CLINT INDEPENDENT SCHOOL DISTRICT DEPARTMENT OF

HUMAN RESOURCES

Arrest and Convictions Report Form

EMPLOYEE STANDARDS OF CONDUCT **LOCAL POLICY DH**

ARREST AND CONVICTIONS

An employee shall notify the District within three working days if he or she is charged with, convicted of, granted deferred adjudication, or has entered a plea of nolo contendere for any criminal offense. The notification shall be made in writing to the employee's immediate supervisor or principal. Failure to make such notification may result in termination of employment.

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

Name of Employee: _____

Campus/Department: _____

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

Arrest Offense: _____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

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

To be completed by the Department of Human Resources.

Date Received_____ **Signature**_____

Clint Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities or employment.

14521 Horizon Blvd.
El Paso, TX 79928

(915) 926-4066
(915) 926-4078 FAX

www.clintweb.net