

**Board of Trustees
Douglas County School District**

ALL EMPLOYEES

MANDATORY SELF-REPORTING BY STAFF

REPORTING ARRESTS AND CONVICTIONS

All employees and volunteers are required to immediately self-report to the Director of Human Resources (or his/her designee) any arrest or allegation of having committed: any felony; any crime involving moral turpitude; any assault or battery upon a child; any misdemeanor except for traffic citations, but to include DUI and any violation that results in suspension or revocation of driver's license.

Employees and volunteers must report to the Director of Human Resources within one school/work day any convictions, guilty or nolo contendere pleas, or deferred adjudications on such charges of such arrest or disposition.

Arrests and convictions shall not automatically impact the employee's employment or the volunteer's assignment. The District will make an assessment of the effect of the arrest and/or conviction to the essential duties of the position held by the employee or the volunteer.

All employees and volunteers are required to immediately report to their supervisor or manager if they are under investigation by a licensing board or other regulatory entity for actions related to their employment.

An employee or volunteer must immediately notify his/her supervisor or manager of any suspension, restriction, or revocation of his/her driver's license, permit, or other license or certification required for the performance of his/her job.

Reference: NRS 391.056

Adopted: April 14, 2015

Revised: June 9, 2015

[See Administrative Regulation Related to this Policy](#)