

DEPARTMENT OF HOMELAND SECURITY

U.S. Coast Guard

NOTICE TO OFFICE OF THE CHIEF PROSECUTOR OF REPORTED OFFENSE

Purpose: This form is intended to convey notice of an alleged offense from field Staff Judge Advocate (SJA) Offices to the Office of the Chief Prosecutor (OCP). The information provided is deliberative, pre-decisional, and is not intended as a complete account of the situation at hand. This form contains Privacy Act sensitive information and should be safeguarded accordingly.

PART I: SUSPECT(S) INFORMATION

Name of Suspect (List Additional Below):	Rate / Rank / Grade:	Suspect's Unit:
Suspect's End of Enlistment Date:	Alleged Covered Offense? <input type="checkbox"/> : Yes <input type="checkbox"/> : No	Apprx. Date of Offense:

Additional Suspect(s) (Include Rate / Rank / Grade):

Nature of Offense: *Briefly describe the general facts of the alleged offenses. For Covered Offenses, included any known and/or related offenses. Do not make opinions that a particular person committed, or did not commit, a violation. Do not convey the merits of prosecution or analyze evidence.*

PART II: VICTIM(S) INFORMATION

Name of Victim (List Additional Below):	Rate / Rank / Grade / Civ:	Victim's Unit:	SVC, if elected:
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Additional Victim(s) (Include Rate / Rank / Grade / Civ):

Key Victim Information (Number of Victims, Age, Relationship to Suspect, Military Affiliation, etc.)

PART III: LAW ENFORCEMENT INFORMATION

CGIS Case Agent or Other Agency:	What Investigative Steps Were Taken by Law Enforcement (CGIS, Local PD, etc.):
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PART IV: ADMINISTRATIVE CONSIDERATIONS

Information Concerning Suspects

<input type="checkbox"/> : No-Contact Order Imposed/Pends	<input type="checkbox"/> : Pretrial Confinement Imposed/Pends
<input type="checkbox"/> : MPO Imposed/Pends	<input type="checkbox"/> : Pretrial Restriction Imposed/Pends
<input type="checkbox"/> : Admin Transfer Executed/Pends	<input type="checkbox"/> : Particular Concern For Suspect Health/Safety
<input type="checkbox"/> : ADASSIGNED to _____	

[Optional] Amplifying Information Regarding Administrative Considerations: *Do not make opinions that a particular person committed, or did not commit, a violation. Do not convey the merits of prosecution or analyze evidence.*

Relevant SJA Office and Convening Authority (if different):

Date Submitted:	SJA Office POC & Contact Information:	Signature:
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Completed notification forms should be emailed to the OCP Duty Mailbox at: SMB-COMDT-OCP-Duty@uscg.mil.

For questions or immediate support, please contact the OCP Duty Attorney at: (843) 517-2440.