

# PROCEDURE

Effective Date: February 5, 2015

Revised: August 9, 2017

Approved By: Assistant Vice President, BFA

Authority: [POL-U5315.21](#)

- See Also: PRO-U5315.21C Reporting Concerns of Child or Vulnerable Adult, Harassment (including Sexual), Intimidation or Bullying
- PRO-U1600.02A Discrimination Complaint Procedure
- [Toolkit](#) Children at Western

## **PRO-U5315.21B REPORTING CONCERNS OF CHILD OR VULNERABLE ADULT ABUSE OR NEGLECT**

Action by:

Reporter (University Employee, including student-employee)

Reporter's Supervisor

Action:

1. **Reports** to both 1a) and 1b) below at the first opportunity, but in no case longer than 48 hours, after observing, or having reasonable cause to suspect, child or vulnerable adult abuse or neglect:
  - 1a. To one of these three agencies:
    - University Police at (360) 650-3555 or 3911,
    - The law enforcement agency in the jurisdiction where the incident allegedly occurred at 911, or
    - Department of Social and Health Services (DSHS) at (866) END-HARM.

**Exception:** If child or vulnerable adult is in imminent danger or a crime is in progress, reporter **immediately calls** University Police at (360) 650-3911 or local law enforcement at 911.
  - 1b. His/her supervisor.
2. **Reports (or causes a report), immediately upon notification by reporter,** the suspected abuse or neglect to:
  - 2a. His/her division vice president, and
  - 2b. Western's Equal Opportunity Office, Title IX Coordinator, 360.650.3307 when any part of the suspected abuse or neglect involves any of the following:

## PROCEDURE

Action by:

Action:

Reporter's Supervisor

- Any form of suspected or known sexual misconduct has occurred, including sexual harassment, sexual assault, or sexual violence, sexual intimidation, sexual coercion or rape.
- Discrimination or harassment on the basis of a protected category, including race, color, creed, religion, national origin, sex, disability, age, veteran status, sexual orientation, gender identity and expression, marital status, and/or genetic information.