



## **Notification Procedures Concerning Registered Sex Offender Riverland Policy # 2.25**

### **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.

### **APPLICABILITY:**

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).

**SCOPE:** Employees and students

**DEFINITIONS:** N/A

### **DOES THIS POLICY HAVE A PROCEDURE? Yes (below)**

Notification from law enforcement will be made to Riverland Community College's Human Resources Office or the Dean of Student Affairs. The Dean of Student Affairs 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 Vice President of Academic and Student Affairs 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.

### **PROCEDURE:**

1. Upon learning of the enrollment of a convicted sex offender at Riverland Community College, the Dean of Student Affairs 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 Vice President of Academic and Student Affairs 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.
  - d. Develop and implement a notification plan based on:
    - The level of risk posed by the offender to the college community;
    - The locations where the offender resides, expects to reside or is regularly found; and
    - The need of the affected college community members for information to enhance their individual and collective safety.
2. Upon learning of the employment of a convicted sex offender at Riverland Community College, Human Resources 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.
  - d. Develop and implement a notification plan based on:
    - The level of risk posed by the offender to the college community;
    - The locations where the offender resides, expects to reside or is regularly found; and
    - The need of the affected college community members for information to enhance their individual and collective safety.
3. Public Notification
- 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.
4. Record Keeping
- Any record received from local law enforcement agencies shall be maintained in the Human Resources Office and the Dean of Student Affairs.

## **LIST RELATED POLICIES, PROCEDURES OR FORMS:**

---

*Submit completed form and policy to the Cabinet Member responsible for the division affected by the proposal. This section to be completed by President's Office.*

**Date Issued:** 3/24/2016

**Responsible Division / Author:** Student Affairs / Dean of Students

**Date Revised:** 3/11/2022 new template