

REPORTING ARRESTS, CHARGES, AND CONVICTIONS, INVESTIGATIONS, AND CHANGE OF LICENSE

1. Reporting Arrests, Charges, and/or Convictions

The health, safety and security of staff, students, and visitors to District facilities is a priority of the District. Employees are occasionally subject to criminal sanctions for conduct both on and off duty as a result of violating local, state and/or federal laws. Therefore, all employees are required to immediately report to the Executive Director of Human Resources or his/her designee arrests on allegations of having committed a felony, a crime involving moral turpitude, assault or battery upon a child, abuse/neglect of a child, as well as any charge and/or any conviction, guilty or nolo contendere plea, or deferred adjudication on such charges. Self-reporting of a charge, arrest, or conviction is required to be reported within 24 hours of such charge, arrest or disposition. The employee must complete the Mandatory Self-Reporting by Staff form.

Crimes which must be reported include:

1. Any crime involving a minor, to include an allegation of child abuse or neglect;
2. Any felony;
3. Any gross misdemeanor or misdemeanor except for minor traffic citations, but to include Driving Under the Influence (DUI).

Minor traffic citations are not required to be reported when employees are driving their personal vehicle.

Drivers of District Fleet Vehicles must report minor traffic citations to his/her their administrator or manager/supervisor when driving a District fleet vehicle.

Upon the arrest and self-reporting of a licensed employee, the Superintendent shall submit in a timely manner all information required by the Nevada Department of Education in accordance with Nevada state law. Resulting convictions may be grounds for the suspension or revocation of the person's license, as determined by the Nevada Department of Education and State Board of Education.

Failure to self-report may result in disciplinary proceedings, up to and including termination from employment.

Arrests and convictions may not automatically impact the employees' employment or the volunteer's assignment. The District will make an assessment of the effect of the arrest, charge and/or conviction to on the essential duties of the position the employee holds or the duties the volunteer performs.

2. Reporting Investigations

All employees and volunteers are required to immediately report to their supervisor or manager and the Executive Director of Human Resources if they are under investigation by a licensing board or other regulatory entity for actions related to their employment or volunteer assignment.

3. Reporting Change of License

An employee must immediately notify his/her their supervisor or manager and the Executive Director of Human Resources of any suspension, restriction, or revocation of his/her their driver's license, permit, or other license or certification required for the performance of his/her assigned job.

Reference: NRS 391.056

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Mandatory Self-Reporting by Staff Charge, Arrest or Conviction of a Crime

In accordance with NRS 391 and Board Policy GBBW, all employees are required to report any charge, arrest or conviction of a crime. Such crimes must be reported within 24 hours of the charge, arrest, or conviction. **All the charges, arrests, or convictions as of July 1, 2011 must be reported.**

Crimes which must be reported include, but are not limited to:

- Any crime involving a minor;
- Any felony;
- Any misdemeanor except for minor traffic citations, but to include DUI

Name: _____

Position: _____

Address: _____

School/Department: _____

Date of Birth: _____

Event	Date	Offense	Agency
Arrest			
Charge			
Conviction			
Investigation			
Change of License			

Explanation of **Event**/Circumstances: _____

**LYON COUNTY SCHOOL DISTRICT
BOARD POLICY**

GBBW

Employee Signature

Date

This form must be provided to Human Resources within 24 hours of the charge, arrest, or conviction.

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