

**CHAPTER 2: Administration and General Institution
ADMINISTRATIVE PROCEDURE NO. 2.29.2 (AP 3516)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 2.29.2 Registered Sex Offender Information
Revision Date: 3/13; 5/16
References: Penal Code Sections 290, 290.01 and 290.95; 34 Code of Federal Regulations Part 668; 42 U.S. Code Section 14071j; 20 U.S. Code Sections 1092(f)(1)(I) and 1232g(b)(7)(A) (Campus Sex Crimes Prevention Act)

1. Sex offenders are required to register with the police in the jurisdiction in which they reside and at institutions of higher learning if they are students there or if they work there as employees, contractors or volunteers.
2. A sex offender who is an employee or volunteer in the District must disclose his/her status as a registrant upon his/her application or acceptance of the position if he/she:
 - a. would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children.
 - b. would be working directly and in an accompanied setting with minor children and his/her work would require touching minor children on more than an incidental basis.
3. A sex offender who must register for committing a crime against a minor victim under the age of 16 is prohibited from serving as an employer, employee, contractor or volunteer in any capacity in which the sex offender would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or involving having supervision or disciplinary power over minor children.
4. Sex offenders who may be required to register should do so at:
 - a. Cañada College and Redwood City Police Department and San Mateo County Sheriff's Office
 - b. College of San Mateo and San Mateo Police Department
 - c. Skyline College and San Bruno Police Department
5. Information concerning registered sex offenders can be obtained from Campus Public Safety Office or the above law enforcement agencies.
6. The District shall include in its Annual Security Report a statement advising the campus community where information pertaining to registered sex offenders may be obtained.