

## Board Policy

Code No. 404.1R5

### **REQUIRED NOTIFICATION OF ARREST, CRIMINAL CHARGES OR CHILD ABUSE COMPLAINTS REGULATION**

Employees of the district must notify the Department of Human Resources of any arrests, the filing of any criminal charges, and the disposition of any criminal charges pending against them. Notification to Human Resources should occur within three (3) business days of notification to the employee. Except for employees whose duties require possession of a Commercial Driver's License (CDL), simple misdemeanors do not need to be reported by employees.

Employees must notify the Department of Human Resources of any child abuse complaints filed against them. Employees must notify Human Resources regarding the findings in any complaint against them alleging child abuse. Notification of Human Resources of any complaints and findings should occur within three (3) business days of notification to employee.

Current employees shall report any felony convictions or founded complaints of child abuse that occurred within five years of the date this policy was adopted.

Information relating to arrests, criminal charges and child abuse complaints shall be treated and maintained as part of the employee's confidential official personnel file.

Employees who do not notify the District as required under this policy may be subject to disciplinary action up to and including termination.

**Legal Reference:** *Iowa Code §§ 232.68-69; 279.8; and 280.17 (2011)  
441 I.A.C. § 152, 155 and 175*

*Approved: November 19, 2012*

*Reapproved:*

*Revised:*