SEX OFFENDERS SCREENING
POLICY DEVELOPMENT GUIDELINES
FOR
SCHOOLS AND ACADEMIC UNITS

1. **Scope.** Each School or Academic Unit having programs or operations which place students or faculty in direct proximity to children (people under the age of 18), shall develop and implement a Sex Offenders Screening Policy. Proximity to children may occur through a variety of activities, including (i) academic programs that place students in off-campus settings where children are present (e.g., schools, hospitals, or recreational facilities); (ii) on-campus activities that provide services to children (e.g., child care, health care, and recreational services); and (iii) on-campus educational programs that bring children in contact with faculty and staff (e.g., honors programs). Schools affected would include, at a minimum, Allied Health, Dentistry, Education, Medicine, Nursing, Social Work and schools sponsoring pre-college programs.

2. **Purpose.** The purpose of the Sex Offenders Screening Policy is to utilize the information available in the Indiana Sex Offenders Registry to reasonably minimize the risk that persons who have been convicted of sex offenses against children may be placed in proximity to children through employment, educational activities, or other participation in University-sponsored programs or activities.

3. **Content.** Any Sex Offenders Screening Policy should at a minimum address the following:

   a. **Responsible Person(s).** The Policy should identify the person(s) who will be primarily responsible for implementing and monitoring compliance with the policy.

   b. **Identification of Affected Programs.** The Policy should describe the manner in which a School’s programs will be periodically reviewed to identify all programs in which students or faculty may periodically come in contact with children.

   c. **Pre-Screening.** The Policy should describe the manner in which prospective students or faculty in affected programs will be pre-screened (i.e., prior to matriculation or employment) to determine whether their names appear on the Sex Offenders Registry. Note that the Registry can be accessed directly by the School or Unit, or through an arrangement with the Dean of Faculties Office, or the Registrar’s Office.

   d. **Transfer Screening.** The Policy should describe the manner in which students or
faculty transferring from one program or operation not affected by the policy into a program or operation within the scope of the policy would be screened to determine whether their names are on the Registry.

e. Consequences. The Policy should include a statement of the consequences/implications for any prospective or current students or faculty whose names appear on the Registry, and who may be in an affected program, or seeking placement or employment in an affected program. The most obvious consequence would be that such persons would be ineligible for and barred from participation or employment in affected programs. However, it may also be appropriate to consider such cases on an individual basis, depending on the facts and circumstances, (e.g., whether contact with children is only a remote possibility).

f. Notice. The Policy should describe how prospective and current students or faculty will be notified of the policy.

4. Model Policies. The intent of these guidelines is to permit flexibility in policy development for those Schools and Units with affected programs. To assist in this effort, attached are model policies. Model A is a student-oriented policy. Model B is a faculty-oriented policy.