

# Reporting Concern and Employee Reporting Responsibilities

## Standards of Conduct – Expectations

### CWU Policy 701-09

**Effective:** June 10, 2025

**Policy Review Date:** YEAR

**Policy Executive:** Chief of Staff

**Responsible Office/Unit:** Office of Civil Rights Compliance

#### Policy Statement:

#### Applicability:

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#### Content:

Policy

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- (1) Central Washington University (CWU) is committed to promoting an inclusive university environment of integrity, civility, and safety that adheres to all applicable federal, state, and local laws, rules, and regulations. CWU strongly believes that all members of the university community are integral in supporting that goal.
  
- (2) Faculty, staff, and students are encouraged to report behaviors of concern, potential policy violations, and/or requests for support through official internal reporting channels so that they may be responded to in a consistent manner and at the appropriate level. All members of the CWU community are also encouraged to inform those involved, whether directly or indirectly affected, of university reporting options and resources (see 7. Confidential Resources and 8. Formal Reporting Options below).
  
- (3) Certain CWU employees have specific reporting responsibilities as outlined below. The reporter is not entitled to receive a notice of outcome unless they are the alleged victim or respondent. All CWU employees should keep any information reported private to the extent possible; however, CWU cannot guarantee confidentiality outside of the services through the Confidential Resources listed below.

#### **(4) Title IX Responsible Employees Reporting Responsibilities**

- A. Pursuant to Title IX, all higher education institutions are required to respond when the Title IX Coordinator, as well as officials who have authority to institute corrective measures, are made aware of (i.e., provided notice of) sexual harassment/misconduct. While the Title IX Coordinator is designated to have oversight of CWU's compliance with Title IX, preventing and responding to incidents of sexual harassment/misconduct is an institution-wide responsibility at Central. Therefore, CWU has designated Responsible Employees who are required to report knowledge of potential sexual harassment/misconduct to the Title IX Coordinator. For more information on CWU's Title IX compliance and Responsible Employee expectations, visit the [Civil Rights Compliance- Addressing and Preventing Sex Discrimination website](#).
- B. At CWU, Responsible Employees have a duty to promptly report incidents of sexual harassment/misconduct, including sexual assault, sexual harassment, dating and domestic violence, and stalking. Reports will be made directly to the Title IX Coordinator or Deputy Title IX Coordinator, or through the online Concern and Support (Reporting) Form, so that the university may take appropriate action to stop, remedy, and prevent the misconduct.
- C. All permanent employees, faculty (defined in the faculty CBA), and designated student employees (e.g., graduate assistants, resident assistants/apartment or hall managers, and student union building managers), at CWU are responsible employees, unless they are designated as a confidential resource (see 7. Confidential Resources below). Permanent employees include cyclic and salaried exempt and classified staff.
- D. While all other student, non-permanent, and temporary employees are not considered Responsible Employees, all employees at CWU are encouraged to share information about reporting options and resources with the parties involved. For more information on reporting options and resources, visit the [Civil Rights Compliance- Addressing and Preventing Sex Discrimination website](#).
- E. CWU expects Responsible Employees to take training related to this designation. Any required content and frequency, can be found in CWU 301-23 Training and Development.

#### **(5) Hazing Reporting Responsibilities**

- A. Pursuant to RCW 28B.10.907, any university employee, including student employees and volunteers who have reasonable cause to believe that hazing has occurred, shall report the incident or cause a report to be made to the Office of Student Rights and Responsibilities (OSRR) or through the Concern and Support Reporting Form. This requirement does not include confidential employees, unless the employee has a supervisory role or position of authority over students.
- B. CWU requires all employees to engage in hazing prevention education under HB 1751. See CWU 301-23 Training and Development.

#### **(6) Clery Act Campus Security Authorities Reporting Responsibilities:**

- A. Per the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (i.e., the Clery Act), Campus Security Authorities (CSA) are individuals who are responsible for reporting

crime information to the designated Clery Compliance Officer or Campus Safety/Police Department. At CWU, the following individuals are CSAs:

1. Members of University Police and Public Safety;
  2. Any individual who has responsibility for university security, including those who provide security at university parking lots or facilities, act as event security, or escort students around campus after dark;
  3. Any other individual to which students and employees report criminal offenses. These include resident assistants, academic advisors, Office of Health Promotion staff, etc.;
  4. CWU employees who have significant responsibility for student and university activities, including but not limited to Athletic Department staff and coaches, Title IX Coordinator and Deputies, University Housing and Residence Life Staff, staff in the Vice President for Student Engagement and Success office, directors and/or department chairs/heads, Study Abroad faculty and staff, University Center staff, etc.
- B. All CSAs receive annual notice of and training on their roles and responsibilities through University Police and Public Safety.
- C. CWU has a responsibility to notify the university community about any crimes which pose a current, ongoing threat. CSAs are obligated by law to promptly report crimes to University Police and Public Safety or the Clery Compliance Officer. CSAs do not investigate. Incidents can be reported to CSAs by anyone, including a witness, victim, or a third party.

## **(7) Confidentiality**

- A. Some university resources and staff may maintain confidentiality, thereby offering options and advice without any obligation to inform an outside agency or university official unless a reporting party has requested information be shared further or officially reported. Confidential campus resources and staff will maintain confidentiality except when legally mandated to share information, including but not limited to potential lethal harm to self or others and minor, dependent, or elder abuse.
- B. If a reporting party would like the details of an incident kept confidential, the reporting party may speak with on-campus or off-campus licensed professional counselors and medical providers, as well as victim advocates. Students may utilize the on-campus licensed professional counselors and staff in Student Counseling Services, on-campus health service providers and staff in Student Health Services, or on-campus victim advocate staff in Prevention, Advocacy, Training, and Healing (PATH) within the Office of Health Promotion.
- C. The confidentiality of the above-listed employees only applies to information obtained while the employee is performing their job duties (i.e., functioning within the scope of their duties to which the confidentiality applies).

## **(8) Formal Reporting Options:**

- A. All university personnel are encouraged to contact University Police and Public Safety (e.g., CWUPD) for immediate response and assistance, especially in instances of immediate threat or danger. CWUPD can be contacted through Kittcom non-emergency line at 509-925-8534 or through 9-1-1 for emergency response.
- B. CWU's official reporting mechanism is the Concern and Support (Reporting) Form. All university staff, faculty, and students are encouraged to report behaviors of concern, potential policy violations, and/or requests for support through this form. The Concern and Support Form can be accessed through their MyCWU portal under "Main Menu." The Concern and Support Form is managed by professional staff in Student Engagement and Success in coordination with other university partners, including Civil Rights Compliance, Human Resources, and University Police and Public Safety. The Office of the Vice President for Student Engagement and Success can be contacted directly at 509-963-1515 for further questions or support.
- C. The Director of Civil Rights Compliance and Title IX Coordinator (as well as the ADA/504 Coordinator) can be contacted regarding incidents of potential discrimination, harassment, and retaliation, including sexual misconduct. Civil Rights Compliance staff can be contacted at [CRC@cwu.edu](mailto:CRC@cwu.edu) at 509-963-2050, or visiting Barge Hall Room 204.

## **History:**

*Responsibility: BFA Division; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 06/17/2020; 7/24/2024 (Interim Policy); 6/10/2025; Approved by: A. James Wohlpart, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-35-075, June 2025*