

## CLARK COUNTY SCHOOL DISTRICT REGULATION

R-4207

### EMPLOYEE DISCLOSURE OF CRIMINAL ARRESTS, CHARGES, AND CONVICTIONS (POST HIRE)

- I. Licensed employees, as defined in Section V below, and non-licensed employees, as defined in Section VI below, are required to report criminal arrests, charges, and convictions while employed by the District, including those occurring during non-work times, such as before or after contracted time, or during non-work periods, such as weekends, holidays, or Spring and Summer Breaks, falling within the following categories:
  - A. Arrests – any arrest for an offense related to drugs, violence, or sexual conduct, or any arrest(s) involving a victim eighteen (18) years of age or younger or where the same event also leads to the arrest of a person eighteen (18) years of age or younger;
  - B. Charges – the filing of a criminal complaint or criminal case filed following a grand jury proceeding;
  - C. Convictions – any felony or any offense related to drugs, violence, or sexual conduct, or involving a victim eighteen (18) years of age or younger.
- II. Arrest shall be defined as being issued a citation from a law enforcement officer or authorized agent, or being taken into custody.
- III. Conviction shall be defined as pleading guilty, finding of guilt by a judge or jury, entering an Alford or nolo contendere plea, commitment to a pretrial diversion program, a court or judge withholding of adjudication while any sentence is imposed, or any other event that results in a court entering a conviction at any time even if the conviction or charge may be removed or changed at a later date.
- IV. Employees must report arrests, charges, or convictions as defined above to the Director of Employee Management Relations in writing within forty-eight (48) hours (excluding weekends) of the arrest, charge, or conviction. The employee must include the type of offense; date of the arrest, charge, or conviction; and the presiding court or law enforcement agency. Employees must report all arrests, charges, or convictions as defined above that occur while employed by the District.

- V. Licensed employees shall include any employee subject to NRS Chapter 391. Those include licensed administrators and non-administrators, including but not limited to teachers, specialists, counselors, psychologists, and nurses.
- VI. Non-licensed employees shall include every employee of the District except licensed employees falling under Section V above.
- VII. Compliance with this policy is mandatory. Employees that fail to fully and accurately report criminal arrests, charges, and convictions as required by this policy will be subject to disciplinary action up to and including termination.

Review Responsibility: Human Resources Division

Adopted: 4/12/12

Revised: 6/21/12