



## SEXUAL OFFENDER/SEXUAL PREDATOR REGISTRATION FOR STUDENTS, EMPLOYMENT APPLICANTS, AND EMPLOYEES OF KASKASKIA COLLEGE POLICY

**Board Bylaw:**  
**Policy Number: 4.0600**  
**Subject Area: Personnel**  
**Adopted: 12/16/2012**  
**Revised: 12/16/2012**

### Purpose

Federal and state laws require a sex offender or sexual predator to take certain steps if he or she becomes enrolled in or employed at an institution of higher education. The Illinois Sex Offender Registration Act, 730 ILCS 150/3, requires students and employees to register at the College or University in which they attend or are employed. The purpose of this policy is to outline the College's registration requirements for both employees and students who are convicted sex offenders or sexual predators who are required to register as such pursuant to the Illinois Sex Offender Registration Act, and to set forth the College's policy for maintaining the sex offender or sexual predator registration data that is received by the College.

### Requirements

Upon hire, enrollment or admittance to the College, or upon the conviction of a sexual offense that requires registration pursuant to the Illinois Sex Offender Registration Act, any student or employee that is required to register as a sex offender or sexual predator pursuant to the Illinois Sex Offender Registration Act must, within three (3) days of hire, enrollment or admittance to the College, or within three (3) days after the conviction of a sexual offense that requires registration pursuant to the Illinois Sex Offender Registration Act, register with the College's Safety and Security department and provide the following accurate personal information:

- Current photograph;
- Address;
- Telephone number;
- Date of birth;
- Place of employment;
- Employer's telephone number;
- School attended;
- E-mail addresses;
- Instant messaging identities;
- Chat room identities;
- Other internet communication identities used;
- URLs, blogs or websites maintained or to which the offender has uploaded content or posted messages or information;
- A copy of the terms and conditions of parole or release signed by the sex offender or sexual predator and given to the sex offender or sexual predator by his or her supervising officer
- County of conviction;
- License plate numbers for every vehicle registered in the name of the sex offender or sexual predator;
- The age of the sex offender or sexual predator at the time of the commission of the offense;
- The age of the victim at the time of the offense;
- Any distinguishable marks on the body of the sex offender or sexual predator.

In addition to the information required above, registrants convicted under Sections 11-6, 11-20.1, 11-20.3 or 11-21 of the IL Criminal Code shall provide:

- IP addresses at the offender's place of employment or residence.

The College Safety and Security Department shall provide a standard form for providing the above information.

Upon receipt of the registration data identified above from the sex offender or sexual predator who is a student or applicant for admission at the College, the College's Director of Safety and Security will notify the College's Vice President of Student Services, who will review the student's registration data and the enrollment or admissions records to ensure that there was no misrepresentation of information on the enrollment or admissions forms and to take any other steps which may be appropriate, consistent with the law and Kaskaskia College Policy.

The Director of Safety and Security will also notify the faculty who teach the classes in which the student is enrolled only for the purposes of safety and ensuring that the terms of parole, probation or any other court-ordered requirements will not be violated through participation in a given class. Such information will be kept confidential by the Faculty.

Upon receipt of the registration data identified above from the sex offender or sexual predator, who is an employee or applicant for employment at the College, the College's Director of Safety and Security will provide the registration data to the College's Director of Human Resources, who will review the employment application of said individual to ensure there was no misrepresentation of

information on the application and to take any other steps which may be appropriate, consistent with the law and Kaskaskia College Policy. The Director of Human Resources will notify the Vice Presidents of the College, as well as the President of the College and will determine, on a case by case basis, if other notifications need to be made.

#### Maintenance of Registration Data.

##### Applicants for Admission and Students:

All sex offender or sexual predator registration data received by the College's Department of Safety and Security pursuant to this Policy, that pertains to applicants for admission and/or current students of the College, will be maintained by the College's Director of Safety and Security in a secure location.

##### Applicants for Employment and Employees:

All sex offender or sexual predator registration data received by the College's Department of Human Resources pursuant to this Policy, that pertains to applicants and/or employees of the College, will be maintained by the College's Director of Human Resources in a secure location.

Only those employees who are required to use or handle the sex offender or sexual predator registration data received by the College pursuant to this Policy will have access to such data or documents.

#### Compliance and Penalties.

##### Applicants for Admission and Students:

Any student who fails to register as a sex offender or sexual predator with the College's Director of Safety and Security within three (3) days after beginning school, as required by the Illinois Sex Offender Registration Act, 735 ILCS 150/3(a), will be subject to immediate expulsion from the College.

The College reserves the right to deny or revoke admission of a convicted sex offender or sexual predator upon notification by local authority, as designated by State Police and/or upon registration by the sex offender or sexual predator with the College's Director of Safety and Security or to set forth specific limitations and/or restrictions on the student.

The College reserves the right to evaluate and document special cases and to refuse admission if the College determines that the convicted sex offender or sexual predator is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of the College.

A student whose admission is revoked after enrollment, pursuant to this policy, shall be notified of his/her right to appeal the revocation decision and provided with information regarding the appeal process.

##### Applicants for Employment and Employees:

Any employee who fails to register as a sex offender or sexual predator with the College's Director of Safety and Security within three (3) days after beginning employment, as required by the Illinois Sex Offender Registration Act, 735 ILCS 150/3(a), will be subject to immediate dismissal from employment with the College.

The College reserves the right to deny employment to or discharge a convicted sex offender or sexual predator upon notification by local authority, as designated by State Police and/or upon registration by the sex offender or sexual predator with the College's Director of Safety and Security or to set forth specific limitations and/or restrictions on the employee.

The College reserves the right to evaluate and document special cases and to refuse employment if the College determines that the convicted sex offender or sexual predator is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of the College.

An employee who has been discharged pursuant to this policy shall be notified of his/her right to appeal the discharge decision and provided with information regarding the appeal process.

#### Public Inspection and Copying of Documents

Notwithstanding any other provision of this policy to the contrary, all employees must comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion the sex offender or sexual predator registration information. This includes requests for information or documents under the Illinois Freedom of Information Act.

#### Public Availability

A copy of this policy shall be made available to the public upon request.

Approval History: 02/16/2012