DUTY TO REPORT ARRESTS, CHARGES AND CONVICTIONS

Any college employee who is arrested for, charged with, or convicted of a crime noted below must, within 72 hours of the action, report the action to the Director of Human Resources:

- crimes involving weapons;
- crimes involving legal or illegal drugs;
- crimes involving driving while impaired by drugs or alcohol;
- crimes involving sexual conduct or lewd behavior;
- crimes involving money or fiscal matters;
- crimes involving animal cruelty;
- hate crimes; or
- crimes involving threats or harm to another person or property

Under extraordinary and justified circumstances, the report may be made within, but no later than, a week of the action.

The Director of Human Resources will determine if the conduct, or alleged conduct, related to the arrest, charge, or conviction constitutes a threat to the college or its reputation. If such a threat does not exist, there will be no report to the employee's supervisor or in the employee's personnel file to ensure the employee's privacy. If a threat is perceived by the Director of Human Resources, the Director of Human Resources will consult with the appropriate vice president or the president, and the supervisor will be informed and appropriate action will be determined. Actions may include placing the employee on administrative leave until the case's outcome is complete or, in some cases, imposing disciplinary action if warranted by the facts and circumstances.

If the Director of Human Resources is arrested for, charged with, or convicted of a crime listed above, then the Director of Human Resources must report the action to the President, who will determine if it constitutes a threat to the college or its reputation and determine the appropriate action.

Should the President be arrested for, charged with, or convicted of a crime listed above, then the President must report the action to the Board of Trustees, who will determine if it constitutes a threat to the college or its reputation and determine the appropriate action.

Failure of an employee to report an arrest, charge, or conviction as described in this procedure may in itself result in disciplinary action, up to and possibly including termination of employment.