

PROCEDURE

Effective Date: June 28, 2016

Approved By: Director, Public Safety/Chief of Police

Authority: POL-U5620.02

Cancels: POL-U5620.02 Sex Offender Notification Policy and Procedures
PRO-U5620.02A Sex Offender Notification

See Also: FRM-U5620.02A Sex/Kidnapping Offender Notification Action Plan
POL-U5615.01 Responding to Campus Violence or Threats of Violence

PRO – U5620.02A NOTIFYING CAMPUS ABOUT SEX AND KIDNAPPING OFFENDERS

Action by:

University Police
Department (UPD)

Chief of Police

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)
2. **Validates** information with proper sources when necessary.
3. **Reviews** the [Community Notification Process](#) in the *Model Policy for Washington State Law Enforcement, Sex Offender Registration and Community Notification*.
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.

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Review Team

7. **Reviews** the [Community Notification Process](#) 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.

Chief of Police

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.