

Director Procedure Number: DP102  
Title: Obligation to Report Criminal Offenses  
Section: Personnel – All Employees-General

## **Obligation to Report Criminal Offenses**

Pursuant to Policy 4041, employees must report to EASTERN the employee's arrest and charge or indictment for any of the following provisions of the Pennsylvania Consolidated Statutes:

- 1) criminal homicide (Chapter 25)
- 2) aggravated assault (Section 2702)
- 3) stalking (Section 2709.1 and former Section 2709(b))
- 4) kidnapping (Section 2901)
- 5) unlawful restraint (Section 2902)
- 6) luring a child into a motor vehicle or structure)
- 7) rape (Section 3121)
- 8) statutory sexual assault (Section 3122.1)
- 9) involuntary deviate sexual intercourse (Section 3123)
- 10) sexual assault (Section 3124.1)
- 11) institutional sexual assault (Section 3124.2)
- 12) aggravated indecent assault (Section 3125)
- 13) aggravated indecent assault (Section 3125)
- 14) indecent assault (Section 3126)
- 15) indecent exposure (Section 3127)
- 16) sexual intercourse with animal (Section 3129)
- 17) incest (Section 4302)
- 18) concealing death of a child (Section 4303)
- 19) endangering welfare of children (Section 4304)
- 20) dealing in infant children (Section 4305)
- 21) prostitution and related offenses (any felony under Section 5902(b))
- 22) prohibited obscene and other sexual materials and performances (Section 5903(c) or (d))
- 23) corruption of minors (Section 6301)
- 24) sexual abuse of children (Section 6312)
- 25) unlawful contact with minor (Section 6318)
- 26) solicitation of minors to traffic drugs (Section 6319)
- 27) sexual exploitation of children (Section 6320)
- 28) all offenses designated as a felony under the act of April 14, 1972 (P.L. 233, No. 63) known as "the Controlled Substance, Drug, Device and Cosmetic Act"
- 29) driving under the influence - felony
- 30) fraud- felony
- 31) embezzlement- felony
- 32) theft- felony
- 33) counterfeiting- felony
- 34) criminal harassment- felony
- 35) illegal gambling- felony
- 36) an out-of-State or Federal offense similar in nature to those crimes listed above
- 37) any felony of the first, second, or third degree
- 38) any misdemeanor of the first degree
- 39) an offense relating to driving under the influence of alcohol or a controlled substance, graded as a first degree misdemeanor (75 PA.C.S. Section 3802(A), (B), (C), or (D))

Employees must report to EASTERN the employee's conviction or other acknowledgment of guilt before a judge in a formal court proceeding for any of the following provisions of the Pennsylvania Consolidated Statutes:

- 40) driving under the influence - misdemeanor
- 41) fraud- misdemeanor
- 42) embezzlement- misdemeanor
- 43) theft- misdemeanor
- 44) counterfeiting- misdemeanor
- 45) criminal harassment- misdemeanor
- 46) illegal gambling- misdemeanor
- 47) misdemeanor out-of-State or Federal offense similar in nature to those crimes listed above.

Employees must notify any one of the following as soon as practicable after the employee is arrested and charged or indicted, whichever is earlier, for one of the crimes set forth above.

- 1. Director
- 2. Assistant Director
- 3. Business Manager

The Director or designees shall notify all employees annually of the requirements of this Regulation.

EASTERN shall make every attempt to keep the information as confidential as may be appropriate. For members of collective bargaining units, EASTERN shall inform the appropriate union representative prior to the dissemination of any information.

24 P.S. Sec. 111

**Adopted: 3/13/13**