

PROCEDURE 401-2 - ARRESTS, CONVICTIONS, AND OTHER LAW ENFORCEMENT ENCOUNTERS

Reportable Events

All employees are required to notify their supervisor if they are arrested, indicted, charged with, or convicted of a crime, plead guilty or no contest to a crime, or are placed on diversion or suspended imposition of sentence.

All notices required by this procedure must be given by the end of the employee's first shift following the reportable event or at such earlier time established by department/agency/office rule. As required by the Drug-Free Workplace Act, employees convicted of drug-related crimes must provide notice of the conviction within five calendar days of the conviction. If the five days expires before the employee's next shift, the employee must call their supervisor to report the conviction.

Refer to Procedure 403-1 for requirements for reporting traffic citations.

Department/Agency/Office Rules

Departments/agencies/offices may establish rules requiring employees to report other contact with law enforcement when required by law or contract or when the rule is based on the actual or potential effect on the employee's ability to perform the job, on department/agency/office's ability to effectively function, or on the public trust. Except where such rules are required by law, all such rules must be submitted to the Department of Human Resources in writing for approval prior to implementation.

Supervisor Responsibilities

Within one business day of learning of the arrest or conviction of a subordinate, supervisors must relay the information to their department/agency/office leader and the Department of Human Resources for a determination as to the impact on the organization, including whether federal or state grants may be affected, and whether employment action is necessary.

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