

REPORTING VIOLATIONS OF LAW

Board Policy: P-18
Adopted: January 11, 1999
Revised: September 14, 2009

I. General Policy Statement

As employees of the Haywood County Schools, all staff members are expected to observe and obey all laws and ordinances, in addition to all policies and procedures of the Board of Education. Contracted employees or employees of contracted service providers are also expected to obey all laws, policies, procedures and guidelines of the Board.

II. Regulations

- A. Any employee charged with or arrested for any violation(s) of a criminal law or serious traffic offense resulting in an arrest shall report such fact in writing to the administrator in charge of the department, office, or school to which the employee is assigned on the next workday, but no later than five calendar days. In cases involving hospitalization, and/or incarceration (jail), the employee shall report the alleged violation within 24 hours after his/her release. Such report shall include all pertinent facts concerning the alleged violation(s). Following receipt by the administrator, such report will be forwarded as soon as possible, but no later than one scheduled business day to the Superintendent or designee who shall carefully review the situation along with any recommendations from the administrator as to what action, if any, is appropriate at that time.
- B. It is the employee's responsibility to keep his/her appropriate administrator apprised of the judicial process in the matter. Upon judicial action in the matter, the employee must report the disposition and pertinent facts, in writing, to the administrator no later than the next scheduled business day following adjudication. Following receipt by the site administrator, the written report along with any recommendations will be presented (delivered) as soon as possible, but no later than one business day, to the superintendent or designee who shall carefully review the situation along with any recommendations from the administrator as to what action, if any, is appropriate at that time.
- C. Failure to report shall result in disciplinary action.

Legal Reference: (See Policies P-6 Drug Free and P-21 Employee Accountability)