MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Gerald L. Bepko
      Chancellor

DATE: June 17, 1996

RE: Indiana Sex Offenders Registry Law - Sex Offenders Screening Policy

The Indiana Sex Offenders Registry Law, also known as "Zachary’s Law," mandated the compilation and dissemination of information about persons convicted of sex offenses against children. The first Sex Offender Registry was published in December 1994 and is periodically updated by the Indiana Criminal Justice Institute.

Institutions of higher education have been encouraged to make use of the Sex Offenders Registry, in view of the important role that colleges and universities play in the education and training of individuals whose professions will bring them into contact with children. Examples include academic programs in the health care and teaching professions. Many of these programs sponsor internships and practica that may bring students into proximity with children during the course of their studies. In addition to academic programs, IUPUI offers a variety of services that bring children into contact with our employees. Examples of these include Riley Hospital, the Child Care Center, and IUPUI’s numerous athletic facilities.

IUPUI needs to establish appropriate policies to reduce the risk that persons who have been convicted of sex offenses against children may be placed in proximity to children through employment or educational activities. At the same time, we recognize that these programs and activities are extremely diverse, and that some flexibility is necessary in order to achieve the goals of such policies, particularly as they relate to academic functions.

With regard to IUPUI staff employment, a policy has been developed which will be applicable to all staff positions on campus, including casual hourly positions. The "Sex Offenders Screening Policy for Staff Positions at IUPUI" is enclosed and will become effective immediately. Questions regarding this policy may be directed to Chris Keeley, Director of Human Resources Administration. A policy regarding work/study employees will be developed within the office of Student Financial Aid.
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With regard to faculty employment and student matriculation, responsibility for policy development and implementation shall be at the school and academic program level. Accordingly, I am hereby directing that all deans and directors of academic programs undertake a careful review of their respective programs and identify those programs in which students and/or faculty may periodically come in contact with children. Any school or unit having programs which place students or faculty in direct proximity to children must develop and implement a Sex Offenders Screening Policy. Attached are guidelines for the development of a Sex Offenders Screening Policy, along with model policies to assist in this effort. The model policies have been reviewed within the offices of University Counsel, the Dean of Faculties, and the Registrar. Significant deviation from the model policies should be submitted to the University Counsel Office for further review.

All such policies should be developed and in place by July 15, 1996.

GLB:eu

Enclosures

cc: J. Terry Clapacs
    Vice President for Administration

    Dorothy J. Frapwell
    University Counsel