

REQUIRED NOTIFICATION OF ARREST, CRIMINAL CHARGES OR CHILD ABUSE  
COMPLAINTS REGULATION

Employees of the District must notify the Department of Human Resources of any arrests, the filing of any criminal charges more serious than a simple misdemeanor, and the disposition of any criminal charges more serious than a simple misdemeanor pending against them. Notification to Human Resources should occur within three (3) business days of notification to the employee. Employees with duties that include the transporting of students must also notify Human Resources of traffic misdemeanors within three (3) business days of notification to the employee.

Employees must notify the Department of Human Resources of any child abuse complaints filed against them. Employees must notify Human Resources regarding the findings in any child abuse complaint against them alleging child abuse. Notification to Human Resources of any complaints and findings should occur within three (3) business days of notification to employee.

Information relating to arrests, criminal charges and child abuse complaints shall be treated and maintained as part of the employee's confidential official personnel 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 Reference: Iowa Code §§ 232.68-69; 279.8; and 280.17 (2011)  
441 I.A.C. § 152, 155 and 175

Approved: July 8, 2013

Reviewed: January 12, 2015

Revised: