

Administrative Procedure 667.1A

Name of Procedure: Notification of Registered Sexual Offenders

Policy Number: 667

ALL registered sex offenders who are registering for classes must schedule a meeting with the Lower Columbia College Director of Student Conduct. This meeting should occur prior to the start of classes but must occur no later than the first Friday of every quarter of attendance. The student must provide a current schedule showing all registered classes and the instructor for each class.

At the conclusion of this meeting, pre-selected college administrators and all instructors of Level I and Level II registered sex offenders will receive notification from the Director of Student Conduct and Security Services of the offender's name and that the student is registered for their class. Additionally, Level II registered sex offenders will have their photograph filed in the Security Office.

College administrators and program leads to be notified are:

- VP of Administration
- VP of Instruction
- VP of Student Services
- VP of Human Resources, Foundation and Legal Affairs
- Director of Human Resources
- Director of Environmental Health and Safety
- Director of Home and Family Life
- Director of Early Childhood Education and Head Start
- Director of Running Start
- Dean of Nursing and Allied Health
- Dean of Instruction and Learning Resources
- Security Team
- Tutorial Center Program Coordinator

In addition to the above, all Level III offenders will also have their directory information, including their photograph, distributed to all members of the campus community via email and postings will be made throughout campus in conspicuous locations.

The Director of Student Conduct and Security Services shall be the designated official to receive notifications from the Cowlitz County Sheriff's Office or other law enforcement agencies. Prior to notification, the Director of Student Conduct and Security Services may, when deemed advisable, contact appropriate law enforcement personnel to obtain information to guide notification actions.

The Vice President of Student Services or designee shall coordinate notification to the campus community with the Director of Student Conduct and Security Services. Any person on campus receiving notification from a law enforcement agency regarding a registered sex offender shall provide a copy of such notification to the Director of Student Conduct and Security Services.

The Office of the Vice President of Student Services or designee will maintain the following records on all registered sex offenders covered under this policy:

- copies of all files
- photos and other correspondence provided by other agencies
- a record of all notifications made
- copies of all community advisory flyers or other public notices

Upon receiving notification about the presence or likely presence of a sexual offender on or near any College-controlled facility, activity, or event, the College may take such steps as are necessary and appropriate under applicable law to inform members of the College community of the presence of such persons. The extent and types of notification may be adjusted on a case-by-case basis. The extent of the public disclosure of relevant and necessary information shall be rationally related to (a) the level of risk posed by the offender to the community, (b) the locations where the offender resides or is regularly found, and (c) the needs of the members of the College community for information to enhance their individual and collective safety.

Annually, the Vice President of Student Services or designee will authorize an email to be sent to the campus community about where to access information about registered sex offenders. This email will provide a link to the Campus Safety webpage directing the user to the Washington Association of Sheriffs and Police Chiefs, which is published to provide ready access to the public to search for sex offenders. IF there is any change in this link, the Vice President of Student Services or designee will notify, in a timely manner, the campus community about the change.

For all registered sex offenders, the College will ordinarily notify the offender of the notifications it is making. For employees who have been assigned the Level II and Level III risk categories, the College reserves its rights not to employ the person and/or to assign or limit employment hours, job duties or work sites and to provide campus notification when necessary.

The Washington Association of Sheriffs and Police Chiefs (WASPC) through the “Model Policy” established guidelines for risk-level classification and the dissemination of information about sex offenders.

1. Lower Risk to Re-Offend (Level 1):

Information is maintained by local law enforcement agency and is disseminated to other appropriate law enforcement agencies.

2. Moderate Risk to Re-Offend (Level 2):

In addition to Level 1 dissemination, information is also released to any businesses or organizations who serve families and children. These include but are not limited to public schools, private schools, day care facilities and public service organizations. Also it is recommended that there are community notification meetings.

3. Highest Risk to Re-Offend (Level 3):

Includes all notification dissemination for Level 1 and Level 2 offenders. In addition, the public may be notified through press releases to local news media outlets.

The End of Sentence Review Committee is made up of a variety of state and local agencies that together complete risk-level assessment of most sex offenders either convicted in Washington State or convicted in another state and move to Washington. The purpose of risk-level assessment is to provide the community with information about convicted sex offenders who pose a moderate or high risk to re-offend.

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- 2-5-20 Reviewed by Governance
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