

# RENTON TECHNICAL COLLEGE POLICY & PROCEDURE

CHAPTER	SECTION	TITLE	HISTORY	
7	14	<b>RTC Sex Offender Notification Policy and Procedure</b>	<b>Adopted: 7/17</b>	<b>Revised:</b>

## POLICY:

### I. Purpose

To increase the safety and welfare of the students, employees and contractors of Renton Technical College by providing timely and appropriate notification of the presence of a convicted sex offender. This notification shall be provided in accordance with applicable state law and in such a manner that fosters safety without creating excessive anxiety among students and staff. The notification policy applies to students, employees and individuals affiliated with the college.

The extent and content of the disclosure of relevant and necessary information shall be determined by:

- The risk posed by the offender to the community
- The location where the offender resides, intends to reside, is regularly found, or is employed; and
- The needs of affected community members for information to enhance their individual and collective safety.

Using this public information to threaten, intimidate or harass sex offenders may be cause for employee disciplinary referral, student conduct referral, and/or reporting to local law enforcement.

### II. Authority

Pursuant to RCW 4.24.550, Renton Technical College is authorized to release information to the public when the college determines that disclosure of the information about the sex offender is needed and necessary.

Additionally, under RCW 4.24.550, public employees and or public agencies are immune from civil liability or damages for any discretionary decisions or release of relevant or necessary information regarding a registered sex offender, unless it is shown that the employee or the agency acted with gross negligence or in bad faith.

## PROCEDURE:

### I. Student/Employee Sex Offender Responsibility

Per Washington State Legislature RCW 9A.44.130

Any adult or juvenile residing whether or not the person has a fixed residence, or who is a student, is employed, or carries on a vocation in this state who has been found to have committed or has been convicted of any sex offense or kidnapping offense, or who has been found not guilty by reason of insanity under chapter 10.77 RCW of committing any sex offense or kidnapping offense, shall register with the county sheriff for the county of the person's residence, or if the person is not a resident of Washington, the county of the person's school, or place of employment or vocation, or as otherwise specified in this section. When a person

required to register under this section is in custody of the state department of corrections, the state department of social and health services, a local division of youth services, or a local jail or juvenile detention facility as a result of a sex offense or kidnapping offense, the person shall also register at the time of release from custody with an official designated by the agency that has jurisdiction over the person.

Any adult or juvenile who is required to register under the above restrictions must give notice to the county sheriff of the county with whom the person is registered within three business days:

1. Prior to arriving at a school or institution of higher education to attend classes;
2. Prior to starting work at an institution of higher education; or
3. After any termination of enrollment or employment at a school or institution of higher education.

Renton Technical College requires all sex offenders to notify the Director of Security and/or the Dean of Student Success two (2) weeks prior to the start of classes in order to determine the appropriate campus disclosure process. Sex offenders seeking employment at Renton Technical College must notify the Executive Director of Human Resources after a position has been formally offered. Current employees of Renton Technical College must notify the Executive Director of Human Resources of any conviction related to sexual misconduct, which occurs while employed at Renton Technical College.

## **II. Disclosure to the College Community**

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 community.
- B. The locations where the offender resides, expects to reside or is regularly found.
- C. The needs of the community members for information to enhance their individual and collective safety.

## **III. Definitions**

The Department of Corrections, the Juvenile Rehabilitation Administration, and the Indeterminate Sentence Review Board are required to classify all sex offenders released from their facilities into levels of risk (Level I, Level II or Level III). These agencies then issue to appropriate law enforcement agencies narrative notices regarding the pending release of sex offenders.

### **A. Level I**

The vast majority of registered sex offenders are classified as Level 1 offenders. They are considered at low risk to re-offend. These individuals may be first time offenders and they are usually known by their victims. They normally have not exhibited predatory type characteristics and most have successfully participated or are participating in approved treatment programs.

Washington state law strictly limits public disclosure of all Level I registered sex offender information. Information shall be shared with other law enforcement agencies and, upon request, relevant, necessary and accurate information may be disclosed to any victim or witness to the offense and to any individual community member who lives near the residence where the offender resides, expects to reside, or is regularly found. Level I offenders MAY NOT be the subject of general public notification.

B. Level II

Level II offenders have a moderate risk of re-offending. They generally have more than one victim and the abuse may be long term. These offenders have a higher likelihood of re-offending than the Level 1 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. Washington state law prohibits the public disclosure of Level II registered sex offenders except under specific criteria. Level II notifications including relevant, necessary and accurate information may be disclosed to public and private schools, child day care centers, family day care providers, businesses and organizations that serve primarily children, women, vulnerable adults, and neighbors and community groups near the residence where the offender resides, expects to reside, or is regularly found. Level II offenders MAY NOT be the subject of general public notification.

C. Level III

Level III offenders are the greatest risk to the community. Most are predatory, have other violent crime convictions, refused treatment and are known substance abusers. Community notification is the most extensive. Washington state law permits notifications about Level III offenders that include relevant, accurate and necessary information to the public at large as part of general notification.

**IV. Notification Procedure**

Notification from law enforcement will be made to the RTC Security Office. RTC Security will review records to determine if the offender is a registered student or a college employee and/or communicate the offender status to college administrators, faculty, and staff listed below.

1. All official notifications to the College community shall come from the Director of Security or designee. Requests for additional information will be referred to the appropriate law enforcement agency.
2. Upon learning of the enrollment/presence of a convicted sex offender at Renton Technical College, the Director of Security will take the following steps:
  - a. Obtain additional information, as necessary, from law enforcement and about the offender's enrollment and employment history on campus.
  - b. Notify the campus Behavioral Intervention Support Team and review relevant information to assess safety issues posed for currently enrolled students.
  - c. Notify the convicted offender to make him or her aware of the notification procedure. Other than the notification procedure, convicted sex offenders will receive the same rights and privacy protections provided to all students or staff.

Notification will correspond with the classification level in the following manner:

A. Level I & II

1. All Faculty of the currently enrolled offender
2. Selected Academic Deans/Supervisors
3. The President and Vice Presidents of RTC
4. The Executive Director of Human Resources
5. The Dean of Student Success
6. Running Start Coordinator

Offenders are required to meet with the Director of Security prior to the first day of class.

**B. Level III**

1. Written notification of the offender's intent to enroll at the college listing the intended program or course must be received 1 month in advance of registration of courses. Notification must be sent to the Director of Security and Conduct Officer.
2. All Level I & II notifications
3. Information may be provided to all college students, faculty, and staff via campus email
4. The offender will be required to meet with the Director of Security and Dean of Student Success prior to the first day of class.
5. The offender must provide documentation of at least six consecutive months without any violations of their registration conditions leading up to their enrollment at RTC.
6. The Director of Security will provide notification to the classes in which the offender is enrolled. If requested, the Director of Security will meet with the program to share information regarding the relevant State law, the college's sex offender notification policy and information released by the King County Sheriff's Office.

**Mailing addresses for notification:**

1. Director of Security  
Renton Technical College  
3000 NE 4th Street  
Renton, WA 98056
  
2. Dean of Student Success  
Renton Technical College  
3000 NE 4th Street  
Renton, WA 98056