



AP 5014 Student Sex Offender Reporting, Information Release Coordination, and Support Services

References:

[Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386)
Family Educational Rights and Privacy Act of 1974 (FERPA)]

Purpose

This procedure establishes a standardized process for reporting, managing, and supporting enrolled or prospective students who are registered sex offenders. It designates Risk Management as the central department responsible for intake, assessment, communication, support service referral, and campus safety coordination.

Risk Management's role under this procedure is focused on institutional safety coordination and does not replace or supersede the responsibilities of the Dean of Enrollment Management as it relates to Student Conduct when disciplinary processes are required.

This procedure is implemented in alignment with applicable federal and state law, including FERPA, the Clery Act, Oregon sex offender registration requirements, and the RCC Student Code of Conduct.

Scope

This procedure applies to all Rogue Community College (RCC) employees, including faculty, staff, and any college-affiliated personnel who may interact with, become aware of, or receive information regarding a student sex offender.

Definitions

Registered Sex Offender

An individual legally required to register as a sex offender under Oregon law or any other state jurisdiction.

Director of Risk Management

The RCC administrator responsible for intake, assessment, communication, support service referral, campus safety coordination and compliance with related legal requirements.

Dean of Enrollment Management

The RCC administrator responsible for reviewing and adjudicating alleged violations of the RCC Student Code of Conduct through established disciplinary procedures.

Responsibilities

Director of Risk Management

- Serves as the primary point of contact for institutional coordination involving enrolled or prospective student sex offenders, including communication with parole/probation officers, the Oregon State Police, and other law enforcement agencies.
- Conducts individualized risk assessments and develops campus safety plans as appropriate.
- Works in partnership with Counseling Services, Accessibility and Disability Resources, Campus Security, the Cares Team, the Threat Assessment Team, the Dean of Enrollment Management and other appropriate college departments to connect the student with resources and support needed to meet institutional expectations.
- Oversees official communication planning and information release coordination related to student sex offenders.
- May consult with the Dean of Enrollment Management as needed when student conduct-related concerns arise or when disciplinary processes may be required.

Dean of Enrollment Management

- Collaborates with Risk Management when student conduct-related concerns require review under the RCC Student Code of Conduct.
- Maintains responsibility for adjudicating alleged violations of the Student Code of Conduct when formally referred through established disciplinary procedures.

Faculty and Staff

- Immediately report any known or suspected enrollment or presence of a registered sex offender to the Director of Risk Management.
- Maintain confidentiality and refrain from disclosing information outside authorized channels.
- If an immediate safety concern exists, employees should contact Campus Security or emergency services (911) before notifying Risk Management.
- Collaborate with Risk Management when support or safety planning is needed.

- Direct students with concerns or questions to Risk Management.
- Support Risk Management's efforts by working with appropriate campus departments to ensure the student is connected with necessary resources and services.

Procedure

Reporting a Student Sex Offender

- The Director of Risk Management is the designated point of contact for all disclosures involving student sex offenders, including:
 - Self-disclosure by a student
 - Notifications from law enforcement agencies
 - Information reported by employees, students, or community members
 - Any employee receiving such information must immediately forward it to the Director of Risk Management via phone, email, or in person.
- The reporting employee must provide:
 - Student name
 - Student ID number
 - Relevant context or supporting information
 - Source of the information (self-disclosure, law enforcement, or third-party report)

Intake and Verification

- The Director of Risk Management will verify the student's registration status using publicly available databases or by contacting appropriate authorities.
- Upon verification, an internal file will be created and stored securely and separately from the student's educational record.
- Access to the file will be restricted to personnel with a legitimate educational or safety-related need to know.
- Files will be maintained and retained in accordance with RCC records retention requirements and applicable privacy laws.

Post-Verification Student Meeting and Planning

- When appropriate, Risk Management may meet with the student to:
 - Review applicable supervision requirements and legal restrictions
 - Clarify institutional expectations
 - Discuss available resources and support service referrals
 - Identify any campus access considerations related to restrictions

Risk Assessment Process

- The Director of Risk Management conducts an individualized risk assessment.

Assessment areas may include:

- Offense history and legal restrictions
- Current supervision or probation requirements
- Class schedule and campus involvement
- Based on findings, campus-specific safety plans may be developed in collaboration with relevant departments.
- Safety planning measures may include, as appropriate:
 - Restricted access to specific campus locations
 - Adjustments to campus engagement or activities consistent with restrictions
 - Increased monitoring or check-ins through Campus Security
 - Coordination with external supervising agencies
- When warranted by behavioral concerns, supervision restrictions, or credible safety risks, the Director of Risk Management may consult with or refer the matter to the RCC Threat Assessment Team for multidisciplinary review and response planning.

Coordination with Supervising Agencies

- When applicable, Risk Management may communicate with parole or probation officers or other supervising agencies to:
 - Confirm supervision requirements impacting campus access
 - Support compliance with restrictions
 - Document relevant coordination for campus safety planning

Coordination of Information Release

- Risk Management is the central RCC office authorized to coordinate and oversee information release regarding a student sex offender.
- Information may be released only when:
 - Required by law
 - Necessary for campus safety planning
 - Part of an approved communication strategy directed by RCC leadership
- All requests for information from faculty, staff, or external parties must be referred to the Director of Risk Management.
- Information will be shared internally only on a need-to-know basis with personnel who have a legitimate educational or safety-related role in planning or response.

Responding to Issues or Barriers on Campus

- If a registered sex offender student reports concerns or barriers related to their status, supervision requirements, or campus restrictions, employees must refer the matter to the Director of Risk Management.
- Risk Management will:
 - Assess the reported issue in the context of legal requirements, campus safety planning, and institutional expectations

- Coordinate an appropriate response with relevant departments, including Campus Security, Counseling Services, Accessibility and Disability Resources, or the Dean of Enrollment Management as needed
- Document the concern and actions taken, including key communications, decisions, and safety measures

Referral to the Dean of Enrollment Management

- Risk Management may consult with or refer matters to the Dean of Enrollment Management when:
 - There is an alleged violation of the Student Code of Conduct
 - The student is noncompliant with supervision restrictions impacting campus safety
 - Disciplinary review or formal conduct action may be required

Confidentiality

All internal RCC records and communications related to student sex offenders must be handled in accordance with FERPA, Oregon law, and RCC policy. Public registry information must be managed through authorized institutional channels. Unauthorized disclosure of non-public student information is strictly prohibited and may result in disciplinary action.

Rescinds Procedure Number: AP-066 Sex Offender Notification

Approved: May 2, 2023

Revised: May 12, 2026