

SEXUAL OFFENDER NOTIFICATION PROCEDURES

ADMINISTRATIVE RULE NUMBER: E006

LAST APPROVED: February 9, 2012

RELATED TO POLICY SERIES NUMBER: 322

BACKGROUND: E006.1

The “Campus Sex Crimes Prevention Act” (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. It also amended the Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. These changes took effect October 28, 2002 and this notice is a requirement beginning with the annual Campus Public Safety Security report due October 1, 2003. Lastly, the Act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted. This amendment took effect on October 28, 2000.

TBCC SEX OFFENDER NOTIFICATION PROCEDURES: E006.2

Information regarding registered sex offenders may be obtained from the Oregon State Police (503-378-3720) and requesting the Sex Offender Unit. In accordance with the Cleary Act, the Campus Crime Statistics Act, and the Campus Crimes Prevention Act, Tillamook Bay Community College periodically receives Sex Offender Notifications from Tillamook County and the State of Oregon for students who are enrolled at TBCC.

NOTIFICATION PROCESS: E006.3

- A. Sex offenders are recommended to attend TBCC by a County parole or probation officer after consultation with the Associate Vice President of Student Services and it is determined by both the officer and the Associate Vice President that TBCC is an appropriate educational setting for the candidate. The Associate Vice President will be the contact with the student’s parole officer to learn the conditions of his/her probation/parole/post-prison supervision, if any.
- B. Upon receipt of notification that a sexual offender will be a TBCC student, the Associate Vice President of Student Services will determine if the person is enrolled in classes at TBCC by checking TBCC’s Student Information System (Jenzabar).

- C. Additional communication between TBCC and the student's parole officer or supervisor will be through and the responsibility of the Associate Vice President of Student Services or designee. The Associate Vice President of Student Services may include Leadership Team members based on the individual student situation.
- D. If any restrictions or conditions exist for the student, the Associate Vice President of Student Services will place a registration hold on the student's record until such time as all restrictions or conditions have been met.
- E. If as a condition of probation, parole, or supervision, the sex offender is precluded from having contact with minors; the student's schedule will be checked to determine if there are minor students enrolled in courses that would violate the terms or conditions as set in the probation, parole, or supervision documentation. If there is a conflict, TBCC may deny enrollment to the student to specific courses on that basis. The Associate Vice President of Student Services will set and notify the student of any appropriate facility restrictions and behavioral expectations which apply to all TBCC campuses, centers, and courses.
- F. The Associate Vice President of Student Services will notify administration, staff and instructors of the enrollment of a registered sex offender if the Associate Vice President of Student Services and/or TBCC's Executive Team determines such notification is consistent with TBCC's educational mission and the best interest of TBCC.