



Human Resources Division
 7965 Artcraft Road El Paso, TX 79932
 P.O. Box 100 Canutillo, TX 79835
 (915) 877-7400
 (915) 877-7407 FAX

**CISD Employee Standards of Conduct
 Arrest and Convictions Report Form**

CISD Local Policy DH – EMPLOYEE STANDARDS OF CONDUCT

ARREST AND CONVICTIONS

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three calendar days of the event.

A supervisor or principal shall notify the Department of Human Resources of any or conviction within five calendar days of receipt of such information.

MORAL TURPITUDE

Moral turpitude includes but is not limited to:

1. Dishonesty; fraud; deceit; theft; misrepresentation;
2. Deliberate violence
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code; acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, disorderly conduct if two or more acts are committed within any 12 month period; or
5. Acts constituting abuse under the Texas Family Code.

Name of Employee: _____

Campus/Department: _____

Date of Arrest: _____ Date of Notice to Supervisor: _____

Arrest Offense: _____

Supervisor's Signature: _____ Date: _____

Please send this to the Department of Human Resources within five calendar days of receipt of such information.

To be completed by the Department of Human Resources.

Date Received by the Department of Human Resources: _____

Canutillo Independent School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its employment practices or in providing education services, activities, and programs, including vocational programs. For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact: Renee O'Donnell, (915) 877-7423, 7965 Artcraft Road, El Paso, Texas 79932.