



Administrative Regulation 4160 Mandatory Self-Reporting by Staff: Charge, Arrest or Conviction of a Crime

RESPONSIBLE OFFICE

1. Office of Human Resources

REGULATION

1. Reporting for all employees

- a. All employees are required to report to his/her immediate supervisor any charge, arrest or conviction of a crime described below.

- i. Self-reporting of a charge, arrest, or conviction of such a crime must be made within 24 hours of the charge, arrest, or conviction.
- ii. All charges, arrests, or convictions as of July 1, 2011 must be reported.

- 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 DUI.

1. Drivers of District White Fleet Vehicles will report any minor traffic citations to his/her supervisor regardless of whether or not they are off duty.

- c. Failure to self-report may result in disciplinary proceedings, up to and including termination from employment.

- d. The supervisor will forward the information to the Office of Human Resources' Labor Relations Department and the School Police Department.

2. Licensed Employees

- a. The Superintendent shall submit all information required by the Nevada Department of Education pursuant to [NRS 391.055](#) in a timely manner of

the arrest of a person who is licensed if the act for which the licensee is arrested:

- i. May be a ground for the suspension or revocation of the person's license pursuant to [NRS 391.330](#); and

3. Immunity from liability

- a. Immunity from civil or criminal liability extends to every person who, pursuant to [NRS 391.053](#) to [391.059](#), inclusive, in good faith:
 - i. Participates in the making of a report;
 - ii. Causes or conducts an investigation of a person who is licensed pursuant to this chapter and who is arrested; or
 - iii. Submits information to the Department concerning a person who is licensed pursuant to this chapter and who is arrested.

DEFINITIONS

1. Arrest

- a. An arrest is the taking of a person into custody, in a case and in the manner authorized by law. An arrest may be made by a peace officer or by a private person.

IMPLEMENTATION GUIDELINES

1. This policy reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future
 - a. Goal 4, Value and Strengthen a Positive, Self-Renewing Culture
 - i. Objective 4.1, Ensure Safe and Orderly Schools Within a Culture of Meaningful Collaborative Relationships
2. The regulation outlines the process to be followed related to Board Policy 4160, Mandatory Reporting By Staff – Charge, Arrest or Conviction of a Crime.
3. This regulation complies with Nevada Revised Statutes (NRS) 391.053-059, Procedure for Notification and Tracking of Criminal Cases Involving Licensees.

REVIEW AND REPORTING

1. This regulation will be reviewed on an ongoing basis in accordance with the District's internal audit review process.

REGULATION HISTORY

Date	Revision	Modification
TBA	1.0	To Be Adopted