

EvCC6550P: SEX OFFENDER PROCEDURE

Original Date: April 2001

Procedure Contact: Vice President of Administrative Services

PROCEDURE

When the College is notified by the Everett Police Department and/or the County Sheriff's department that a sex offender has registered with the Everett Police Department and/or Sheriff's Department, or a registered sex offender self-reports to a college official, every effort will be made to notify the appropriate college community members within five (5) working days after notification.

Notification from the Everett Police Department and/or Sheriff's Department will be made to the College's Campus Safety and Security Office. The Registrar will verify records to determine if the offender is a registered student. If the offender is a student, notification will be made to the office of the Vice President of Instruction and Student Services or his/her designee.

In the case where the offender self-identifies to a College member, the College member will notify Campus Safety and Security and the Office of the Vice President of Instruction and Student Services.

PURPOSE

The purpose of the Sex Offender Notification Procedure is to respond to the enrollment or presence of a convicted sex offender at Everett Community College:

- Without creating excessive anxiety among staff or students;
- Without contributing to a possible punitive reaction by some member of the campus community; and
- Without causing undue disruption to the college environment.

NOTIFICATION

Notification to the campus community will be made pursuant to RCW 4.24.550, Sex offender and kidnapping offenders – Release of information to public, and after direct consultation with the Everett Police Department or Sheriff's Department. Campus Safety and Security will contact the Everett Police Department and/or Sheriff's Department to obtain information regarding the offender's risk level classification. Risk level will determine the scope of notification.

Risk classification is initially determined by professionals within the Department of Corrections prior to release of the offender. **Level I** indicates low risk of re-offense, **Level II** indicates a medium risk of re-offense, and **Level III** indicates a high risk of re-offense.

Notification to the college community will be made based on the following risk classifications:

Level I – Low Risk to the Community

Offender name and Risk Level will be on file in the offices of Campus Safety and Security and the Office of the Vice President of Instruction and Student Services.

Verbal or written notification to faculty whose classes in which the offender has enrolled, and the division's Dean.

Written notification to the Early Learning Center.

Level II – Medium Risk to the Community

Offender name and Risk Level will be on file in the offices of Campus Safety and Security and the Office of the Vice President of Instruction and Student Services.

A Community Notification Bulletin, supplied by the Everett Police Department and/or Sheriff's Department will be on file in Campus Safety and Security. This information will include offender name, picture, and descriptive information about the offender and the offense.

Post information, including picture and name, to designated employee bulletin boards.

Verbal and written notification to the faculty whose classes in which the offender has enrolled, and the division's Dean.

Written notification to the Early Childhood Learning Center.

Level III – High Risk to the Community

Same notification as for Level II.

Written communication to the campus community via campus e-mail from the Office of the Vice President of Instruction and Student Services. Decisions regarding the extent of the information provided by the Office of the Vice President will be at his/her discretion. The Office of the Vice President will also provide written notification to the students enrolled in classes in which the offender is enrolled.

Any individual within the Everett Community College community may have access to notification information. Files containing notification information will be held in Campus Safety and Security.

Each offender, regardless of risk classification, will be required to meet with the Vice President for Student Services or his/her designee. The student will be informed of the notification procedure and conditions of enrollment.

In addition to the notification procedure, the student will be provided with information regarding the rights, responsibilities, and privacy protections of students.

RELEVANT LAWS AND OTHER RELATED INFORMATION:

[RCW 4.24.550](#)

REVISION HISTORY

Original April 2001

APPROVED BY

President's Staff