Kirkwood
COMMUNITY COLLEGE

College Procedure: 403.3 – Reporting of Abuse

Policy Reference:	403 – Workplace Safety
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	08/23/2012
Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

Kirkwood Community College believes in providing students, faculty, staff, volunteers and the community an educational environment free from harassment, abuse and violence. Acts of abuse interfere with a person's right to safety, to receive an education, and to work in an environment free from violence. Furthermore, Kirkwood strives to protect the well-being of every child and dependent adult visiting Kirkwood's campus and/or participating in a Kirkwood sponsored off-campus activity. Kirkwood has adopted this procedure to provide guidance to Kirkwood employees regarding the reporting requirements of suspected physical or sexual abuse of a child or a dependent adult.

The Procedure

This procedure applies to all Kirkwood employees concerning all activities and programs on the Kirkwood campus or at a Kirkwood sponsored off-campus activity, or other events that are otherwise in the scope of the employee's employment responsibilities. A Kirkwood employee must report any case of suspected, actual or directly witnessed child or dependent adult abuse to Public Safety with no exception, both orally and in writing. Employees, in addition to notifying Public Safety, may also report suspected Child or Dependent Adult abuse directly to other law enforcement entities.

A phone call or in-person description of the incident to Public Safety (319-398-7777) satisfies the oral requirement. The oral reporting should occur as soon as possible. However, such oral reporting should be made within 24 hours of the observation or knowledge of abuse.

A Report an Incident or Concern web submission to Public Safety satisfies the written reporting requirement. The report should include as much information as the individual is able to provide. The weblink can also be found on the public safety page.

- The names and home address of the child/dependent adult and the child's/dependent adult's parents or other persons believed to be responsible for the child's/dependent adult's care.
- The child's/dependent adult's current whereabouts.

- The child's/dependent adult's age.
- The nature and extent of the child's/dependent adult's injuries, including any evidence of previous injuries.
- The name, age and condition of other children/dependent adults in the same household.
- Any other information that you believe may be helpful in establishing the cause of the abuse or neglect to the child/dependent adult.
- The identity of the person or persons responsible for the abuse or neglect to the child/dependent adult.
- Your name and address.

Some Kirkwood employees are also considered mandatory reporters under state law and, therefore, may have additional duties and obligations for reporting and training under certain statutes and regulations. This procedure does not affect any duties or obligations that any mandatory reporter may have in reporting abuse or undertaking required training under any other applicable statute or regulation.

Any uncertainty about whether reporting is required should always be resolved in favor of making a report. Furthermore, if an employee sees a child or dependent adult in imminent danger on campus or at a Kirkwood sponsored off-campus activity, the employee shall immediately call 911.

Retaliation by Kirkwood against persons filing a report under this procedure or for assisting in the investigation following the filing of a report is strictly prohibited. Failure to adhere to this procedure will result in disciplinary action up to and including termination of employment.

Definitions

Child: A PERSON UNDER THE AGE OF 18.

Abuse: INCLUDES ANY NON-ACCIDENTAL PHYSICAL INJURY AS THE RESULT OF THE ACTS OR OMISSIONS OF A PERSON RESPONSIBLE FOR THE CARE OF THE CHILD OR DEPENDENT ADULT, AS WELL AS ANY SEXUAL ABUSE.

Dependent Adult: A PERSON 18 YEARS OF AGE OR OLDER WHO IS UNABLE TO PROTECT THE PERSON'S OWN INTERESTS OR UNABLE TO ADEQUATELY PERFORM OR OBTAIN SERVICES NECESSARY TO MEET ESSENTIAL HUMAN NEEDS, AS A RESULT OF A PHYSICAL OR MENTAL CONDITION WHICH REQUIRES ASSISTANCE FROM ANOTHER, OR AS DEFINED BY THE DEPARTMENT OF HUMAN SERVICES.

Sexual Abuse: ANY SEX ACT BETWEEN PERSON BY EITHER OF THE PERSONS WHEN THE ACT IS 1) PERFORMED WITH THE OTHER PERSON BY FORCE, AGAINST THEIR WILL, BY CONSENT VIA THREATS OF VIOLENCE, OR IF THE ACT IS UNDER THE INFLUENCE OF A DRUG INDUCING SLEEP OR OTHER STATE OF UNCONSCIOUSNESS 2) SUCH OTHER PERSON IS SUFFERING FROM A MENTAL DEFECT OR INCAPACITY WHEREIN SUCH DEFECT PRECLUDES GIVING CONSENT AND 3) SUCH OTHER PERSON IS A CHILD; ANY ACT OF INCEST; ANY SEXUAL EXPLOITATION OF A MINOR WHEREIN A SEX ACT IS PRESERVED IN ANY MEDIUM, PROMOTED IN ANY WAY, OR PURCHASED OR POSSESSED.

Kirkwood
COMMUNITY COLLEGE

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	08/23/2012	Jim Choate, Vice President, Finance	New procedure
2	05/16/2017	Mick Starcevich, President	New template
3	07/11/2019	Cabinet	Procedure template