

**REPORTING ARRESTS, CHARGES, 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. All employees are required to immediately report to the Executive Director of Human Resources or 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 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.

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

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

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 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 their supervisor or manager and the Executive Director of Human Resources of any suspension, restriction, or revocation of their driver's license, permit, or other license or certification required for the performance of assigned job.

Reference: NRS 391.056

**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.**

Name: _____

Position: _____

Address: _____

School/Department: _____

Date of Birth: _____

Event	Date	Offense	Agency
Arrest			
Charge			
Conviction			
Investigation			
Change of License			

Explanation of Event/Circumstances: _____

Employee Signature

Date

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