INSTRUCTION SHEET FOR VICTIMS SUBMITTING CATCH A SERIAL OFFENDER (CATCH) ENTRIES
UPDATED FEBRUARY 2025

There is no requirement for you to participate in the Catch a Serial Offender (CATCH) Program. **Any information you provide is voluntary and anonymous.** *You can submit your entry at the Sexual Assault Response Coordinator's (SARC) office on your personal cell phone, so the SARC is nearby to provide you support and help with "log in" issues. You can also submit your entry alone at a private location.*

Go to the CATCH website at https://profile.ncis.navy.mil/. Login with the Username and Password provided by your assigned SARC or Sexual Assault Prevention and Response (SAPR) Victim Advocate (VA). If you have any issues with the Username and Password, contact your SARC:

SARC Name: _____

SARC Contact Info: _____

If you don't feel ready to submit your information, you can always come back later and contact the SARC for a new Username and Password for the CATCH website. Before you log on to the CATCH website to submit your entry, you can review the list of questions that you will be asked, so you know what to expect.

Your SARC can provide you a copy or you can go to the DoD Sexual Assault Prevention and Response Office (SAPRO) website at www.sapr.mil/catch, select "CATCH Entry Form" under the "CATCH Resources" under "For Victims".

- After you submit your entry to the CATCH website, if you remember additional information or would like to add to your entry, contact your SARC for a new Username and Password
- Most likely, you will not be contacted by the same SARC if there is a match
- Also, if there is a match and you decide not to participate in the investigation, you will be asked if you would like to share your reasons for not participating in the investigation

The top five things we would like for you to provide, if known, are:
1. Suspect name
2. Suspect phone number and social media profile name(s)
3. Suspect rank
4. Date of alleged offense
5. Location of the alleged sexual assault

This information is most useful to the Military Criminal Investigative Organizations (MCIOs) to identify the suspect. You can provide as much information as you can remember and feel comfortable sharing. You do not need to go looking for information, as this may be dangerous. You only need to complete one field to submit an entry. You may upload digital photos to your CATCH entry.

Please keep in mind that the more information you share, the more likely MCIO investigators will be able to match the suspect to other potential entries.

Seeking Support
If you need support during the time that you are submitting your entry or after, please contact your SARC. If you need to speak to someone immediately, you can reach the DoD Safe Helpline for anonymous and confidential, 24/7 support at (877) 995-5247 or www.safehelpline.org.

Printing Your Entry
If you wish to save or print a copy of your entry, you must do it <u>before</u> selecting "Submit Report." To print, navigate to the "Review" screen and select "Print Report."

Submitting Your Entry
Remember to print first because you cannot print after you submit. To save your information and submit your entry, navigate to the "Review" screen to review all of your entries on a single page. Once satisfied with your entry, select "Submit Report." You only need to complete one field to be able to submit a report.

Important Time Frames for CATCH Program Entries	
Timeframe	**Details**
Valid for 30 Days	Your CATCH Username and Password are valid for 30 calendar days. After 30 calendar days, they will expire, and you will need to ask the SARC for new ones.
Use 5 Times / For 72 Hours	Once you log in to the CATCH website, you can use the same Username and Password to log in four more time within the next 72 hours to complete your entry or to provide additional details. After five total logins or 72 hours have passed since the first login, the Username and Password will expire. During that 72-hour timeframe, you can log in a total of five times to make an entry or provide additional details.
Do Not Leave the Website Without Submitting	When you are logged in to the CATCH website, the system will log you out if it remains idle for 15 minutes. The information will not be saved, so please do not walk away from your computer or navigate away from the CATCH website until you select "Submit Report."