

# Administrative Regulation

No. 337

Board of Trustees  
Douglas County School District

ALL EMPLOYEES

## MANDATORY SELF-REPORTING BY STAFF

### REPORTING ARRESTS AND CONVICTIONS

Since all employees and volunteers are required to immediately self-report to the Director of Human Resources or designee, arrests on allegations of having committed any misdemeanor other than a traffic violation, but to include DUI and any violation that results in suspension or revocation of driver's license, a felony, a crime involving moral turpitude, assault or battery upon a child, as well as a conviction, guilty or nolo contendere plea, or deferred adjudication on such charges, within one school day of such arrest or disposition, the following procedures shall be in place:

Volunteers must report to site principal within one school day. Principals shall immediately report to the Director of Human Resources to discuss the appropriate actions.

Employees must report to the Director of Human Resources within one school day.

- Report is received
- Employee/Volunteer shall be placed on paid Administrative Leave pending a meeting with the Principal, Director of HR or the Superintendent.
- The District shall attempt to obtain copies of related legal documentation to corroborate employee's/volunteer's explanation.
- An administrative meeting shall commence to determine the appropriate status of the involved employee/volunteer.
- The Superintendent, or designee, shall review any evidence and determine if the employee/volunteer may return to his/her position or be placed in another employment status such as leave without pay, or leave without pay pending termination.

### Criteria to be considered

- Would this infraction prevent the employee from being licensed in the State of Nevada?
- Is the infraction a felony?
- Does the infraction pose a potential threat to students or staff?
- Does the infraction reflect poorly on the District? If so, to what degree?

Reference: NRS 391.056

Adopted: April 14, 2015

Revised: June 9, 2015

See Policy Related to this Administrative Regulation