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|  | Sexual Offender Notification | |
| Health and Safety | Administrative Policy and Procedure 9-060 | Adopted 04/01 March 2006 Page 1 of 2 |

1.0 Sexual Offender Notification Objectives and Responsibilities

Columbia Basin College (CBC) may make appropriate notifications to the College community concerning registered sex offenders whose presence may be reasonably expected on or near the College campus. The extent of public disclosure of relevant and necessary information shall be directly related to the level of risk posed by the offender to the community and the needs of the affected community members for information to enhance their individual and collective safety.

- 1.1 The College community consists of the faculty, staff, and students.
- 1.1 The College will coordinate with and assist local law enforcement agencies and will maintain documentation on offenders as appropriate.

2.0 Purpose

2.1 To increase the safety and welfare of students and staff of Columbia Basin College by providing timely and appropriate notification of the presence of a convicted sexual offender. This notification shall be in accordance with the applicable state law and shall be in such a manner that maintains safety without creating excessive anxiety among students and staff.

3.0 Authority

3.1 Pursuant to RCW 4.24.550, CBC 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, including off-site buildings.

4.0 Notification

When Columbia Basin College is notified that a registered sex offender is enrolled on campus, works on campus, or otherwise is reasonably expected to be on campus, community notifications may be made based on the level of risk of the offender as determined by the local law enforcement agencies.

Upon notification from the local law enforcement agency, or other persons that a sex offender has registered locally, the Vice President for Student Services will be informed and determine if the offender has applied for enrollment or employment, has registered for a course, or is employed by the College. Following the determination that the offender can reasonably be expected to be on campus, the Vice President for Student Services will contact the reporting agency to request and review all pertinent information including the assessment of the offender.

In general, the College may implement notification as follows:

- 4.1 Level I – Low Risk
 - 4.1.1 Administrators notified.
 - 4.1.2 Affected Faculty and Supervisory Staff notified (if employee or work study).
 - 4.1.3 Convicted offender informed of notification procedure. Other than notification procedures, convicted sexual offenders will receive the same rights and privacy protections provided to all students.

- 4.2 Level II – Medium Risk
 - 4.2.1 All Level I notifications.
 - 4.2.2 Community advisory information provided to affected members of faculty and staff via internal mail.

- 4.3 Level III – High Risk
 - 4.3.1 All Level II notifications.
 - 4.3.2 Community advisory information provided to all College departments and employees via internal mail.
 - 4.3.3 Community advisory flyers posted to campus bulletin boards.
 - 4.3.4 Any and all other forms of notification deemed appropriate to maintain campus communication, safety and security.

- 4.4 Columbia Basin College will maintain files on all registered sex offenders covered under this policy. The files will include:
 - 4.4.1 Copies of all files, photos, and other correspondence provided by other agencies;
 - 4.4.2 A record of all notifications made; and
 - 4.4.3 Copies of all community advisory flyers or other public notices.

5.0 Immunities

- 5.1 RCW 4.24.550 provides immunity to CBC, its officials, and employees:
 - 5.1.1 An elected public official, public employee, or public agency as defined in RCW 4.24.470 is immune from civil liability for damages for any discretionary decision to release relevant and necessary information, unless it is shown that the official, employee, or agency acted with gross negligence or in bad faith. The immunity provided under this section applies to the release of relevant information to other employees or officials or to the general public.
 - 5.1.2 Except as otherwise provided by statute, nothing in this section shall impose any liability upon a public official, public employee, or public agency for failing to release information as provided in subsection one (1) of this section.
 - 5.1.3 Nothing in this section implies that information regarding persons designated in subsection one (1), in this section is confidential except as otherwise provided by statute.
 - 5.1.4 Further immunities are proscribed in RCW 4.24.470, *Liability of officials and member of governing body of public agency – Definitions and* RCW 4.24.490, *Indemnification of state employees.*