

POLICE DEPARTMENT GENERAL ORDERS

General Order # 03-24		Title: Registered Sex Offender Notification	
<u>Effective Date:</u>	<u>Applicable Work Group(s):</u>	<u>Supersedes:</u>	<u>Authorizing Official</u>
06/09/2020	All Personnel	New General Order	<i>Gerald Monahan</i> , Police Chief

Policy:

It is the policy of the Yavapai College Police Department to make notification to the campus community of the presence of a registered sex offender (RSO) in accordance with applicable state and federal laws.

Procedure:

At the beginning of each semester, and again at the beginning of the 2nd eight week semester session, the Yavapai College Police Department will compare a list of Yavapai College students to a list of RSO's living in Yavapai County.

When the college becomes aware of a RSO who will attend classes at Yavapai College or is currently attending classes, the following will occur:

1. At the beginning of each new semester or academic term (Fall, Spring, Summer), the RSO will register with the YC Campus Police Department who will disseminate information in accordance with Arizona and Federal law as well as the Clery Act (by identifying risk levels).
2. The YC Police Department will meet with the RSO and complete a RSO Agreement form which will designate any restrictions deemed appropriate by meeting with the RSO, the RSO's probation/parole officer (if applicable) and based on the RSO risk level. Once completed, a copy of the Agreement document will be forwarded to the Student Services RSO designee.
3. The RSO will meet with a Student Services RSO designee prior to the beginning of the term and then provide a class schedule to the Yavapai College Police Department. No other notification is needed unless the RSO requires a change in the class schedule which will be provided to the Yavapai College Police Department. If there is a change of class schedule, the RSO must provide information to the Police Department prior to attending their first class.
 - a. As part of the notification process, the Student Services RSO designee will work with the YC Police Department to disseminate information including but not limited to internal communications with designated Student Services employees and the appropriate academic division notifications as required once the RSO agreement is completed. This may include a notification to the faculty member

whose class the RSO is attending. That notification will come directly from the Yavapai College Police Department by way of email and will include the RSO community notification flyer as an attachment.

b.If a minor registers for an in person class for which a RSO is also registered, alternative course options will be explored by Student Services to allow the RSO to continue their studies.

See also: Yavapai College Policy 4.03 Registered Sex Offenders

[Yavapai College Registered Sex Offender Policy 4.03](#)