



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5001

PAGE: 1 OF 3

CATEGORY: **Support Services, Security Program**

EFFECTIVE: **10-06-05**

SUBJECT: **Sex Offender Notification**

REVISED: **NEW**

A. PURPOSE AND SCOPE

1. To outline procedures to be followed when a district staff is notified of a registered sex offender.

2. **Related Procedures:**

Field trips, domestic single-day	4585
Field trips, domestic (multi-day) and foreign (single and multi-day)	4587
Instructions for obtaining transportation for school-related activities	4586
Security, general	5000

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy C-2200, H-8900, I-1350, I-1400; Education Code Sections 32211, 35160.1; Penal Code Sections 290, 290.4, 626.8; U.S. Code Title 42, Section 14071.

2. In order to protect and ensure the safety of students, the Board of Education recognizes that the district should interact with law enforcement when contacted about registered sex offenders who may reside or work within district boundaries. The superintendent or designee shall establish ongoing relationships with law enforcement officials to coordinate the receipt of such information and establish procedures for notifying appropriate staff, students, and parents/guardians as necessary.

C. GENERAL

1. **Originating Office.** Questions and suggestions concerning this procedure should be directed to the School Police Services Department, Office of the Superintendent.

2. **Definitions**

a. **Notification:** An official written notice from a law enforcement agency that a “high risk” and/or “serious” sex offender resides or is employed within district boundaries. Verbal information is not an official notification.

b. **High risk/serious:** A person who has been convicted of multiple violent offenses and has been identified by the Department of Justice as having a higher risk of re-offending and who may pose a greater danger to the public.

D. IMPLEMENTATION

1. **Notification:** The district's first priority is the safety and welfare of its students. If any district staff receives an official notification concerning a registered sex offender, the following procedure should be followed:
 - a. Contacts School Police Services Crime Analyst at (619) 725-7009 to ensure the information is correct and that the registrant resides and/or is employed within the boundaries of the district.
 - b. Informs certificated and classified personnel (who are located in the attendance area of the registered sex offender's residence/place of employment) to report any possible sightings of the registered sex offender on or nearby school grounds to School Police Services immediately.
 - c. Contacts the Office of General Counsel at (619) 725-5630 to determine if further notification outside of the district is appropriate.
 - d. If outside notification is recommended, the principal of the school (which is in the attendance area of the registered sex offender's residence/place of employment) may institute a mailing notifying parents/guardians of the information. Principal includes a letter prepared by law enforcement and printed on law enforcement letterhead encouraging parents/guardians to contact local law enforcement for additional information.
 - e. Verbal notifications from parents/guardians, staff, or other community members are not official notifications, and therefore should not be immediately acted upon. In these cases, the principal of the school (which is in the attendance area of the registered sex offender's residence/place of employment) may contact the Office of General Counsel for further guidance.
 - f. In a rare case in which the offender is a juvenile attending school, contacts the Office of General Counsel for further guidance.

E. FORMS AND AUXILIARY REFERENCES

1. Sample form letter to parents, Attachment 1
2. California Attorney General's Office web site information

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F. REPORTS AND RECORDS

G. APPROVED BY

Kerry B. Flanagan

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For the Superintendent of Schools