



Administrative Form HR-F617
**REQUIRED SELF-REPORTING BY STAFF
 CHARGE, ARREST, OR CONVICTION OF A CRIME**

In accordance with Administrative Regulation 4160, all employees are required to report any charge, arrest, or conviction of a crime. Such crimes must be reported to the supervisor within 24 hours of the charge, arrest, and/or conviction. All charges, arrests, or convictions as of July 1, 2011 must be reported.

Crimes which must be reported include, but are not limited to:

- Any crime involving a minor;
- Any felony;
- Any misdemeanor, except for minor traffic citations, but to include Driving under the Influence ("DUI")

Employee Name: _____ Employee ID: _____

Address: _____ School/Dept: _____

_____ Date of Birth: _____

| | | Date | Offense | Agency |
|--------------------------|------------|------|---------|--------|
| <input type="checkbox"/> | Arrest | | | |
| <input type="checkbox"/> | Charge | | | |
| <input type="checkbox"/> | Conviction | | | |

Explanation of circumstances:

Employee signature: _____

Supervisor name (please print): _____

Supervisor signature: _____

This form must be provided to your supervisor and emailed to Labor Relations within 24 hours of the charge, arrest, or conviction.

How to submit the form (please select one method):

| | |
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| <p>Electronically via email:</p> <ol style="list-style-type: none"> 1. Employee completes form and signs via digital signature 2. Select EMAIL to Supervisor on top of form 3. Type in Supervisor's email address and send 4. Supervisor reviews form with employee 5. Supervisor signs via digital signature 6. Select EMAIL to Labor Relations at top of form | <p>Print form and send via fax:</p> <ol style="list-style-type: none"> 1. Select PRINT on top of form 2. Employee completes form and signs and provides to supervisor 3. Supervisor reviews form with employee 4. Supervisor signs form 5. Supervisor faxes form to Labor Relations (333-6010) |
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