

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 3.6.2**

<b>Title: Registered Offender Policy</b>	
Originated by: President	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on:

**Policy Statement:** Due to the sensitivity of information regarding registered offenders and the possibility of providing inaccurate information, employees of Manhattan Area Technical College will follow this procedure should they receive an inquiry related to a fellow MATC employee or student.

**Rationale:** This policy will ensure dissemination of consistent, current information from a direct and reliable source.

**Procedure:**

1. Inquiries about Manhattan Area Technical College employees or students related to the Kansas Bureau of Investigation's (KBI) Registered Offenders List will be referred to the President or the Vice President of Business Services (VPBS) for response.
2. The President or VPBS will provide the inquirer with the following Kansas Bureau of Investigation Registered Offender web site and phone number: <http://www.accesskansas.org/kbi/ro.shtml>, (785)-296-8200 and instruct the person inquiring that they are to contact the KBI themselves.
3. Employees of Manhattan Area Technical College will not make the inquiry for the person seeking registered offender information nor will the employees disclose such information if known.