PRO-U5620.02A Notifying Campus about Sex and Kidnapping Offenders

Action by: University Police Department (UPD)

Action:

1. Receives notice of a convicted sex or kidnapping offender from one of (but not limited to) the following possible sources:
   - Whatcom County Sheriff’s Office
   - Bellingham Police Department
   - WWU Admissions Office
   - WWU Human Resources Department
   - Other WWU campus representative
   - Offender (self-reporting)

Action by: Chief of Police

2. Validates information with proper sources when necessary.


4. Fills out the top portion of the Sex/Kidnapping Offender Notification Action Plan form (FRM-U5620.02A).

5. Determines the appropriate Review Team based on status of the offender (i.e. student, employee). See the Sex/Kidnapping Offender Notification Action Plan form for the list of Review Teams.

6. Contacts the appropriate Review Team regarding the offender in question.
7. **Reviews** the [Community Notification Process](https://example.com) in the *Model Policy for Washington State Law Enforcement, Sex Offender Registration and Community Notification*.

8. **Determines** next steps for action including:
   
a) If additional information is needed,

b) Who else, if anyone, should be involved in determining further action, including:
   
   • The extent of addition notice needed to others regarding the offender
   
   • Proposed content of the notification, and
   
   • How and when the information will be distributed.

9. **Ensures** action steps determined by the Review Team are taken in a reasonable period of time.

10. **Ensures** documentation of action plan and steps taken.

11. **Ensures** documentation is retained based on the University’s retention schedule.