

CCS Administrative Procedure

2.30.05 – M Sex Offender Admission/Employment

Implementing Board Policy [2.30.05](#)

Contact: Vice President of Student Services

1.0 Sex Offender Procedure Objective and Responsibilities (summary of Board of Trustees Policy 2.30.05 – Workplace Safety)

Community Colleges of Spokane (CCS) is committed to the health and safety of its faculty, staff and students in maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified at the unit level. Every person in the organization shall be assigned the responsibility for both individual and organizational safety.

Further, Community Colleges of Spokane (CCS), aware of its obligations as an institution of higher education and steward of the public trust, will ensure that sex offender procedures and practices comply with federal, state and local laws and statutes. Specifically, this procedure will support compliance with following:

- Board Policy [2.30.05](#), with regard to workplace safety;
- WAC 132Q, sections [94-010](#) with regard to student safety;
- Respective articles in collective bargaining agreements with regard to employee safety; and.
- [RCW 4.24.550](#) and other applicable state laws.

This procedure shall provide guidance and direction related to the admission, enrollment, matriculation, and dismissal of Level I, II, and III sex offenders, as well as notification requirements and all other relevant procedures related to sex offenders and CCS.

- 1.1 Failure to follow safety and health guidelines or any conduct that places the employee, other employees, students or members of the public at risk may be cause for disciplinary action, up to and including termination of employment or student expulsion.
- 1.2 The overall objective of this procedure will be to provide a safe working and learning environment which balances the rights of faculty, staff, students, and employed or enrolled sex offenders while acknowledging that student, faculty, and staff behaviors are a direct reflection of the institution.
- 1.3 The Chief Student Services Officers of SCC, SFCC, and the IEL, together with the Chief Administration Officer, are responsible for maintaining, periodically reviewing, and analyzing these and other relevant procedures and, further, for informing and training faculty, staff, and students about the procedure.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements. Note that Spokane County is referenced for general purposes, but where the service region is other than Spokane County that service region is the intended reference.

- 2.1 Spokane County Sheriff's Office: The agency authorized to provide registration oversight of sex offenders and to assign risk level classification in Spokane County.
- 2.2 Washington State Department of Corrections (DOC): The state agency responsible for supervision of sex offenders required to be supervised after release from prison.
- 2.3 DOC Community Corrections Officer: The person assigned by the Department of Corrections to supervise sex offenders required to be supervised after release from prison.

- 2.4 College: For the purposes of this document, “college” is defined as any instructional unit of Community Colleges of Spokane.
- 2.5 Chief Student Services Officer/or his/her designee: The person designated by the College President or Chief Executive Officer (CEO) to be responsible for the administration of student support services.
- 2.6 Chief College Security Officer: The Chief College Security Officer is the person designated by the College President or CEO to be responsible for security on the campus.
- 2.7 Risk Level Classification
- 2.7.1 Level I Sex Offender: These offenders present the lowest possible risk to the community and their likelihood to re-offend is considered minimal. They normally have not exhibited predatory type characteristics and most have successfully participated or are participating in approved treatment programs. Many are first time offenders.
- 2.7.2 Level II Sex Offender: These offenders present a moderate risk to the community and they have a higher likelihood of re-offending than the Level I offenders. They are considered a higher risk to re-offend because of the nature of their previous crime(s) and lifestyle (drug and alcohol abuse and other criminal activity). Some have refused to participate or failed to complete approved treatment programs.
- 2.7.3 Level III Sex Offender: These offenders pose a potential high risk to the community and are a threat to re-offend if provided the opportunity. Most have prior sex crime convictions as well as other criminal convictions. Their lifestyles and choices place them in this classification. Some have predatory characteristics and may seek out victims. They may have refused or failed to complete approved treatment programs.
- 2.8 Treatment: Individual and/or group therapy required of sex offenders by DOC in the context of community corrections.
- 2.9 Behavioral Contract: A signed agreement between the college and a student or potential student which states conditions, limitations, requirements and potential consequences for non-compliance. In the case of registered sex offenders (RSOs) currently on supervision, prior to finalizing the Behavioral Contract, the Chief Student Services Officer will consult with the DOC Community Corrections Officer assigned to the case to determine any special conditions or limitations recommended/required for the RSO.

3.0 External Connections and Communications

- 3.1 CCS Chief Student Services Officers shall quarterly request from the Spokane County Sheriff’s Office a list of sex offenders, both supervised by the Department of Corrections and non-supervised.
- 3.1.1 Upon receipt, Student Services staff will check this list against applications and enrollments to ensure offenders have been identified, as well as to ensure compliance with notification and disclosure requirements.
- 3.2 CCS Chief Student Services Officers shall work closely with Washington State Department of Corrections staff, particularly assigned Community Corrections Officers supervising those registered sex offenders who are required to be supervised.
- 3.2.1 Staff will request and obtain from all sex offenders a release of records, authorizing CCS and DOC to exchange documents, records, and information.
- 3.2.2 The DOC, through Community Corrections Officers, will provide CCS with information on all Level II and III sex offender students and/or applicants. Information obtained may include but not be limited to: Risk Level Classification [DOC 05-729], victim profiles, compliance history, treatment specifics, or any

- other information determined important to making safety-related decisions under the procedure.
- 3.2.3 Consulting with DOC staff as appropriate, Chief Student Services Officers will create a behavioral contract for all potential students identified as Level II and III registered sex offenders. The behavioral contract will include, but not be limited to, recommended limitations, restrictions, indicative behaviors, or any other factor determined important to safety.
- 3.3 Applicants for enrollment who are registered sex offenders must, as a condition of application consideration:
- 3.3.1 Self-disclose to CCS status as a registered sex offender.
- 3.3.2 Provide Chief Student Services Officers any other documentation deemed relevant and necessary.
- 3.4 The Chief Student Services Officer shall ensure publication of the following statement in the CCS College Catalog, in the printed quarterly course schedules, and on the CCS, SCC, SFCC, and IEL website:

Individuals convicted of sex or kidnapping offenses are required to self-disclose such status to the Chief Student Services Officer prior to admission as a condition of enrollment. Failure to comply may be grounds for denial of admission or expulsion from CCS.

4.0 Admission to Colleges

- 4.1 Conditions of Enrollment: All registered sex offenders are required to:
- 4.1.1 Complete all the required steps in the admissions process.
- 4.1.2 Self-disclose their status to the Chief Student Services Officer as a condition of enrollment.
- 4.1.3 Provide or cause to be provided, as deemed necessary by the Chief Student Services Officer, any other information deemed to be important to safety. Information may include, but not be limited to, risk level classification, victim profiles, compliance history, and treatment specifics.
- 4.2 Regular Admissions: The Chief Student Services Officer may grant regular admission to an offender with no restrictions other than those associated with notification requirements outlined in this procedure.
- 4.2.1 Regular admission will be granted to Level I offenders unless, at the discretion of the Chief Student Services Officer, safety issues warrant restricted admission.
- 4.3 Conditional or Restricted Admission: The Chief Student Services Officer may admit students on a conditional basis. Conditional or restricted admission may require, at the discretion of the Chief Student Services Officer, a behavior contract, site restrictions, or other restrictions determined important to safety.
- 4.3.1 The Chief Student Services Officer shall have the final authority regarding conditional admissions; processes may vary among the three CCS institutions.
- 4.3.2 Refusal to comply with admission restrictions/conditions may be cause for denial of admission at the discretion of the Chief Student Services Officer.
- 4.4 Denial of Admissions: The Chief Student Services Officer may deny a prospective student admission under [RCW 28B.50.090 \(3\)\(b\)](#) if, in his or her judgment, "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."
- 4.4.1 The Chief Student Services Officer is the final authority regarding admission decisions under this procedure.

5.0 Rights and Responsibilities

- 5.1 Campus Issues and Risk Management: The Chief Student Services Officer is responsible for coordinating the discussion of all issues regarding sex offenders as they relate to the rights of sex offenders to attend college, the rights of faculty and staff to a safe working environment, and the rights of students to a safe and non-disruptive learning environment.
- 5.2 Faculty and Staff Rights and Responsibilities: Since faculty and staff have recurrent contact with sex offenders they shall be apprised of the risks sex offenders present to the campus. This will be accomplished with training regarding this procedure and classroom management of sex offender students.
- 5.2.1 Faculty Notification: The following notifications shall occur:
- 5.2.1.1 The Chief Student Services Officer shall contact individual faculty members as soon as possible regarding the placement of any student who is a Level II or III registered sex offender into his or her class. The Chief Student Services Officer may also contact faculty members regarding the placement of a student who is a Level I offender. Information may be shared and discussed with faculty on a need to know basis, as determined appropriate by the Chief Student Services Officer, regarding the offender's status, behavioral contract, or other restrictions.
- 5.2.1.2 Sex offender students will be encouraged to meet individually with each instructor at the beginning of the quarter to discuss restrictions and potential pedagogical conflicts for the classes. Faculty are recommended to contact the Chief Student Services Officer to discuss possible classroom restrictions.
- 5.2.2 Rights of Faculty/Staff Employing Work Study Students: Any faculty or staff who hires students shall be informed by the Chief Student Services Officer of any applicant who is a registered sex offender.
- 5.2.2.1 The employer and Chief Student Services Officer will mutually agree upon the desirability and feasibility of the offender working in the area and performing the assigned duties.
- 5.2.3 Faculty rights under this procedure include:
- 5.2.3.1 The right to notification if a Level II or III sex offender has been placed in their class.
- 5.2.3.2 The right to any information described in 5.2.1 if such information is available to the Chief Student Services Officer.
- 5.2.3.3 The right to notification regarding any changes in an offender's status.
- 5.2.3.4 The right to discuss with the Chief Student Services Officer the appropriateness of having an offender enrolled in their class.
- 5.2.4 Faculty responsibilities under this procedure include:
- 5.2.4.1 Adding a general statement in course syllabi to students regarding campus safety. Such statement may include the risks presented by sex offenders. A sample statement follows:

Registered sex offenders may be enrolled at, employed by this college, or are attending classes in this facility. Persons interested in seeking the identity of these person(s) may obtain further information from (list the appropriate site). Community Colleges of Spokane is committed to the safety and well-being of students, faculty, and staff. The entire community is responsible for cooperating with one another to create a healthy and safe learning environment. Unfortunately, the actions of some create problems for others. At all times when you are on campus, or involved in campus activities, be mindful of the security of your possessions and cautious of your personal safety. Please report any suspicious activities to any faculty or staff member.

- 5.2.4.2 Informing students how to manage potential risks associated with study groups, group projects, student social gatherings, and other college activities.
 - 5.2.4.3 Informing the Chief Student Services Officer of any suspect behavior, violation of behavioral contract, restrictions, or conditions, or any other actions of an offender that compromises the health, safety, or well-being of students or employees.
 - 5.2.4.4 Exercising their right to classroom suspensions if any action of an offender disrupts a positive learning environment, per CCS Student Code of Conduct.
- 5.3 Student Rights: Students have the right to be informed of the presence of a sex offender in the college. This right may be afforded through regular and required postings of offender lists, self-disclosure by the offender, or information provided by an appropriate instructor or staff member. Level I offenders may not be the subject of general public notification, at the discretion of the Chief Student Services Officer.
- 5.3.1 Students Under Age 18: Every effort will be made to avoid placing sex offenders in classes with Running Start, Gateway, or other students under the age of 18.
 - 5.3.2 Running Start Student Notification: As part of the pre-enrollment process, a statement will be included regarding general safety precautions.
- 5.4 Offender Rights: Offenders shall have all rights as other students except where those rights have been amended, restricted, or revoked as prescribed by this procedure or by other regulations or laws.
- 5.5 Notification Procedures: CCS will provide relevant and necessary information regarding the presence of sex offenders on college premises pursuant to RCW 4.24.550.
- 5.5.1 All notifications from the Spokane County Sheriff's Office will be sent to the Chief Student Services Officers.
 - 5.5.2 The public information flyers received will be placed in a binder located in a secure but accessible location. The binder is available to any requesting party. The information must be constantly maintained and kept current.
 - a. For SCC and SFCC, the location of this binder(s) may include:
 - 1. Vice President of Student Services Office(s) (also maintains lists of other binder locations in addition to those listed below)
 - 2. Campus Childcare Center
 - 3. Learning Resource Center
 - 4. Student Union Building
 - 5. Counseling Centers
 - 6. Wellness Office
 - 7. Campus Safety Offices
 - b. For the IEL, the binders shall be located in each major IEL facility to include but not be limited to:
 - 1. Vice President of Student Services Office – Magnuson Building
 - 2. Hillyard Center – Reception Counter
 - 3. AEC – Reception Counter
 - 4. Colville Center – Reception Counter
 - 5. Newport Center – Reception Counter
 - 6. Republic Center – Reception Counter
 - 7. Pullman Center – Reception Counter
 - 8. Lodge – Reception Counter
 - 9. Valley Center – Main Entrance Area
 - 10. Lone Center – Suite 2
 - 11. Inchelium Center – Reception Counter

- c. For the district office, the binder shall be located within the Human Resources Office.
- d. Small posters will be placed in all CCS buildings district-wide which will state the following:

PUBLIC NOTICE

REGISTERED SEX OFFENDERS MAY BE ENROLLED AT, EMPLOYED BY THIS COLLEGE, OR ARE ATTENDING CLASSES IN THIS FACILITY. PERSONS INTERESTED IN SEEKING THE IDENTITY OF THESE PERSON(S) MAY OBTAIN FURTHER INFORMATION FROM:

(LIST ABOVE SITES)

- e. The above referenced public notice information will also be inserted in the colleges' student newspapers and other appropriate media on a periodic but regular basis.
- f. The information in the binder will only include the public information flyers received by the sheriff's office (including photographs) and be retained for two years. It will not include the offenders' class schedules.
- g. The binder information is free for inspection. Requests for copying shall be processed under regular/normal procedures and applicable copying fees will be charged.
- h. The district will generally not authorize or sanction the posting of binder information, or publication of the binder information, on district facility bulletin boards, in classrooms, etc., or sanction publication in student newspapers or other types or forms of media.

6.0 Dismissal

- 6.1 Post Admission Discovery: In the event the Chief Student Services Officer determines that the sex offender has broken any commitment he or she made as a condition of enrollment, the Chief Student Services Officer may modify the behavioral contract or initiate a student conduct procedure which includes the process of discipline or dismissal under the Student Code of Conduct. Grounds for dismissal or modification of the behavioral contract under this procedure may include, but are not limited to:
 - 6.1.1 Failure to have disclosed offender status prior to enrollment.
 - 6.1.2 Any violation of the behavioral contract.
 - 6.1.3 Offenses or behavior, based on faculty, student, or staff reports, which in the opinion of the Chief Student Services Officer violates the Student Code of Conduct ([WAC 132Q-02](#)).
 - 6.1.4 Any recommendation from the Community Corrections Officer.

7.0 Non-Student Sex Offenders

- 7.1 Early Childhood Development/Head Start Premises: In buildings where childcare, child development, Head Start, or related programs are offered, the following public notice will be conspicuously posted at the main entrance:

PUBLIC NOTICE

If you have been convicted of certain felonies, you may be prohibited from entering this building per [WAC 170-295-0100](#). Please contact the Head Start or Early Head Start Manager at [insert phone number] to discuss your status and restrictions.

- 7.1.1 In college buildings where such programs coexist with other college programs, the respective college Chief Student Services Officers will confer regarding the management of sex offenders potentially accessing the shared premises.
- 7.1.2 Head Start center managers will receive periodic training on this procedure and requirements/restrictions under this procedure and WAC 388-295-0100.

8.0 Sex Offenders' Application for Employment

- 8.1 Applicants for employment who have been convicted of a felony in the previous seven year period must complete a Criminal Conviction Verification for Employment form at the time of application and as a condition of consideration. This self-disclosure form will be maintained confidentially and reviewed by an HR representative to determine the job-relatedness of the conviction. A criminal conviction record does not necessarily disqualify the applicant. Failure to self-disclose, however, will be considered a falsified application and will disqualify the applicant from consideration and/or may result in termination of employment.
- 8.2 All prospective CCS employees will undergo a criminal background investigation prior to employment.