

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

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| Procedure Title: | Sexual Predator or Offender Information Notification/ Publication | <u>Number</u> 135 |
| Related Policy: | Operation of Pensacola State College Public Safety Department – 6Hx20-1.020 | <u>Page</u> Page 1 of 2 |


I. Purpose

To ensure that Pensacola State College (College) is in compliance with all State and Federal laws concerning sexual predators and offenders and to ensure that all members of the campus community are aware of their rights and ability to identify all such offenders on campus.

II. Procedure

- A. Federal and State laws require a person designated as a sexual predator or offender to register with the Florida Department of Law Enforcement (FDLE). The FDLE is then required to provide this notification to the local law enforcement agency where the registrant resides or where the registrant attends or is employed by an institution of higher learning. The College shall include in its publications to students and employees information that will advise such members of the campus community on how to obtain information concerning sexual predators or offenders. Members of the campus community can obtain information concerning sexual predators or offenders from the College's Public Safety Department website, by calling the FDLE hotline (1-888-357-7332), or by visiting the FDLE website (www.fdle.state.fl.us).
- B. When a law enforcement agency notifies the College that a sexual predator or a sexual offender is enrolled, is planning to enroll, is employed by the College or its subcontractors, or is pursuing a vocation at the College or any university partnership program, such notification shall be delivered to the attention of the Pensacola State College Director of Public Safety or his or her designee, who shall then deliver it to the President or his designee and the Director of Human Resources. The Public Safety Department will in turn initiate an information check on the student or employee and will advise College public safety personnel at the respective campus sites(s) where the student may be attending classes or where the employee may be working. The information shall also be provided to the Dean, Director, or Vice President, Academic and Student Affairs, or his or her designee on the Pensacola campus or where the student or employee may be attending classes or may be employed. Although this information is public record, College employees who oversee students or supervise employees who are in a sexual predator or offender category should understand that the information provided is for safety purposes and should recognize that it is not the employee's responsibility to notify others of the offender's status. Additionally, such status should in no way affect the student's academic status.

- C. General information concerning campus safety and security and specific direction on how to obtain information on sexual offenders and predators is included in the Annual Security Report and the *College Catalog*.
- D. Prior to College registration of a sexual offender or predator, a private conference will be scheduled and conducted by a College Public Safety Department representative.
 - 1. A student sexual predator or offender will be advised of the need to comply with student conduct and rights and responsibilities provisions consistent with all students. Failure to comply may result in disciplinary action in accordance with Board Policy 6Hx20-3.010.
 - 2. An employee sexual predator or offender will be advised to comply with the law and College rules and procedures. Failure to comply may result in disciplinary action in accordance with Procedures for 419-422 in the Manual of Procedures.
 - 3. Further, formal actions shall provide that for any disciplinary action wherein there is an alleged on-campus sexual assault by a registered sexual offender or predator, compliance with all State and Federal laws shall be met.
- E. Any person who materially alters or distributes public records information referred to herein, including documents, summaries of public records information provided by law enforcement agencies, or public records information displayed by law enforcement agencies on websites, or provided through other means of communication, with the intent to misrepresent the information, shall be subject to College disciplinary procedures which may impose discipline up to and including dismissal or termination. Such individuals may also be subject to a charge of misdemeanor of the first degree, punishable as provided in state statutes.
- F. The College shall provide occasional programs to promote the awareness of sexual offenses such as rape, acquaintance rape, and other forcible and non-forcible sex offenses.

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| Responsible Official | Chief of Police/Director, Public Safety |
| President's Signature:  | Date: 02/21/2017 |