

## INSTRUCTION SHEET FOR VICTIMS SUBMITTING CATCH A SERIAL OFFENDER ENTRIES

*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/>. Log In with the username and password provided by your assigned Sexual Assault Response Coordinator (SARC) or SAPR Victim Advocate (VA). If you have any issues with the username and password, contact your SARC:

- SARC name: \_\_\_\_\_
- SARC contact info: \_\_\_\_\_

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](http://www.safehelpline.org).

### THE TOP 5 THINGS WE WOULD LIKE FOR YOU TO PROVIDE, IF KNOWN, ARE:

Here's the information that is most useful to the MCIOs to identify the suspect.

1. Suspect name,
2. Suspect phone number/social media profile name,
3. Suspect rank,
4. Date of alleged offense, and
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.*

- 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](http://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.

### PRINTING YOUR ENTRY:

- If you wish to save or print a copy of your entry, you must do it before 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.

### TIME FRAMES:

- Your CATCH username and password are valid for 30 days. After 30 days or 5 logons, they will expire.
- Once you log into the CATCH website, you can use the same username and password to log in four more times to complete your entry or to provide additional details.
- When you are logged into the CATCH website, the system will log you out if it remains idle for 15 minutes. The information will not be automatically saved, so please do not walk away from your computer or navigate away from the CATCH website until you select "Submit Report."