

Marion County Board of Education

Monitoring: Review: Annually in February	Descriptor Term: Notification of Arrests or DCS Investigation	Descriptor Code: 5.106b	Issued Date: 07/29/19
		Rescinds:	Issued:

1 **DUTY TO REPORT ARRESTS/CRIMINAL CITATIONS**

2 All employees shall report any arrest, criminal citation or conviction to the Office of Human Resources
3 or their immediate supervisor within 24 hours of the incident, regardless of whether or not school is in
4 session. If the incident is reported to the employee's immediate supervisor, then the supervisor shall
5 report the incident to the Office of Human Resources immediately.

6 Non-alcohol/drug-related traffic-related citations (e.g. speeding) are not required to be reported unless
7 driving is an essential part of the employee's regularly assigned job duties and/or the employee is
8 authorized to drive any vehicle owned by the Board.

9 After the initial report is made, the employee must report all court appearances and changes in the
10 status of the case to the Office of Human Resources no later than the first workday following the court
11 appearance or change.

12 **DUTY TO REPORT DCS INVESTIGATION**

13 Personnel who have been named by DCS as an indicated perpetrator of child abuse are required to
14 immediately notify the Director of Schools.

15 Personnel under investigation by DCS for possible suspicion of child abuse may not return to his/her
16 employment assignment until the case has been reviewed by the Director of Schools.

17 Failure to fully comply with this policy may result in disciplinary action, up to and including
18 termination of employment.

Legal References:

1. TCA 49-5-406
2. TCA 49-5-413
3. TCA 49-5-417