

**121-15 CONVICTED/REGISTERED SEX OFFENDER CAMPUS
NOTIFICATION—PROCEDURAL GUIDELINES**

1. PURPOSE

Coconino Community College (CCC) strives to provide a safe environment for its students, faculty and staff. To promote the safety and welfare of the campus, CCC seeks to provide to the College community timely and appropriate notification of the presence of any registered sex offender who may be on or live within a one-mile radius of any CCC campus. This notification will be in accordance with current applicable state and federal laws as well as any subsequent amendments or modifications of them.

2. NOTIFICATION TO THE COLLEGE COMMUNITY

1. Pursuant to Arizona Revised Statutes §13-3821, convicted sex offenders are required to register with the Sheriff in the county where he or she resides. Subsection M of that statute states a sex offender who is a student at a college, who is employed by a college, who volunteers at a college or who carries on a vocation at a college is required to register this information with the Sheriff in the county where the College is located.
2. Federal law requires institutions of higher education to advise the College community as to where law enforcement agency information concerning registered sex offenders may be obtained. Accordingly, the College has developed the guidelines set forth below.
3. The CCC Security Department will notify the College community according to the classification system used by the State, the Coconino County Sheriff's Department and/or any other local law enforcement agency making notifications, to identify all sex offenders who, after June 1, 1996, have been released from jail or prison or sentenced to probation. The classification system assesses the risk of the offender's committing another offense as follows:
 - a. Level one offender – low risk to the community
 1. This is the initial level offenders required to register.
 2. The offense is non-violent.
 3. The offense occurred in family setting.
 - b. Level two offender – intermediate risk to the community
 1. The crime occurred outside "family" setting.
 2. There was a commission of multiple offenses at different times.
 3. The crime(s) was a violent offense inside or outside the family.
 - c. Level three offender – high risk to the community
 1. The offender has a history of predatory sex crimes.
 2. There is a history of multiple violent offenses.
 3. The offender expresses a desire to re-offend.
 4. The offender is diagnosed as a sexual predator.
 - d. The Coconino County Sheriff's Department and/or other local law enforcement agencies making notifications are encouraged to notify the College of any registered level two or level three sex offender(s) who resides within a one-mile radius of CCC, or who is a student, employee,

volunteer, or who carries on a vocation at the College. The Sheriff may, but is not obligated to notify the College of any registered level one sex offender who is a student, employee, volunteer, or who carries on a vocation at the College.

- e. The Arizona Department of Public Safety (DPS) has also established a website that contains the address and nature of the conviction of each registered level two and level three sex offender(s) who has been released from jail or prison or sentenced to probation on or after June 1, 1996. The web address is www.azsexoffender.com/main.isp, which may be accessed through the Security Department's website. At this web address, one may enter a zip code and conduct a search for the home address of all registered level two and level three sex offenders living within a particular zip code area. The DPS web address does not contain information as to whether a registered sex offender is a student, employee, volunteer, or one who carries on a vocation at the College. The DPS web address also does not identify level one registered sex offenders.
- f. For the purpose of these guidelines, "student" is defined as someone who is matriculated or otherwise enrolled to attend class full time or part time at the College.

3. GUIDELINES

1. When the CCC Security Department receives notification that a student, employee, volunteer or person carrying on a vocation at the College is a registered sex offender, the Security Department will verify the individual's status. After verifying the individual's status, the Security Supervisor or his designee will make every reasonable and prompt effort to meet with the registered sex offender and advise him or her of these guidelines.
2. Within ten (10) business days of the Security Department's receipt of a notice of a registered sex offender identified in the process set out above, the Security Supervisor or designee shall be responsible for notifying the College community as follows:
 - a. A level one registered sex offender (low risk):

If the College Security Department receives information concerning a level-one offender who is a student, employee, volunteer, or person carrying on a vocation at the College, the Security Department will make attempts to determine the nature of the violation(s) the person was originally charged with. If the Security Supervisor views the original charge(s) as being of a significant enough level to pose a threat or risk to persons on CCC property, the Security Supervisor or designee will advise members of the Safety and Security Committee of the findings. If the majority of members agree there is a significant threat, the Security Supervisor or designee will notify the Vice President of Business and Administrative Services and make notification to the college community as deemed necessary. The Security Department will at all times maintain information about the offender.

- b. A level-two registered sex offender (intermediate risk):
 - 1. The Security Supervisor or designee will gather pertinent information regarding the offender.
 - 2. If the offender is an employee, volunteer, or person carrying on a vocation at the College, the Security Supervisor or designee will also provide the Vice President of Business and Administrative Services and Director of Human Resources with pertinent information regarding the offender.
 - 3. The Security Department will print level-two flyers alerting the College community that a level-two offender lives within a one-mile radius of any CCC campus or is a student, employee, volunteer, or carries on a vocation at the College. Flyers will indicate that further details are available at any Security Department office or on the Security Department website at <https://www.coconino.edu/security>.
 - 4. Once a week, for four weeks, printed, level-two flyers will be posted or provided by the Security Department on all public bulletin boards within all CCC facilities where the offender is scheduled for classes or might be present at. Additionally, all contracted service providers on CCC property will be notified if applicable.
 - 5. The College President and members of the College Council will be given a copy of the flyer to disseminate among his or her staff.
- c. A level-three registered sex offender (high risk):
 - 1. The Security Supervisor or designee will provide the Vice President of Business and Administrative Services with pertinent information regarding the offender.
 - 2. If the offender is an employee, volunteer, or carries on a vocation at the College, the Security Supervisor or designee will also provide the Director of Human Resources with pertinent information regarding the offender.
 - 3. The Security Department will print level-three flyers alerting the College community that a level-three offender lives within a one-mile radius of any CCC campus or is a student, employee, volunteer, or carries on a vocation at the College. The flyers will contain a picture of the offender and a summary of the offender's status and criminal background. The flyer will also indicate that further details are available at any Security Department office or on the Security Department website at <https://www.coconino.edu/security>.
 - 4. Once each week for four weeks, printed, level-three flyers will be posted or provided by the Security Department on all public bulletin boards within all CCC campuses.
 - 5. The College President and members of the College Council will be given a copy of the flyer to disseminate among his or her staff.
 - 6. The College community will be alerted by e-mail and all contracted service providers will be provided flyers.
 - 7. The College Public Relations Department will develop a press

release from information provided on the level-three flyers. The Director of Public Relations and the College Vice President of Business and Administrative Services will decide how further to disseminate the information in local publications so as to alert the campus community to the offender's presence on campus or residence within a one-mile radius of any CCC campus.

8. The College Security Department may hold group meetings to discuss concerns of the College community.
- d. Nothing in these guidelines will restrict the Security Supervisor or other College officers from making further notifications allowable under state and federal law, should they feel that a particular offender's case warrants the giving of any additional notification not referenced above.
- e. The CCC Security Department will maintain records on all registered sex offenders covered under these guidelines. For any offender covered under these guidelines, the Security Supervisor or designee shall be responsible for verifying each offender's status on a continuing basis. If at any time, the offender no longer lists her or her residence within a one-mile radius of CCC, or no longer is a student, employee, or person carrying on a vocation at the College, this fact will be reflected in the Department's record on the offender and all information concerning the offender shall be removed from the Security Department's website.
- f. The Federal Campus Sex Crimes Prevention Act provides that the information concerning a registered sex offender under the notification provision above is public information and as such is exempt from provisions of the Family Education Rights and Privacy Act (FERPA) and other federal and state laws that might otherwise prohibit the disclosure of such information.
- g. Persons wishing to identify Relevant State Law(s) should refer to those listed in references, below.

4. BACKGROUND

1. References:
 - a. <http://www.azleg.gov/arstitle/>
 - b. The Federal Campus Sex Crimes Prevention Act
 - c. A.R.S. §13-3821, et seq.:
 1. Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program 42 USC, 14071
 2. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20 USC, 1092 (f)
 3. The Family Educational Rights and Privacy Act (FERPA) 20 USC 1232g(b)(7)
2. Revision history: none
3. Legal review: none
4. Sponsor: Facilities

Guidelines effective: 02/19/2010