



Department: Human Resources
Policy Number: HUM-A080
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ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

Reporting Arrests

It is the policy of Clarksville-Montgomery County School System (CMCSS) that all employees must report any arrest or criminal citation to their principal, building administrator, or department head in accordance with Procedure for Reporting Arrests ([HUM-P032](#)). The principal, building administrator, or department head shall report the incident to the Chief Human Resources Officer immediately.

Failure to report any arrest, criminal citation or change in the status of the case may result in disciplinary action up to and including termination.

Implementing Procedures: Reporting Arrests Procedure ([HUM-P032](#))

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/9/16		Initial Release

*** End of Policy ***