



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
3/14/23

PAGE NUMBER
1 of 4

NUMBER
DOC 350.550

POLICY

TITLE
**REPORTING ABUSE AND NEGLECT/
MANDATORY REPORTING**

REVIEW/REVISION HISTORY:

- Effective: 12/23/02
- Revised: 7/31/06
- Revised: 7/31/07
- Revised: 12/19/08
- Revised: 9/4/09
- Revised: 7/11/11
- Revised: 2/24/14
- Revised: 5/12/14
- Revised: 4/19/19
- Revised: 3/14/23

SUMMARY OF REVISION/REVIEW:

I.A.1., I.C., II.B.1., III.A., III.B., and III.B.1. - Adjusted language for clarification
 Added III.A.1. & 2. what documentation in the electronic file will include and that the name of the reporting person will remain confidential
 Removed III.C. as repetitive


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

2/10/23

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 26.44.030](#); [RCW 26.44.040](#); [RCW 71.09.020\(12\)](#); [RCW 74.34.020](#); [RCW 74.34.035](#); DOC 350.500 End of Sentence Review/ Sexually Violent Predator Civil Commitment; DOC 450.320 Contact with Minors and Family Reunification

POLICY:

- I. The Department will report suspected child abuse/neglect and incidents of abuse, abandonment, financial exploitation, or neglect involving vulnerable adults to the appropriate authority.
- II. Unless authorized per DOC 450.320 Contact with Minors and Family Reunification or other Department policy, individuals with certain convictions will be reported to the appropriate authorities for residing with, proposing to reside with, or having unsupervised contact with a child/vulnerable adult.
- III. If it appears that an individual has committed a recent overt act as defined in RCW 71.09.020(12), employees will document and report the behavior per DOC 350.500 End of Sentence Review/Sexually Violent Predator Civil Commitment.

DIRECTIVE:

- I. Reporting Requirements
 - A. Information regarding abuse and neglect must be immediately reported to the appropriate authority, as follows:
 1. Any employee, contract staff, or volunteer who has reasonable cause to believe, based on observations made or information received in the course of official duties, that a:
 - a. Child has suffered abuse and/or neglect, or
 - b. Vulnerable adult has suffered abuse, abandonment, financial exploitation, and/or neglect.
 2. Case managers who observe or receive information that an individual with a conviction for any of the following is residing with, proposing to reside with, or having unsupervised contact with a child unless authorized per policy:
 - a. A sex offense involving a child victim, or
 - b. Any other offense committed as an adult involving a child victim.

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3. Case managers who observe or receive information that an individual with a conviction for an offense involving a vulnerable adult is residing with, proposing to reside with, or having unsupervised contact with a vulnerable adult unless authorized per policy.

B. The appropriate authorities are as follows:

1. Reports involving a child victim will be made to the:
 - a. Department of Children, Youth, and Families at 1-866-363-4276 or <https://www.dcyf.wa.gov/safety/report-abuse>, or
 - b. Law enforcement agency with jurisdiction where the abuse/neglect is believed to have occurred.
2. Reports of sexual or physical assault involving a vulnerable adult victim, or an act that has caused a vulnerable adult victim fear of imminent harm, will be made to the law enforcement agency with jurisdiction where the act is believed to have occurred.
3. All other reports involving a vulnerable adult victim will be made to Adult Protective Services (APS) at 1-866-363-4276 or per the Department of Social and Health Services (DSHS) website.

C. Reporters will also immediately inform their supervisor or designee of the observations/information and the notice given to the appropriate authority.


II. Report Content

A. Reports involving a child victim should include, if known:

1. The name, address, and age of the child
2. The name and address of the child's parents, stepparents, guardians, or other persons having custody of the child
3. The nature and extent of any suspected abuse, injury, neglect, or sexual abuse
4. Any evidence of previous injuries, including their nature and extent
5. The name of any suspected perpetrator
6. Any other information that may be helpful in the investigation

B. Reports involving a vulnerable adult victim should include, if known:

1. The name and address of the vulnerable adult and the legal guardian or alternate decisionmaker
2. The name of any agency or facility providing care for the vulnerable adult

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3. The nature and extent of the suspected abuse, abandonment, financial exploitation, or neglect
4. Any history of abandonment, abuse, financial exploitation, or neglect
5. The name of any suspected perpetrator
6. Any other information that may be helpful in the investigation

III. Documentation

- A. If the suspected perpetrator is an individual under Department jurisdiction, the supervisor or designee will document on the Safety Concerns banner in the individual's electronic file within 24 hours of being notified that a report was made.
 1. Documentation will include that a report of suspected abuse/neglect was made to the appropriate authority and Victim Services should be contacted if further information is needed.
 2. The name of the reporting person will remain confidential per RCW 74.34.035 and will not be identified in the documentation.
- B. For the safety of the victim and the source, the reporting person will send the following information to Victim Services at docvictimservices@doc.wa.gov, who will document the information in the electronic file using a protected chrono entry.
 1. The name of the reporting person
 2. The appropriate authority to which the report was made
 3. The date and time of the report
 4. A summary of the information reported
- C. The supervisor/designee will inform the Victim Services Program Manager when a report of the abuse/neglect is made.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Child, Vulnerable Adult. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:

None