making an eligible sexual assault report, where the name of the suspect is not previously disclosed by the victim or not uncovered by law enforcement, an opportunity to submit suspect information to help the Department of Defense identify repeat alleged offenders. Your entry is anonymous.
- You are eligible to submit a CATCH entry:
 - **Restricted Reports:** If you decide to file or have filed a Restricted Report through a DD Form 2910.
 - **Certain Unrestricted Reports:** If you decide to file or have filed an Unrestricted Report but you did not disclose the suspect's name, and, to your knowledge, the suspect's name has not been discovered through the course of the investigation of your Unrestricted Report.
 - **No Report:** If you do NOT want to file an official report of sexual assault at this time, you can still choose to submit a CATCH entry. You can do this through a SAPR-Related Inquiry (SRI) CATCH entry and the filing of a DD Form 2910-4, where you will provide your contact information so if there is a future match, we can reach out to you. However, you must confirm that this is for a sexual assault incident and NOT for sexual harassment.
- **Eligibility criteria for DoD Civilian Employees:**
 - Is the victim a Reservist or member of the National Guard?
 - If yes, the victim is eligible to submit a CATCH entry.

- If the victim is not a Reservist or member of the National Guard, was the suspect a Service member at the time of the offense?
 - If yes, the victim is eligible to submit a CATCH entry.
 - If no, the victim is not eligible to submit a CATCH entry at the present time.
 - If the suspect is unknown or unidentified, or if the victim does not know whether the suspect is a Service member, the victim is not eligible to submit a CATCH entry at the present time.
- The details you choose to provide will be compared to other entries in the CATCH website and to open and closed investigations. You can provide as much information as you can remember and feel comfortable sharing. You don't need to go looking for information, as this may be dangerous. You only need to complete one field to be able to submit an entry, but the more information you submit, the more information the investigator has to assess against other entries.
- The CATCH website is secure and can only be accessed if you have a username and password.
- Your participation in the CATCH Program is voluntary. Your entry is anonymous, so your name will never be provided to law enforcement without your permission. You may decline to participate in the CATCH Program at any point, even after being contacted that there was a potential match, and there will be no adverse consequences for you.
- If you decide to submit an entry into the CATCH Program, your entry in the CATCH website is anonymous. As a result, your command will not be informed of your participation in the CATCH Program, and you will not be asked for your name or any identifying information on the CATCH website.
- I can also give you a sample CATCH Entry Form containing the CATCH website questions that you will be asked when completing the CATCH entry, so you know what to expect.
 - SARC reminders: Print a blank, hard-copy, watermarked Sample CATCH Entry Form under "CATCH Resources" under "For Victims" on the SAPRO website at www.sapr.mil/catch.
- I am limited in what I can discuss with you in my role as your Sexual Assault Response Coordinator (SARC) or Sexual Assault Prevention and Response (SAPR) Victim Advocate (VA), because I can only provide you advocacy, not legal advice. However, there are other resources you might find helpful that I can direct you to. For example, if you have legal questions before deciding and you are eligible, I can refer you to an SVC (Army, National Guard), VC (Air Force), or VLC (Navy, USMC), who is your personal attorney, not a prosecutor or a defense attorney. They can help answer your questions about the CATCH Program.
- I am always here to provide you support during this process.
- If at any point you need to speak to someone immediately, you can reach the DoD Safe Helpline for anonymous and confidential, 24/7 crisis support at 877 -995-5247 or www.safehelpline.org.

B. If the Victim Decides to Participate in the CATCH Program

- SARC reminders:
 - For Restricted Reports and certain Unrestricted Reports: Gather victim contact information on page 3 of the DD Form 2910.
 - For an SRI CATCH entry:
 - First, have victims confirm that this is for a sexual assault incident and NOT for sexual harassment.

- *Have the victim complete the DD Form 2910-4, “Catch a Serial Offender (CATCH) Program Explanation and Notification Form For SAPR- Related Inquiry (SRI) CATCH Entries,” available at <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2910-4.pdf>*
- I will print out your CATCH username and password.
- I will also give you an Instruction Sheet for Victims Submitting CATCH Entries that has other CATCH information and the timeframes when your username and password will expire.
 - *SARC reminders: Step #1: Print out username and password from the CATCH Website <https://catch.ncis.navy.mil> and provide this to the victim.*
 - *SARC reminders: Step #2: For eligible Unrestricted Reports, SARCs will upload the MCIO Case Number when accessing the CATCH website to get victims their passwords, if they have the MCIO case number. This is done to avoid having the victim’s CATCH entry match against the victim’s open investigation. This is only for Unrestricted Reports.*
 - *SARC reminders: Step #3: Print out Instruction Sheet for Victims Submitting CATCH Entries under the “CATCH Resources” under “For Victims” on the SAPRO website at <https://sapr.mil/catch>. Write in your SARC contact info. Go over all the instructions with the victim.*
- Here is the information that is most useful to the MCIOs to identify the suspect. The top 5 CATCH entry fields are:
 - Suspect name, if known
 - Suspect phone number/social media profile name
 - Suspect rank
 - Date of alleged offense, and
 - Location of the alleged sexual assault
- Keep in mind that the more information you share, the more likely MCIO investigators will be able to identify and match the suspect to other potential entries or investigations.
- Remember, your name and information will remain anonymous unless you decide to file an Unrestricted Report and/or participate in an investigation. *If you elect to participate in an MCIO investigation and the investigation leads to preferral of criminal charges, the contents of the CATCH entry may be provided to the prosecuting attorney and the defense attorney through the legal discovery process.*
- You can upload digital photos to a CATCH entry.
- Please contact me to update your contact information if it changes in the future.
- *Do not expect a match to happen immediately. The CATCH information is not automated and has to be assessed by agents at CATCH MCIO HQ. This can take some time. It will also depend on whether, at the time that you submit your entry, there is another CATCH entry or open case that it matches against.*
- If the information you provide appears to match with others’ entries or an MCIO investigation, you will be confidentially notified.
 - **If you filed a Restricted Report**, you can decide to convert your report to an Unrestricted Report by re-signing the DD Form 2910. Then, the investigator is given your name, a criminal investigation is started, and the suspect's commander and your commander are notified.
 - **If you filed an Unrestricted Report** but did not want to participate in the investigation at the time you made your Unrestricted Report, you can decide to participate now. The investigator is given your name, and the suspect's commander and your commander are notified.

- **If you filed an SRI CATCH Entry**, you can decide to now file an Unrestricted Report by signing the DD Form 2910. Then the investigator is given your name, a criminal investigation is started, and the suspect's commander and your commander are notified.
- If you choose not to participate after being contacted with a match, you will be asked if you want to be contacted if there is a future match. If you agree, you may be contacted over the next 10 years. If you do not agree, you will not be contacted again. You will also be asked if you would like to share your reasons for not participating in the investigation.
- **I want to let you know, that most likely, you will not be contacted by the same SARC if there is a match.**

B-1. Facilitating CATCH Entry Submission: “One-Stop-Shop” Approach

- *SARC reminders: To facilitate submissions of CATCH entries for victims, each SARC may develop a process where victims can log into the SARC's computer using a guest DoD username and password to access the internet, enter the CATCH webpage address, and then complete an entry utilizing the CATCH username and password.*
- *SARC reminders: In the alternative, SARCs may identify a separate office/small conference room close to the SARC with a computer where the victim can fill out the CATCH entry, while the SARC is nearby to offer support. These are suggestions, and not mandatory because it may not be feasible to implement in all locations due to resource and facility limitations.*
- *SARC reminders: Victims can also submit their CATCH entry while in the SARC's office on their own mobile device. (CATCH version 2.2.1, which went online on May 28, 2022, reconfigured the victim pages for mobile browsers.)*
- *SARC reminders: This “One-Stop-Shop” would give victims a centralized location to report their sexual assault and to submit their CATCH entry, without having to go to a separate location to submit the CATCH entry and then return to the SARC if, for example, there were issues with a non-functioning CATCH password or submitting the CATCH entry triggered trauma. In addition, some Service members may not have access to a personal computer. Junior Service members may have no access to a private location, since they share sleeping quarters.*

B-2. Services for Victims No Longer on Title 10 Orders

- *SARC reminders: Each Service will determine what support – advocacy and SVC/VLC/VC services – to provide to victims who are no longer on Title 10 orders and their adult dependents. SARCs need to check with their Service SAPR Headquarters for guidance in this area.*

C. CATCH Program Talking Points When There is a Potential Match in CATCH

C-1. Contacting the Victim When There is a Potential Match in the CATCH Website

Once there is a potential match, notification will occur in two steps:

- *SARC reminders: Step 1 is scheduling a call. The local SARC (the SARC at the location where the entry was submitted) will contact the victim to schedule a virtual/phone call meeting between the victim and the Service/NGB “SARC CATCH HQ Notification Team” for the notification conversation.*
 - The SARC will offer to attend the virtual/phone call meeting as well to support the victim.

- This initial scheduling phone call gives the victim time to process the information and to schedule the “notification conversation” at an appropriate time when the victim has the time to talk and has some privacy.
- USMC SARCs: The USMC has an alternate process, please contact your CATCH SAPR Lead.
- *SARC reminders: Step 2 is the notification conversation. Instead of delegating the notification conversation to the local SARC, each Service and the NGB will designate two specially trained SARCs to be part of the SARC CATCH HQ Notification Team.*
- *SARC reminders: Your job as the local SARC is only to schedule the call and offer support.*

C-2. Talking Points for the Local SARC When Scheduling the Call

- I am contacting you because you submitted an entry in the Catch a Serial Offender Program website and there has been a potential match between your entry and another CATCH entry or MCIO investigation.
- A SARC from headquarters who has been specially trained on the CATCH Program will be contacting you with more information. I want to schedule a good time for the SARC from headquarters to contact you. Please let me know what time works for you, so you have time to talk and are in a location where you have privacy.
- I do not have any more information for you about the nature of the alleged offense(s) that triggered the potential match, so I cannot answer any additional questions, but the headquarters SARC will provide you more information.
- I can be on the call as well to provide you additional support or you can take the call only with the headquarters SARC. It is your choice. Let me know what you prefer.

D. Talking Points for CATCH Program Notification After a Match

Gather the following information and refresh your recollection on the notification process before contacting the victim.

1. At Notification victim is provided four pieces of information:
 - Info #1: Copy of their own CATCH entry.
 - Info #2: Whether the match was against one victim or multiple victims. (Indicate the number of victims and indicate whether they had CATCH entries or open/closed investigations.)
 - Info #3: Whether the victim's CATCH entry matched another CATCH entry.
 - Info #4: Whether the victim's CATCH entry matched an open or closed MCIO investigation.
2. At notification the CATCH HQ MCIO Lead provides the Service/NGB CATCH HQ SAPR Lead with the following information to provide the CATCH HQ Notification POC:
 - Copy of CATCH entry. At the time of notification of a potential match by the CATCH HQ notification point of contact, a victim will be provided a copy of their own CATCH entry to confirm the suspect identity (if suspect name was provided), to refresh their recollection as to what was entered in CATCH, and to ensure that the victim knows which CATCH entry is in question (in the event that the victim has multiple CATCH entries or multiple sexual assault reports that the CATCH HQ Notification POC may not be aware of).
 - The CATCH HQ Notification POC will not provide the victim any information from other sources. The victim will be provided a copy of their OWN entry into the CATCH system, which is very limited in scope.
 - The CATCH HQ Notification POC will not provide the victim the name of the suspect if it is not included in the victim's entry.

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- The victim's CATCH entry will be provided through a password-protected file. Encrypted email will not be used since victims may not have access to a government system or may not want this information sent to a government address.
 - Whether the match was against one victim or multiple victims, indicate the number of victims.
 - If there are multiple victims, for each one, indicate whether she/he had CATCH entry or open/closed investigation.
 - Whether the victim's CATCH entry matched another CATCH entry.
 - Whether the victim's CATCH entry matched an open or closed MCIO investigation.
 - To be considered a match, the investigation must involve an allegation of rape, sexual assault, aggravated sexual contact, abusive sexual contact, rape of a child, sexual assault of a child, or attempts of these offenses.
3. The CATCH HQ Notification POC will have no information as to the nature of the offenses that triggered the match and cannot answer any additional questions. However, the CATCH HQ Notification POC can offer the victim a referral to an SVC/VLC/VC.
4. Once notification is made to the victim, the victim will be given 30 calendar days to decide whether to participate in the investigation. During that time, if the victim has questions, the CATCH HQ Notification POC will offer a referral to an SVC/VLC/VC.
- *SARC reminders: The 30-day timeframe is only for purposes of recordkeeping to ensure that a victim is not forgotten and that a SARC reaches back out to them within the month. If a victim has no decision at the 30-day day mark, they can always come back later, but the SARC will no longer track the decision.*
5. If the victim decides to participate, follow the instructions in the CATCH Procedures.
6. If the victim decides NOT to participate during the 30-calendar day timeframe, and the victim contacted the CATCH HQ Notification POC and indicated that she/he does not want to participate in the investigation, the victim will be asked by the "CATCH HQ Notification POC" the following questions based on their decisions below:
- No Participation but staying in CATCH: If she/he wants to remain in the CATCH Program and potentially be contacted again.
 - Opting Out of CATCH: If the victim no longer wants to participate in the CATCH Program and wants to opt out:
 - The victim will contact the CATCH HQ Notification POC to make the annotation on the DD Form 2910. The Services may also allow the victim to email the request to opt out of CATCH. This email option is at the Service's discretion. The opt-out decision will be annotated on the DD Form 2910.
 - The CATCH HQ Notification POC will go into the CATCH system and input the DSAID case number to access the victim's entry and mark the victim's entry as do not contact. This makes the entry inactive until it is purged from the system at the 10-year mark.
 - Feedback from Victims After Notification: All victims who decide not to participate will be asked by the CATCH HQ Notification POC the following question:
 - "Would you be interested in sharing the reason why you do not want to participate in the investigation, so that this information can be used to improve the CATCH Program for other victims?"
 - This feedback is completely voluntary, and victims should never be encouraged or pressured to provide feedback.

- During the Monthly CATCH Meeting, the CATCH HQ SAPR Lead will, without providing victim PII, provide all Feedback from Victims After Notification to the group.

E. Suggested Talking Points for Notification

- I am contacting you because you submitted an entry in the Catch a Serial Offender website and there has been a potential match to another victim(s).
- I have been told that there is/are [provide number of victims that matched] victim(s).
- Your entry matched against [another CATCH Entry] or [open investigation] or [closed investigation]. To be considered a match, the investigation must involve an allegation of rape, sexual assault, aggravated sexual contact, abusive sexual contact, rape of a child, sexual assault of a child, or attempts of these offenses.
- Here is a copy of the entry that you submitted in the CATCH website. Please review it to refresh your memory. **If you elect to participate in an MCIO investigation and the investigation leads to preferral of criminal charges, the contents of the CATCH entry may be provided to the prosecuting attorney and the defense attorney through the legal discovery process.**
- I do not have any more information for you about the nature of the offenses that triggered the potential match, so I cannot answer any additional questions. If you have any follow-up questions about the investigation or legal process, I can provide you a referral to an SVC (Army, Air Force, National Guard) or VLC (Navy, USMC), who is your personal attorney, not a prosecutor or a defense attorney. They can help answer your questions about the CATCH Program.
- You will have 30-calendar days to decide whether to:
 - If filed a Restricted Report, convert to Unrestricted
 - **If filed an Unrestricted Report, decide to now participate in the investigation**
 - **If submitted an SRI CATCH Entry, decide to file an Unrestricted Report**
- If at the end of the 30 calendar days, you haven't contacted me, I will reach out to you to ask whether you have made a decision. Then, you can decide to do any of the following:
 - You can decide to:
 - If filed a Restricted Report, convert to Unrestricted
 - **If filed an Unrestricted Report, decide to now participate in the investigation**
 - **If submitted an SRI CATCH Entry, decide to file an Unrestricted Report**
 - You can decide not to participate this time but agree to be contacted if there is a future match. It's your choice and there are no negative consequences for you if you decide not to participate.
 - You can also opt out of the CATCH Program, and we will not contact you again.
 - Or, if you are not ready to make a decision and the 30 days have elapsed, you can always contact me later.

F. If the Victim Decides to Participate

For Restricted Reporters: If you decide to convert to Unrestricted, I will ask you to come in and see a SARC, so that you can sign the DD Form 2910 again and indicate that your reporting option is now Unrestricted. Signing the DD form 2910 can also be done virtually following COVID processes.

For both Restricted and Unrestricted Reporters: Now that you are participating with the investigation, your commander will be contacted. He or she will then contact the military

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investigator so that the investigation can begin. A SARC can also facilitate your contact with the MCIO.

For SRI CATCH Entries: If you decide to file an Unrestricted Report, I will ask you to come in and see a SARC so that you can fill out the DD Form 2910 and indicate that your reporting option is Unrestricted. Signing the DD form 2910 can also be done virtually following COVID processes.

The military investigator will be contacting you to schedule an interview. You have the right to be represented by an SVC/VLC/VC, who is your own attorney. I can give you that referral if you would like.

I can also refer you to a SARC to provide you support through this process.