



Responsible Office: Office of the General Counsel

BOARD POLICY 4160

MANDATORY SELF-REPORTING BY STAFF:

Charge, Arrest or Conviction of a Crime

PURPOSE

The Board of Trustees (“Board”) believes in a safe and secure learning and work environment for all students, faculty/staff and visitors to Washoe County School District (“District”) properties. Proactive measures will be taken to ensure a positive and productive culture throughout the District. This policy seeks to ensure a high level of security and staff accountability through the self-reporting process.

POLICY

1. Governing Principles

- a. The health, safety and security of staff, students, and visitors to District facilities is of utmost concern to the District.
- b. This policy seeks to ensure that individuals employed by the District pose no harm or threat of harm to other staff, students, or visitors to a District facility.

2. Governing Practices

- a. Reporting. Because employees occasionally are subject to criminal sanctions for conduct both on and off duty as a result of violating local, state and/or federal laws, all employees are required to report any charge, arrest or conviction of a crime described below.
- b. Crimes which must be reported include, but are not limited to:
 - i. Any crime involving a minor;
 - ii. Any felony;
 - iii. Any misdemeanor, except for minor traffic citations, but to include Driving Under the Influence (“DUI”).
- c. Failure to self-report may result in disciplinary proceedings, up to and including termination from employment.

- d. The Superintendent shall cause to have created procedures for the notification, tracking and monitoring of the status of criminal cases involving employees of the District. Such procedures shall include, but not be limited to:
 - i. Identification of the individual to whom a report of an arrest or conviction must be made;
 - ii. The time period after the arrest or conviction in which a 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.

DESIRED OUTCOMES

1. Through this policy:
 - a. The District will implement a consistent process for employees to report when they are subject to any criminal sanctions for conduct both on and off duty;
 - b. All employees will be made aware of the mandatory self-reporting requirements;
 - c. New employees will be informed of the mandatory self-reporting requirements during New Employee Orientation; and
 - d. The Labor Relations Department will develop a process to notify current employees of the mandatory self-reporting Requirements.

IMPLEMENTATION GUIDELINES

1. This policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Administrative Regulation 4160, Mandatory Self-Reporting By Staff – Charge, Arrest or Conviction of a Crime
 - b. Board Policy 4119, Separation of Service
 - c. Board Policy 4505, Standards of Professional Conduct
2. This 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.

REVIEW AND REPORTING

1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the policy as well as an audit of the accompanying governing documents.
2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this policy.
3. The Labor Relations Department will monitor the District's implemented process.
 - a. Data regarding the incidents reported and their outcomes will be made available to the Board of Trustees annually as part of the Office of the General Counsel's Labor Relations Department reporting process.

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