

## **NOTIFICATION OF ARREST, CRIMINAL CHARGES, OR CHILD ABUSE COMPLAINTS**

Employees of the District must notify the Chief Officer of Human Resources and Equity of any arrests, the filing of any criminal charges (serious misdemeanors, aggravated misdemeanors, and felonies), and the disposition of any criminal charges pending against them within three (3) business days.

Employees must notify the Chief Officer of Human Resources and Equity of any child abuse complaints filed against them. Employees must report the findings in any complaint against them alleging child abuse within three (3) business days of notification to the employee.

Current employees shall report any felony convictions of founded complaints of child abuse that occurred within five (5) years of the date this policy was adopted.

Information relating to arrests, criminal charges, and child abuse complaints shall be treated confidentially and maintained as part of the employee's confidential file.

Employees who do not notify the District as required under this policy may be subject to disciplinary action up to and including termination.

Legal Ref.: Iowa Code §§ 232.68-69; 235A; 279.8

ADOPTED: 5/27/08  
11/12/18

Reviewed: 10/4/12, 9/4/18

**POLICY**