

Administrative Policy

Suffolk County Community College

Policy and Procedures Registered Sex Offenders

Registered Sex Offender Registry

The Sex Offender Registration Act (NY Corrections Law, Chapter 43, Article 6-c) requires the College to advise the campus community where information concerning registered sex offenders can be obtained. The New York State Division of Criminal Justice Services (DCJS) maintains a Sex Offender Registry classifying offenders according to their risk of reoffending: low-risk (Level I), moderate-risk (Level 2) and high-risk (Level 3).

Sexual offenders registered in New York are required to notify the Registry of any institution of higher learning where he or she expects to be enrolled, attending or employed and whether he or she expects to reside at a facility operated by the institution. Any change in status must be reported to the Registry no later than ten (10) days after such change.

The College will maintain on this website a list of any Level 2 or Level 3 registered sexual offenders reported to the College as being enrolled, attending or employed at the College at www.sunysuffolk.edu Student Life, Safety Brochure.

This information is also available at <http://criminaljustice.state.ny.us>.

SCCC Sexual Offender Registry

This website includes information on registered sexual offenders reported as being enrolled, attending or employed at the College. This information is provided to the College by local law enforcement. The College does not independently verify registration information. The College makes no express or implied guarantee concerning the accuracy of this data. Anyone who uses this information to injure, harass or commit a criminal act against any person may be subject to criminal prosecution.

Suffolk County Community College will adhere to the law as stated in the Campus Sex Crimes Prevention Act (CSCPA).

The Office of Public and Fire Safety will maintain an updated website to refer the College community of how to obtain registered sex offender information for the state of New York.

College Enrollment/Registration and Employment Application Forms:

1. The College will require on all registration/enrollment and employment application forms the following question –

“Have you ever been convicted of a felony?”

2. If the question is answered in the affirmative on the enrollment/registration or an employment application form, said form will be forwarded to the Risk Assessment Committee responsible for the review of flagged form(s). The committee must convene within seven (7) days of receipt of the enrollment/registration or employment application form. * All offices in receipt of enrollment/registration or employment application forms will be instructed on the procedures to follow upon receipt of form(s) with an affirmative response to the question.
3. The sub-committee of the Risk Assessment Committee will consist of the Executive Vice President, General Counsel, Associate Vice President for Student Affairs, Assistant Vice President of Employee Resources, College Dean for Enrollment Services, Executive Director for Safety and Security Compliance, Executive Director for Risk Mitigation and Director of Public and Fire Safety.
4. The committee will make a recommendation to the Associate Vice President for Student Affairs or his/her designee for students. The decision of the Associate Vice President for Student Affairs or his/her designee will be final.
5. Denial notification of the enrollment/registration will be sent (certified/registered mail) to the individual by the Associate Vice President for Student Affairs and a copy sent to the Director of Public and Fire Safety. The student’s record will be blocked with an Associate Vice President for Student Affairs registration block. * Interoffice information will be sent in a **confidential envelope**.
6. Conditional enrollment notification will be sent (certified/registered mail) to the individual by the Associate Vice President for Student Affairs and copies sent to the Director of Public and Fire Safety and the campus Associate Deans for Student Services. * Interoffice information will be sent in a **confidential envelope**.
7. The committee will make a recommendation to the Assistant Vice President of Employee Resources or his/her designee for pre-employment applicants. The decision of the Assistant Vice President will be sent to the President or his/her designee and the General Counsel or his/her designee. The decision of the Assistant Vice President of Employee Resources will be final. * Interoffice information will be sent in a **confidential envelope**.

Receipt of notification from the Department of Justice Registered Sex Offender Registry (RSOR) form

1. The Director of Public and Fire Safety shall receive all notifications sent to the College from the Department of Justice pertaining to the Registered Sex Offender Registry (RSOR). Any individual who receives said document(s) are to forward the information in a **confidential envelope** to the Director of Public and Fire Safety within three (3) business days upon receipt of the RSOR form.
2. The Director of Public and Fire Safety is the office of record for all RSOR forms. The RSOR forms are to be maintained in a locked file cabinet.
3. The Director of Public and Fire Safety will review the RSOR form.
4. The Director of Public and Fire Safety will contact the Associate Vice President for Student Affairs and the Assistant Vice President for Employee Resources to inquire if said individual identified in the RSOR form is either a student or an employee.
5. The Associate Vice President for Student Affairs will review enrollment records of said individual to ensure there was no misrepresentation of information on the enrollment/registration application.
6. The Assistant Vice President for Employee Resources will review pre-employment application of said individual to ensure there was no misrepresentation of information on the application. The Assistant Vice President for Employee Resources will review the work assignment of the individual to ascertain that the work assignment is not in violation of the law for any restrictions based on the level of the offense.
7. The Director of Public and Fire Safety will update and review the RSOR forms for enrollment/registration or employment once a semester and update the College's website as required by law.

College Notification

1. **Level 1 Registered Sex Offender (Low risk)** – File will remain in the Office of Public and Fire Safety. The President, Executive Vice President, Vice President for Institutional Advancement, Vice President for Academic and Student Affairs, Office of Legal Affairs, Campus Executive Deans, Associate Vice President for Student Affairs (**students only**), Associate Vice President for Academic Affairs, Associate Vice President for Workforce and Economic Development, Assistant Vice President for Employee Resources (**employees only**), Executive Director for College Safety and Security Compliance, Associate Dean for Continuing Education, Associate Deans of Student Services and the Directors of Child Care Centers will be notified (**confidential envelope**).

The determination of notification to the College community for a **Level 1 Registered Sex Offender** is on a case by case basis by the Director of Public and Fire Safety and the Executive Director of Risk Mitigation.

2. **Level 2 Registered Sex Offender (Medium Risk)** – File will remain in the Office of Public and Fire Safety. The same individuals will be notified as in Level 1 and the individual's instructor(s).

Notification to the College community will follow the state and federal law of admissible information for a **Level 2 Registered Sex Offender**.

3. **Level 3 Registered Sex Offender (High Risk)** – File will remain in the Office of Public and Fire Safety. The same individuals will be notified as in Levels 1 & 2.

Notification to the entire College community with the following information: photo, name, and information provided by the law enforcement agency via all College modalities of communication, College Brief, email, portal etc. Also as provided by the law the aforementioned notification information for the **Level 3 Registered Sex Offender** will be posted on bulletin boards in Child Care Centers, cafeterias, libraries, gymnasiums and other public areas frequented by students, faculty, staff and visitors.

Note: Laws applicable to the Sexual Offender Registry

Correction Law §168-c requires the following:

-that the Department of Correctional Services, or hospital or local correctional facility in which a sex offender is confined requires the sex offender to complete a form notifying the DCJS of his or her proposed address upon release and any institution of higher learning where he or she expects to be enrolled, attending or employed and whether he or she expects to reside at a facility operated by the institution.

-that a probation officer require that a supervised sex offender complete a form notifying the DCJS of any change of address or any change of status in enrollment, attendance, employment or residence at any institution of higher learning while under supervision.

Correction Law §168-d requires the court to obtain the name and address of any institution of higher learning at which the offender expects to be enrolled, attending or employed and whether he or she expects to reside in a facility owned or operated by that institution.

Correction Law §168-e requires a sex offender released from a correctional facility to provide the name and address of any institution of higher learning at which the offender expects to be

enrolled, attending or employed and whether he or she expects to reside in a facility owned or operated by that institution.

Correction Law §168-j(4) and (5) set forth the notification procedures whenever a sex offender has indicated to DCJS that he or she will be enrolled, attending or employed at an institution of higher learning. DCJS will notify each law enforcement agency having jurisdiction.

Approved by Executive Council – June 14, 2011