

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: NOTIFICATION OF CONVICTED SEXUAL OFFENDER

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Administrative Procedure Number: 407.01

Date adopted: 1/7/97 Revised: 4/10/00, 4/26/11, 3/11/12

Pursuant to RCW 4.24.550, Grays Harbor College is authorized to notify the College community when knowledge is received that a registered sex offender may be expected on or near the College campus or campus facility.

The purpose of this procedure is to respond to the enrollment or presence, at Grays Harbor College, of a convicted sex offender:

- * without creating excessive anxiety among staff or students;
- * without contributing to a possible punitive reaction by some;
- * without causing undue damage to the positive college environment enjoyed by students and staff.

Procedure:

1. All official communications regarding the student(s) will come from the President or designee. Decisions regarding the extent of the information supplied by the college to the college community will be at the discretion of college officials.

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, and
- b) the needs of affected community members for information to enhance their individual and collective safety.

Request for additional information will be referred to the appropriate law enforcement agency.

Classification of sex offenders is based on low, medium or high risk of re-offense within the community at large. In general, the following notification procedures will be followed:

Level 1 – Low Risk: VP for Student Services, Assistant Dean for Student Services

Level 2 – Medium Risk: All administrators notified in level 1, faculty and staff in whose program the student is enrolled.

Level 3 – High Risk: All level 2 notifications and posting of a picture and notice on the GHC web page. The college may provide special notification to students in classes in which the level 3 offender is enrolled.

2. Upon learning of the enrollment and/or presence of a convicted sex offender, the President or designee will designate an appropriate college official who may notify the offender that his/her identity and relevant conviction information will be released to appropriate members of the college community.
3. Should members of the campus community require notification, it may occur through the college web site, bulletin board postings, campus mail, classroom notifications or other appropriate means of communication.
4. Other than the notification procedure, the student will be provided other student rights and privacy protections, as for all other students.

Grays Harbor College officials and employees are immune from civil liability for damages for any release of relevant and necessary information unless acting with gross negligence or in bad faith (RCW 4.24.550).