

Registered Sex Offenders or Kidnapping Offenders Policy: OCP 200-04

Purpose

Olympic College is committed to protecting the College community, including students, staff, and faculty, and the general public from potential harm by providing timely and necessary notifications about registered sex offenders (RSOs) and kidnapping offenders (KOs).

Consistent with registration requirements for sex and kidnapping offenders under RCW 9A.44.130, and pursuant to RCW 4.24.550, Olympic College is authorized to notify the College community when information is received about the presence of an RSO or KO on or near the College campus or any of its sites.

The release of such information is intended to be relevant and necessary to protect the public and mitigate potential danger associated with a particular offender, while also providing formerly incarcerated individuals an opportunity to focus on their education.

Notification

Notifications shall be in accordance with applicable state law and shall be in such a manner that (1) maintains safety without causing undue anxiety among College community members; (2) prevents any punitive or retaliatory actions by members of the campus community; and (3) ensures that the College environment remains conducive to education and personal growth.

Immunity

Public employees and/or public agencies are immune from civil liability for damages for any discretionary risk level classification decisions or release of relevant and necessary information, unless it is shown that the official, employee, or agency acted with gross negligence or in bad faith. (RCW 4.24.550(7)).

Recordkeeping

The Office of Campus Safety & Security shall maintain all records, including files, photos, and correspondence provided by law enforcement, agencies, and other parties, as well as all notifications made, including copies of all community advisory flyers or other public notices.

Admission & Enrollment

Denial of Admission

The Vice President of Student Affairs or designee may deny admission under RCW 28B.50.090(3)(b) if “the student would not be competent to profit from the curriculum offerings of the college, or would, by his or her presence or conduct, create a disruptive atmosphere within the college not consistent with the purposes of the institution.” *See also* WAC 131-12-010.

Intent to Enroll

Level 1 RSOs and all KOs must provide written intent to enroll and required documentation to the Olympic College Reentry Navigator at least one (1) month prior to the start of the term of admission through the online RSO and KO intake form. Level 2 RSOs must provide written intent to enroll and required documentation to the Olympic College Reentry Navigator at least two (2) months prior to the start of the term of admission through the online RSO and KO intake form. Level 3 RSOs must provide written intent to enroll and required documentation to the Olympic College Reentry Navigator at least 3 (three) months prior to the start of the term of admission through the online RSO and KO intake form. For individuals currently under community custody, documentation must include contact information for their probation or community custody officer, any existing restrictions, and proof of at least six (6) consecutive months without high-level community custody violations, as defined by the Washington State Department of Corrections (or the substantial equivalent in other states). For individuals no longer under community custody, documentation must include written verification of current registration status and any restrictions imposed by court order or other legal authority. For each subsequent term, RSOs and KOs must provide updated documentation at least one (1) month prior to the start of the term. Failure to provide information in a timely fashion may result in a denial of enrollment. Any of the aforementioned requirements in this section may be modified by the Vice President of Student Affairs or their designee on a case-by-case basis.

Conditional or Restricted Enrollment

Upon assessment of available information, conditions, restrictions, or expectations may be imposed as appropriate for the safety and security needs of the educational community. Failure to comply with any conditions, restrictions, or expectations may result in disciplinary action, including suspension or expulsion, consistent with the Student Code of Conduct (WAC 132C-120).

Individualized Assessments

Assessments will be conducted on an individualized basis and conditions, restrictions, and expectations may vary depending on the circumstances and information provided. Except as modified by any applicable conditions, restrictions, or expectations, RSOs and KOs retain all rights afforded under WAC 132C-120 and Olympic College policies.

Appeals

Individuals seeking to appeal admission or enrollment decisions by the Vice President of Student Affairs or designee under this policy may appeal the decision to the President of Olympic College. The appeal must be submitted in writing within 10 business days of the decision, outline the grounds for reconsideration and provide any relevant new information.

The President will review the appeal and issue a final decision within 10 business days of receiving the appeal. This decision is final and not subject to further review.

Notification & Release of Information

Any public disclosure of relevant and necessary information shall be rationally related to (a) the level of risk posed by an RSO or KO student to the community, (b) the locations where an RSO or KO student resides or is regularly found, and (c) the needs of the members of the college community for information to enhance their individual and collective safety. However, regardless of risk level classification, all known RSO or KO student names and RSO risk level classifications will be on file in the Office of Campus Safety & Security. An RSO or KO student will also receive notifications. Notifications may be adjusted on a case-by-case basis, but shall be generally guided by relevant risk factors, risk assessments, and RSO risk level classifications.

Registered Sex Offender (RSO) Risk Level Classifications & Notifications

The Washington Association of Sheriffs and Police Chiefs (WASPC) has established Model Policy guidelines and definitions for risk level classification and the dissemination of information about RSOs.

Level 1

The vast majority of RSOs are classified as Level I sex offenders. They are considered to have a low risk of re-offending.

Notifications

Level I offenders are generally not the subject of general public notification.

The extent and types of notifications for Level I sex offenders may be adjusted on a case-by-case basis, but the College community and Level I sex offenders can generally expect the following types of notifications to be made:

1. Name and term of enrollment on file with the Office of Campus Safety & Security.
2. Email notice sent to the following individuals, roles or leads for departments or their functional equivalent:
 - a. President & Executive Team (Administrative Services, CIO, DEI, HR & Campus Operations, Instruction, Student Affairs, etc.)
 - b. Associate Vice President, Student Development & Engagement
 - c. Associate Vice President, Enrollment Services
 - d. Poulsbo & Shelton Branch Campuses
 - e. K-12 Partnerships & Running Start
 - f. All child development programs, including Sophia Bremer Early Learning Academy & Childcare, and Early Childhood Education

- g. OC Promise
- h. Residence Hall
- i. CARE Team Cochair(s)
- j. Wellbeing & Health Promotion
- k. Counseling
- l. Campus Safety & Security
- m. Community Standards & Title IX
- n. Reentry Navigator
- o. RSO Support Team (i.e., Reentry Navigator, Community Standards & Title IX, Campus Safety & Security, VPSA, VPSA Executive Assistant)
- p. Any individual college community member upon request to the Office of the Vice President of Student Affairs
- q. The RSO student

Level 2

Level II sex offenders are considered to have a moderate risk of re-offending.

Notifications

Level II offenders are generally not the subject of general public notification.

The extent and types of notifications for Level II sex offenders may be adjusted on a case-by-case basis, but the College community and Level II sex offenders can generally expect the following types of notifications to be made:

1. All Level I notifications.
2. An enrollment notification on the College's webpage, including the offender's name and current term of enrollment.
3. Email notice sent to the following individuals, roles or leads for departments or their functional equivalent:
 - a. Faculty in whose course(s) an RSO student has enrolled
 - b. Academic administrator of program an RSO student is enrolled
 - c. Instructional Leadership, including AVP & Deans
 - d. Libraries and Academic Support Programs, including Tutoring & Writing Center
 - e. Advising, Career Services & Student Employment
 - f. Enrollment Services: Welcome Center, Assessment & Testing
 - g. Student Resource Center
 - h. Student Leadership & Engagement, including peer mentoring programs
 - i. International Education
 - j. Recreation

- k. Any other program or office with whom the student has or is likely to have contact.

Level 3

Level III sex offenders are considered to have the highest risk of re-offending.

Notifications

Washington State law permits notifications about Level III sex offenders that include relevant, accurate and necessary information. This information is permitted to be disclosed to the public at large.

The extent and types of notifications for Level III sex offenders may be adjusted on a case-by-case basis, but the College community and Level III sex offenders can generally expect the following types of notifications to be made:

1. All Level I and II notifications.
2. A campus notification on a designated College bulletin board, including the offender's name, picture, and descriptive information about the offender and the offense.
3. Email notice sent to the following individuals, roles or leads for departments or their functional equivalent:
 - a. Students enrolled in classes in which the Level III sex offender is enrolled.
 - b. All College employees
 - c. All College students
4. If necessary, the public may be notified through press releases to local news media outlets.
5. Any other means to get relevant and timely information out to the college community.

Kidnapping Offender (KO) Risk Level Classification & Notifications

In Washington, kidnapping offenders are only required to register if the victim was a minor at the time of the offense and not related to the offender. Law enforcement has not established other guidelines and definitions for risk level classification and the dissemination of information about KOs.

Notifications

The extent and types of notifications for KOs is to be determined on a case-by-case basis by the RSO Support Team.

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Notification and Handling of RSO & KO Information

The Director of Campus Safety & Security is designated to receive notifications from the County Sheriff's Office or other police agencies regarding convicted RSOs or KOs. Prior to taking action, the Director may contact relevant police or community corrections personnel for guidance. Upon receiving notification of the likely presence of an RSO or KO on or near a college facility or activity, the Director will communicate all necessary information to the RSO Support Team, including the Vice President of Student Affairs, who will take appropriate steps to inform the college community. College community members who receive such information, including receiving such information directly from an RSO or KO, should notify the Director of Campus Safety & Security.

RSO & KO Primary Contact

The Reentry Navigator serves a critical role in guiding RSO and KO students and prospective students through notification, intake, case management, and documentation processes, while working closely with the Campus Safety Director and Community Standards Director to formulate individualized reentry support plans.

Safety Assessment

The Vice President of Student Affairs, in consultation with the Registered Sex Offender Support Team, including representatives from Campus Safety & Security, Reentry Support, and Community Standards, uses information provided by law enforcement and RSO or KO students to assess campus safety concerns related to RSOs or KOs identified as students or potential students.

RSO & KO Reentry Support Meeting and Conditions of Enrollment

RSO & KO students must meet with the VPSA and RSO Support Team approximately two months before their initial enrollment to review conditions of enrollment, rights, responsibilities, privacy protections, and notification procedures. The meeting will cover:

- a) The college's commitment to student success and a harassment-free environment;
- b) An explanation of any applicable conditions, restrictions, and expectations;
- c) An explanation of the notification process; and
- d) The importance of following the college's conduct code.

Additional meetings may be required.

Reentry Support Plan

Convicted sex or kidnapping offenders must abide by a Reentry Support Plan, including conditions, restrictions, and expectations determined important to safety. Monitoring by Campus Safety & Security may be required.

Notification to the College Community

The VPSA will strive to coordinate notifications to the campus community with the Director of Campus Safety & Security approximately two weeks before an RSO or KO student's term of enrollment or earlier, if feasible. The RSO Support Team will also work with Campus Safety & Security to monitor an RSO or KO student's quarterly enrollment status.