

NORTH SHORE COMMUNITY COLLEGE
SEX OFFENDER REGISTRY INFORMATION
NOTIFICATION AND DISSEMINATION GUIDELINES

Colleges' Receipt of Sex Offender's Final Classification

Following a sex offender's registration with the Sex Offender Registry Board ("Board"), the Board issues a recommended classification level. The Board shall transmit the 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.

- Level 1 classification information is NOT public information. No public access to Level 1 information is permitted.
- **Level 2** classification information is public information. Level 2 information is available to the general public upon written request.
- **Level 3** classification information is public information. Level 3 information is available to the general public through local police departments and the Board upon written request or by accessing the Board's website at www.mass.gov/sorb. Additionally, police departments are obligated to make community notification of Level 3 information. Community notification shall be made to all organizations or individuals which provide services to children, the elderly, or other vulnerable members of the community and are likely to encounter such an offender.

College Officials' Meeting Classified Level 2 or 3 Sex Offender

Once the College receives notification from the Board that a student or employee has been classified as a Level 2 or 3 sex offender, the Chief of Campus Police & the Dean of Students, shall meet with the offender to:

- 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 Campus Police Department.
- If the offender is classified at Level 3, he/she is further informed of the College's policy of community notification.
- Provide the offender with a copy of the public notification the College intends to release.

Notification of the College Community

It is the responsibility of the Campus Police Department to make a community notification of Level 3 Sex Offenders who are Students, Staff or Contract Vendors working or enrolled as a student at North Shore Community College.

- Level 3 offender notices shall be posted in a number conspicuous locations on each campus maintained by the College. A list of locations are attached. See Attachment 1.
- Direct distribution of Level 3 notices shall be made to all College departments and personnel which provide services to children, the elderly, or other vulnerable members of the college community and are likely to encounter such an offender, including, but not limited to: child care center, early childhood education programs, libraries, fitness center, summer camps, elder care programs, and college run elementary or secondary schools.
- Community notification must be made within 2 days of receiving notice from the Board of a final classification of a Level 3 offender.

These recommendations establish minimal standards for community notification. The College may engage in broader community notification efforts as it determines appropriate under the circumstances.

On-Campus Public Access to Level 2 & 3 Sex Offender Information

- On an annual basis the Campus Police Department shall advise students and employees through appropriate College publications as to where sex offender information may be obtained.
- Level 2 & 3 offender information received by the Campus Police Department is available to the public upon written request. Recognizing that a College may not possess complete notification information on all sex offenders within its community, individuals seeking public information on sex offenders shall also be advised to contact their local police department or the Board.
- The Campus Police Department will only respond to if the request is presented in writing utilizing the Board's "*Request for Sex Offender Information from City/Town Police Departments*" form, which is provided as Attachment 2.
- Level 2 & 3 sex offender information shall be maintained in a binder located in the College's Department of Public Safety. The binder shall be available for public inspection and copies of Level 2 and 3 notices may be provided upon appropriate written request.
- Information concerning Level 2 and Level 3 offenders is also available to the general public by contacting your local police department or the Commonwealth of Massachusetts' Sex Offender Registry Board, P.O. Box 4547, Salem, MA 01970-4547, (978) 740-6400. Level 3 offender information is also available on-line at www.mass.gov/sorb. If you have any questions regarding access to sex offender information, please feel free to contact the College's Campus Police Department.

Any information obtained from the Campus Police Department or any other public source shall **NOT** be used to commit a crime or to engage in illegal discrimination or harassments of an offender. Any person who uses information disclosed pursuant to

M.G.L. C. 6 §§ 178C - 178P for such purposes shall be punished by not more than two and one half (2 ½) years in a house of correction or by a fine of not more than one thousand dollars (\$1000.00) or both (**M.G.L. C.6, § 178N**). In addition, any person who uses Registry information to threaten to commit a crime may be punished by a fine of not more than one hundred dollars (\$100.00) or by imprisonment for not more than six (6) months (**M.G.L. C. 275 § 4**).