

University of Chicago Police Department

GENERAL ORDER

<i>Effective Date:</i> May 11, 2018		<i>Number:</i> GO 704
<i>Subject:</i> Sex Offender Registration		
<i>References:</i> Sex Offender Registration Act 730 ILCS 150/, Sex Offender Community Notification Law (730 ILCS 152/)		
<i>Reevaluation Date:</i> Annually		<i>No. Pages:</i> 4
<i>Amends:</i> 30 JAN 2015 Version 23 JAN 2012 (O.P.D.)		<i>Rescinds:</i>
<i>Approved By:</i> Kenton W. Rainey, Chief of Police	<i>Signature:</i> Original signed document on file in Accreditation Office	

704.1 PURPOSE

The purpose of this policy is to establish procedures, consistent with the Illinois Sex Offender Registration Act (730 ILCS 150/), to be followed when an employee (including contract employee) or a student who is registered as a sex offender or sexual predator, notifies the Department of his or her status.

704.2 SEX OFFENDER REGISTRATION ACT

- A. Pursuant to the Illinois Sex Offender Registration Act (730 ILCS 150), in addition to registering with the municipality or county law enforcement agency in which the offender resides, employees and students of the University of Chicago who are registered sex offenders or sexual predators shall also register:
 1. At the Chicago Police Department Headquarters and
 2. With UCPD.

- B. Pursuant to the Illinois Sex Offender Registration Act, an out-of-state student or out-of-state employee, within 3 days of beginning school or employment in the State of Illinois, shall register. The out-of-state student and/or employee shall register:
 1. At the Chicago Police Department Headquarters and
 2. With UCPD, if they are employed at or attends for a period of time of 5 or more days or for an aggregate period of time of more than 30 days during any calendar year.

704.3 PROCEDURES

When an employee or student of the university comes to the University of Chicago Police Department (UCPD) for the purpose of registering as a sex offender or sexual predator, the following procedures will be followed:

- A. The UCPD Emergency Communication Center (ECC) will register individuals.
- B. ECC personnel will provide the individual with the “Institutions of Higher Education Employment/Student Information Form” (ISP Form 5-695) and ensure that the form is completed by the individual and the ECC personnel.
- C. Once the “Institutions of Higher Education Employment/Student Information Form” has been completed and signed, ECC personnel will provide a photocopy of the completed form to the individual.
- D. The ECC personnel accepting the completed “Institutions of Higher Education Employment/Student Information Form” will enter the information from the form into the Law Enforcement Agencies Data System (LEADS) database using the Sex Offender Registration add-on function.

NOTE: This will be completed prior to the end of the ECC employee’s tour of duty.

- E. Once the information from the “Institutions of Higher Education Employment/Student Information Form” has been entered into LEADS, the ECC dispatcher will forward the “Institutions of Higher Education Employment/Student Information Form” to the on-duty communications supervisor.

NOTE: A copy of the LEADS entry confirmation page will accompany the “Institution of Higher Education Employment/Student Information Form”.

- F. Prior to the end of his or her tour of duty, the on-duty communications supervisor, or designee in the absence of the on-duty communications supervisor, will review the completed “Institutions of Higher Education Employment/Student Form” and LEADS entry confirmation page to ensure that the correct entry was made.
- G. The on-duty communications supervisor, or designee, will then make one (1) photocopy of the original signed “Institutions of Higher Education Employment/Student Information Form” and forward both copies to the commanding employee in charge of the ECC.

NOTE: A copy of the LEADS entry confirmation page will accompany each copy of the “Institution of Higher Education Employment/Student Information Form”.

H. Upon receiving the completed “Institutions of Higher Education Employment/Student Information Forms”, the commanding employee in charge of the ECC will:

1. Forward the original signed copy to the Illinois State Police address located on the form; and
2. Store the photocopy and the attached LEADS entry confirmation page in a file to be maintained by the commanding employee in charge of the ECC.

NOTE: “Institutions of Higher Education Employment/Student Information Forms” will be maintained in accordance with the UCPD records retention schedule.

704.4 NOTIFICATION OF REGISTRATION

In the event that a University of Chicago employee (faculty, staff, or other academic appointee) or student registers as a sex offender with the Department, notification will be made by the following individuals:

A. The commanding employee in charge of the UCPD ECC, will submit a To-From-Subject report to the Chief of Police. The To-From-Subject report will be directed through the chain of command and will include:

1. The full name of the registered offender;
2. The date of birth of the registered offender;
3. The classification of the registered offender, which will include either: Child sex offender (victim under 18); or Sex offender (victim over 18);
4. The university affiliation of the offender (student, staff, faculty or other academic appointee);
5. The offender’s dates of enrollment or employment;
6. The date the offender registered with the Department.

- B. The Chief of Police, upon receiving a report from the commanding employee of the ECC detailing the registration of a sex offender affiliated with the University of Chicago, will send a formal report that will include all items listed in Section 704.4.A, to the following campus partners:
1. When the registered sex offender is a university staff member:
The Assistant Vice President of Human Resources, or designee.
 2. When the registered sex offender is a university student:
The Office of the Vice President for Campus and Student Life, or designee.
 3. When the registered sex offender is a university faculty member or other academic appointee:
The Office of the Provost for Faculty and Student Affairs, or designee.
 4. When the registered sex offender is a staff member affiliated with the University of Chicago Medicine:
The Office of the President for University of Chicago Medicine, or designee.

704.5 REQUESTS FOR SEX OFFENDER INFORMATION

The University of Chicago Police Department does not release specific information regarding registered sex offenders to the public. If any member of the public requests information regarding sex offenders who have registered with the Department or information regarding the sex offender registration process in general, UCPD ECC personnel will:

- A. Provide the Illinois State Police “Sex Offender Registration and Community Notification” brochure (ISP 4-201); and
- B. Direct the citizen to the UChicago Department of Safety and Security website (<http://safety-security.uchicago.edu/>) for a link to access the State of Illinois Sex Offender Registry.