ARREST REPORTING

A. Purpose

The purpose of this policy is to comply with the requirements of Utah Administrative Code R277-516-4.

B. Required Reports

(a) All non-licensed employees of the School and (b) any school employees who drive a motor vehicle as part of their employment responsibilities must report to the director information regarding the following matters:

a. Convictions, including pleas in abeyance and diversion agreements;
b. Any matters involving arrests for alleged sex offenses;
c. Any matters involving arrests for alleged drug-related offenses;
d. Any matters involving arrests for alleged alcohol-related offenses; and
e. Any matters involving arrests for alleged offenses against the person under Title 76, Chapter 5 (i.e., assault, battery, etc.)

C. Timeline for Reports

Current employees of the School must provide the required reports to the Director within seven (7) days of receiving notification of this policy from the Director. Thereafter, employees of the School must submit required reports to the Director within seven (7) days of the event necessitating the report. New employees of the School must report this information prior to commencing work for the School

D. Procedure for Review of Reports

The Director will establish procedures to review and investigate all reports received pursuant to this policy and determine whether any employment action is necessary to protect the safety of students. The procedures will adequately maintain the confidentiality of the information submitted. Information regarding the reposts, the results of any investigation, the Director's determination and any action taken will be maintained in a separate, confidential employment file. These records will only be kept as long as the Director determines it is necessary to protect the safety of students.

E. Required Action

Any employee who reports a matter involving alleged sex offenses or other alleged offenses, which may endanger students, shall be immediately suspended from all student supervision responsibilities during the period of investigation.

Any employee who reports a matter involving alcohol or drugs shall be immediately suspended from transporting students, operating motor vehicles on school business, or operating or maintaining school vehicles during the period of investigation.

The Director may suspend employees during the investigation period for any of the above-listed matters or convictions.

Additional actions may be taken for any of the above-listed items at the discretion of the Director or designee.

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