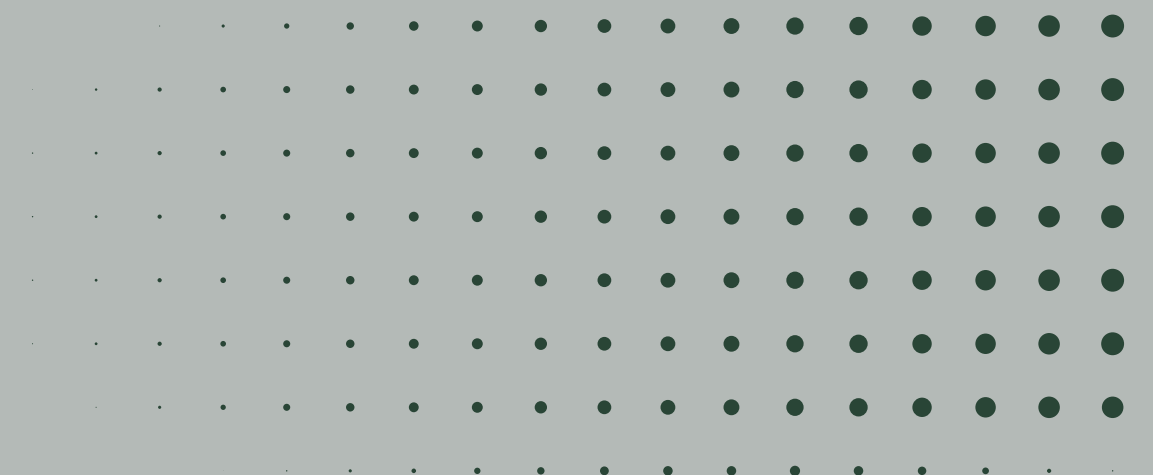


R277-217-4. EDUCATOR REPORTING OF ARRESTS, CITATIONS, CHARGES, AND CONVICTIONS

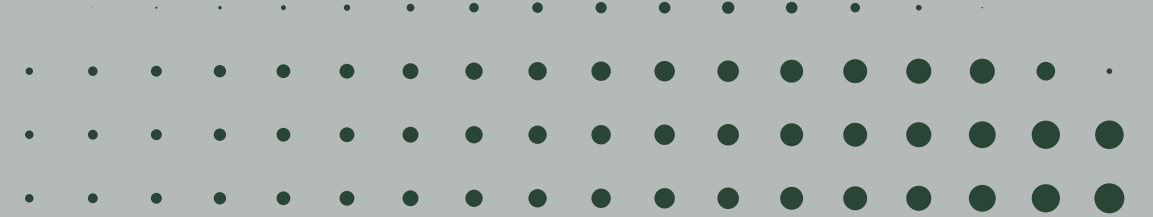




(1) An educator who is arrested, cited, or charged with the following alleged offenses shall report the arrest, citation, or charge within 48 hours or as soon as possible to the licensed educator's district superintendent, charter school director, or the LEA's designee, or to the Executive Secretary if not employed:

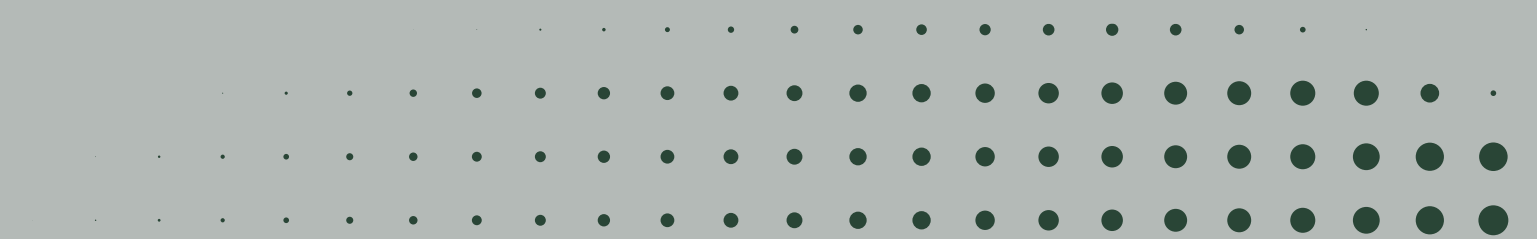
- (a) any matters involving an alleged sex offense;
- (b) any matters involving an alleged drug-related offense;
- (c) any matters involving an alleged alcohol-related offense;
- (d) any matters involving an alleged offense against the person under Title 76, Chapter 5, Offenses Against the Person;
- (e) any matters involving an alleged felony offense under Title 76, Chapter 6, Offenses Against Property;
- (f) any matters involving an alleged crime of domestic violence under Title 77, Chapter 36, Cohabitant Abuse Procedures Act;
- and (g) any matters involving an alleged crime under federal law or the laws of another state comparable to the violations listed in Subsections (1)(a) through (f).

(2) An educator shall report any conviction or plea in abeyance for a felony or misdemeanor offense to the educator's LEA, or the Executive Secretary if not employed, within 48 hours, or as soon as possible thereafter.





What does this mean for me?

- I should report any citations, arrests, or charges to HR within 48 hours.
 - There is a reporting form for employees on the HR website.
 - Email the completed form to Pflanagan@graniteschools.org.
 - I do not have to report traffic violations.
- 



Employee Self-Reporting Form

Employee Name: _____ Employee ID: _____

School/Department: _____ Job Title: _____

This is a report of a(n):

- Arrest
- Citation
- Charge
- Conviction
- Plea in Abeyance
- Diversion Agreement

Employees shall report an arrest, citation, or charge involving the employee for alleged sex offenses; alleged drug-related offenses; alleged alcohol-related offenses; alleged offenses against persons under Utah Code, Title 76, Chapter 5*; alleged felony offenses against property under Utah Code, Title 76, Chapter 6**; alleged offenses of domestic violence under Utah Code, Title 77, Chapter 36; or other alleged comparable crimes to their supervisor/director and/or the director of human resources within forty-eight (48) hours after the arrest, citation, or charge is given.

Also, employees shall report a conviction, plea in abeyance, or diversion agreement related to any felony or misdemeanor to their supervisor/director and/or the director of human resources within forty-eight (48) hours after the court's ruling or determination.

Please provide a statement explaining the circumstances, the dates, and how you are resolving this matter:

(Attach separate page if necessary.)

Employee Signature: _____ Date: _____

*Title 76, Chapter 5 includes, but is not limited to, crimes of assault, harassment, abuse, neglect, exploitation, endangerment, kidnapping, murdered, trafficking, rape, or sexual assault.

**Title 76, Chapter 6 includes, but is not limited to, crimes of destroying property, robbery, burglary, criminal trespass, theft, fraud, computer crimes, damage of cultural sites, mortgage fraud, and identity fraud.

Administrative Use Only: