

**Notification of Arrests, Criminal Charges, Child Abuse, Dependent Adult Abuse Complaints**

Employees of the District must notify the Human Resources Department of any arrests or the filing of criminal charges against them, and/or complaints of child abuse and/or dependent adult abuse. This notification will occur within 3 days of the arrest/charge/complaint and prior to resuming responsibilities as a District employee. In addition, employees shall provide notification of any outcome of such charges or complaints. After such notification, the Human Resources Department will determine the appropriate action pending the outcome of the arrest/charge/complaint. Failure to provide notification may result in disciplinary action, up to and including termination.

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