



Lower Columbia College Mandatory Reporter Protocol

As members of the LCC Faculty and Staff we have a statutory obligation (RCW 26.44.030) to report instances where we believe a juvenile (person under the age of 18) is the victim of abuse or neglect. The following is a quick reference guide to expedite the process.

Prior to contacting DSHS please have as much of the following information available as possible:

- The child's name, address, and age.
- The name and address of the child's parents, stepparents, guardians, or other persons who have custody of the child.
- The nature and extent of the alleged:
 - a. Injury or injuries.
 - b. Neglect.
 - c. Sexual abuse.
- Any evidence of previous injuries, including their nature and extent.
- Any other information that may help to establish the cause of the child's injury, injuries, or death.
- The identity of the alleged perpetrator(s).

After collecting as much of the above information as possible the reporting process is as follows:

- Call DSHS
 - a. The number is 1-866-363-4276 (1-866-ENDHARM)
 - b. Be prepared to "hold" as the number of intake officers is limited.
- Calling 911 is not the correct option *unless you are witnessing the abuse currently taking place.*

Lower Columbia College Administrative Policy [#238 Mandatory Reporting of Child Abuse & Neglect](#) covers this in more detail.