

PROCEDURE

Effective Date: September 9, 2014

Revised: August 9, 2017

Approved By: Assistant Vice President, BFA

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

See Also: PRO-U5315.21B Reporting Concerns of Child, or Vulnerable Adult, Abuse or Neglect
 PRO-U1600.02A Discrimination Complaint Procedure

PRO-U5315.21C REPORTING CONCERNS OF CHILD OR VULNERABLE ADULT, HARASSMENT (INCLUDING SEXUAL), INTIMIDATION OR BULLYING

Action by:

Reporter (University employee, including student-employee)

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 harassment (including sexual), intimidation or bullying:

1a. To one of these two agencies:

- University Police at (360) 650-3555 or 3911; or
- The law enforcement agency in the jurisdiction where the incident allegedly occurred at 911.

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.

Reporter's Supervisor

2. **Reports (or causes a report), immediately upon notification by reporter,** the suspected abuse or neglect to both:

2a. His/her division vice president, and

2b. Western's Equal Opportunity Office, Title IX Coordinator, 360. 650.3307.