

## **Sex Offender Operational Procedures**

### **Bunker Hill Community College Receipt of Sex Offender's Final Classification**

The Massachusetts Sex Offender Registry Board classifies sex offenders according to levels low risk (1) to high risk (3). The Board is required to transmit a Level 3 sex offender's registration data and final classification to an institution of higher education where the offender works, intends to work, is enrolled as a student or intends to enroll as a student. Police Departments may also transmit Level 2 and Level 3 sex offender information to the college regarding such sex offenders who may live or work in the vicinity of the College.

The Director of Public Safety/Chief of Police will act as the primary public safety officer at the College. The Director of Public Safety/Chief of Police will act as the liaison to the Massachusetts Sex Offender Registry Board and local Police Departments in receiving sex offender registry information. The Chief of Police will receive all Level 3 notifications directly from the Board and/or local Police Departments. They will coordinate the posting of Level 3 notifications on campus and disseminate Level 3 information to the President, Vice Presidents, Dean of Students, Human Resources Director, Campus Managers, Public Safety and managers in areas where vulnerable populations are served including the Main Lobby, Daycare, Community Programs and the BHCC Police Department. In addition, the College reserves the right to directly notify instructors, faculty members and/or supervisors. Managers in areas of responsibility who service vulnerable populations shall be made aware of the following:

*The College Policy on Access to Sex Offender Information.*

*Where Sex Offender Registry Information is Available.*

*The Procedures BHCC Follows upon Receipt of Sex Offender Registry Information.*

### **Community Notification of Level 3 Sex Offender Information**

Level 3 offender notices shall be posted by the Director of Public Safety/Chief of Police or his/her designee within 2 days of receiving the information from the Board, regardless of when a meeting to inform the offender occurs. The notice locations include, but are not limited to, a bulletin board in the Main Lobby of the Charlestown campus and Chelsea campus.

### **Finally Classified Offender's Obligation to Notify the College**

**Current Students** who are enrolled and receive their final classification or a change in classification as a Level 2 or Level 3 sex offender during their period of enrollment must immediately notify the Director of Public Safety, Chief Robert Barrows, at 617-228-2241 to arrange a meeting with the Dean of Students, Director of Human Resources and the Director of Public Safety or their designees.

**Potential Students** must notify the Director of Public Safety, Chief Robert Barrows, at 617-228-2241 to arrange a meeting when they intend to enroll at the College or enroll in classes; however this meeting must take place prior to the start of classes. The meeting is with the Dean of Students, Director of Human Resources and the Director of Public Safety or their designees.

**Current Employees** who receive their final classification or a change in classification as a Level 2 or Level 3 sex offender during their period of employment must immediately notify the Director of Public Safety, Chief Robert Barrows, at 617-228-2241 to arrange a meeting with the Dean of Students, Director of Human Resources and the Director of Public Safety or their designees.

**Potential Employees** must notify the Director of Public Safety, Chief Robert Barrows, at 617-228-2241 to arrange a meeting when they are offered employment at the College; however this meeting must take place prior to the start of employment. The meeting is with the Dean of Students, Director of Human Resources and the Director of Public Safety or their designees.

### **College Officials' Meeting with Level 2 or Level 3 Sex Offender**

#### **The sex offender will be advised of the following:**

*Inform the offender of the College's knowledge of his/her final classification.*

*Outline the College's obligation to provide public access to Level 2 & 3 sex offender information through its Department of Public Safety.*

*Any restrictions that will be imposed on the sex offender.*

*If the offender is classified at Level 3, he/she is further informed of the College's policy of posting notice at each campus.*

*If the offender is classified at Level 3, provide the offender with a copy of the community notification the College intends to post.*

*If the offender is classified at Level 3, the functional areas of the College which will be provided with the public notification that will be posted.*

*If the offender is classified at Level 3, that the community notification will take place within two days of receipt regardless of when the meeting occurs.*

*Failure to follow the College SORI policy, specifically the "Finally Classified Offender's Obligation to Notify the College" may result in withdrawal from classes, restriction from College facilities, revocation of employment and/or notification to the Massachusetts Sex Offender Registry Board and/or local police.*

## **Public Access to Level 2 & 3 Sex Offender Information**

The College will advise students and employees how to access sex offender information through appropriate College publications that include, but are not limited to the Student Handbook, Academic Catalog, and the College Portal.

The Department of Public Safety will be responsible for maintaining a Level 2 and Level 3 Sex Offender Binder on each campus. The sex offender information binders at the Public Safety offices shall be available for public inspection and copies of Level 2 and 3 notices may be provided upon appropriate written request.

The Director of Public Safety/Chief of Police or his/her designee will not respond to a request for Level 2 or 3 sex offender information unless the request is presented in writing utilizing the College's "Sex Offender Information Request Form". The form is available on the campus police webpage and also in hard copy at the Public Safety offices. The Director of Public Safety/Chief of Police or his/her designee will maintain a log and record of all inquiries including copies of all the written requests for sex offender information.

Upon receiving a written request for information, the Director of Public Safety/Chief of Police or his/her designee will inform individuals seeking public information on sex offenders to contact their local police department or the Board to obtain a more in-depth listing of sex offender information.

Upon receiving a written request for information, the Director of Public Safety/Chief of Police or his/her designee will also inform individuals seeking public information on sex offenders that use of sex offender information to engage in illegal discrimination or harassment of an offender shall be punishable by not more than two and one-half years in the house of correction or by a fine of not more than \$1,000 or by both such fine and imprisonment.