

(DRAFT – Current Practice until Final Approval)  
Riverland Community College  
Notification Procedures Concerning Registered Sex Offender

*Authority:* Pursuant to MN Statute 244.052, Riverland Community College is authorized to notify the College community when information is received that a registered Level III sex offender may be expected on or near the College campus, including off-site buildings. Information regarding Level 3 sex offenders can be found at [www.corr.state.mn.us/level3/level.asp](http://www.corr.state.mn.us/level3/level.asp).

*Purpose:* To increase the safety and welfare of the students and staff of Riverland Community College by providing timely and appropriate notification of the presence of a convicted sex offender on campus as an employee or student. The notification shall be in accordance with applicable state law and shall be in such a manner that maintains safety without creating excessive anxiety among students and staff.

*Notification:* Notification from law enforcement will be made to Riverland Community College's Human Resources office. The Human Resource Office will review student records to determine if the offender is a registered student. The Human Resources office will verify if the offender is a college employee. They will communicate the offender's status to the Executive Vice President and the College President. College staff and faculty should also report to Riverland Community College's Human Resources Office if they are aware of a sexual offender's presence on campus.

*Disclosure:* The extent of public disclosure of relevant and necessary information shall be directly related to:

- a) The level of risk posed by the offender to the college community.
- b) The locations where the offender resides, expects to reside or is regularly found.
- c) The need of the affected college community members for information to enhance their individual and collective safety.

*Record Keeping:* Any record received from local law enforcement agencies shall be maintained in the Human Resources office.

*Procedures:*

1. Notification from law enforcement that a sex offender has registered with local law enforcement has been arranged to be forwarded to the Vice President of Human Resources and Employee Relations.
2. Upon learning of the enrollment of a convicted sex offender at Riverland Community College, the Vice President of Employee & Public Relations will take the following steps:
  - a. Obtain additional information, as necessary, from law enforcement on any restrictions associated with the offender in question and on the offender's enrollment at the college.
  - b. Meet with the Executive Vice President to review relevant information to assess safety issues posed for currently enrolled students and children at the campus child care centers.

- c. Notify the convicted offender to make him or her aware of the college's notification procedure. Other than the notification procedure, convicted sex offenders will receive the same rights and privacy protections provided to all students.
3. Upon learning of the employment of a convicted sex offender at Riverland Community College, the Vice President of Employee & Public Relations will take the following steps:
  - a. Obtain additional information, as necessary, from law enforcement on any restrictions associated with the offender in question.
  - b. Meet with the College President to review relevant information to assess safety issues for college staff and the children at the campus child care centers.
  - c. Meet with the staff member in question and inform them of the college's reporting procedures.
4. Procedures Associated with Level III (High Risk) Offenders

If the college is notified about a Level III offender and the College verifies that they are a student or a college employee, the following groups or individuals will be notified:

- a. The Vice President of Employee & Public Relations will inform all college employees via e-mail that an offender is present on campus.
  - b. The Executive Vice President will provide notification to the classroom faculty in which the offender is enrolled.
  - c. The "Public Notification: Sex Offender Release" will be posted on various bulletin boards around campus. In addition, notification may be posted in the following locations: child care centers, building entrances, Student Service Centers, bookstores, the College Center and student commons areas, cafeterias, Libraries, computer labs, and other areas frequented by students and employees.
  - d. The Vice President of Employee & Public Relations will meet with the student or staff member in question and inform them of the college's reporting procedures.
5. Public Notification

Notification to college staff, faculty and students will consist of a statement that a Level III offender is on the college campus. It will not include their name, position, schedule, or other personal information.

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