



**Responsible Office:** Office Human Resources

## **BOARD POLICY 4160**

### **MANDATORY SELF-REPORTING BY EMPLOYEES:**

#### **Arrest, Charge or Conviction of a Crime**

#### **PURPOSE**

The Board of Trustees (Board) finds it necessary to having safe and secure learning and working environments for all students, employees, and visitors to Washoe County School District (District) properties. This Board Policy requires any District employee to self-report to the District if the employee is arrested for, charged with or convicted of a crime.

#### **POLICY**

1. Reporting
  - a. District employees can be arrested, cited, charged and subject to criminal sanctions for conduct both on and off duty by violating local, state, or federal criminal laws. All employees are required to self-report any arrest, citation, charge, or conviction of a crime described below.
    - i. Crimes for which employees are required to self-report their arrest, citation, charge, or conviction include, but are not limited to:
      - 1) Any crime involving a minor;
      - 2) Any felony; and
      - 3) Any misdemeanor, except for minor traffic citations, but to include Driving Under the Influence (DUI).
  - b. Failure of an employee to self-report may result in disciplinary proceedings, up to and including dismissal from service with the District.
2. The Board hereby directs the Superintendent to adopt an Administrative Regulation to implement and maintain the purpose of this Board Policy. The Superintendent shall include in the Administrative Regulation the following provisions:

- i. Identification of the individual to whom a self-report of an arrest, citation, charge or conviction must be made;
- ii. The time period after the arrest, citation, charge or conviction within which a self-report must be made; and
- iii. The process for notification of the Nevada Department of Education when a criminal case involves a licensed employee under certain circumstances.

### **LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS**

1. This Board Policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 4119, Separation of Service; and
  - b. Board Policy 4505, Standards of Professional Conduct.
2. This Board Policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
  - a. Chapter 391, Personnel, and specifically:
    - i. NRS 391.053 - 391.059, Procedure for Notification and Tracking of Criminal Cases Involving Licensees.

### **REVISION HISTORY**

Date	Revision	Modification
3/27/2012	1.0	Adopted
2/10/2015	2.0	Revised: Added "Self-" to name
11/28/2017	3.0	Revised: Added responsibilities of the superintendent in accordance with state law
09/14/2021	4.0	Revised: Formatted per BP 9070, update language for crimes required to self-report.