

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

POLICY 3061
BUSINESS, NON-INSTRUCTIONAL

REPORTING ARRESTS AND CONVICTIONS

All employees are required to immediately report to the District Human Resources Office arrests related to allegations of the following:

- any felony;
- any drug related arrest;
- a crime involving moral turpitude; and
- assault or battery.

In addition, all employees are required to report a conviction, guilty or nolo contendere plea, or deferred adjudication on charges as indicated above.

All required incidents must be reported within three business days of such arrest or disposition. Failure to report as required by this policy may lead to disciplinary action up to and including dismissal.

Arrests and convictions may not automatically impact the employees' employment. The District will make an assessment of the effect of the arrest and/or conviction to the essential duties of the position the employee holds.

For purposes of staff members and coaches who have access to and drive district vehicles within their respective capacities, a suspension or revocation of driving privileges/licensure must be reported to the District Human Resources Office.