



Responsible Office: Office of Human Resources

BOARD POLICY 4160
MANDATORY REPORTING BY STAFF:
Charge, Arrest or Conviction of a Crime

PURPOSE

The Board of Trustees believes in a safe and secure learning and work environment for all students and staff. Proactive measures will be taken to ensure a positive and productive culture throughout the District.

POLICY

1. Reporting
 - a. 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.
2. Crimes which must be reported include, but are not limited to:
 - a. Any crime involving a minor;
 - b. Any felony;
 - c. Any misdemeanor, except for minor traffic citations, but to include DUI.

DESIRED OUTCOMES

1. 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.
2. All employees will be made aware of the Mandatory Reporting requirements. New employees will be informed of the Mandatory Reporting requirements during New Employee Orientation. The Office of Human Resources' Labor

Relations Department will develop a process to notify current employees of the Mandatory Reporting Requirements.

IMPLEMENTATION GUIDELINES

1. This policy aligns with Objective 4.1 of the District’s Strategic Plan, *Envision WCSD 2015: Investing in Our Future*, “Ensure safe and orderly schools within a culture of meaningful collaborative relationships.”
2. This policy complies with Nevada Revised Statutes (NRS) 391.053-059, Procedure for Notification and Tracking of Criminal Cases Involving Licensees.
3. This policy is supported by Administrative Regulation 4160, Mandatory Reporting By Staff – Charge, Arrest or Conviction of a Crime, which outlines the process to be followed by staff.

REVIEW AND REPORTING

1. The Office of Human Resources’ 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 Human Resources’ Labor Relations Department reporting process.

REVISION HISTORY

Date	Revision	Modification
3/27/2012	1.0	Adopted