



## REPORTING ARRESTS PROCEDURE (HUM-P032)

Clarksville-Montgomery County School System

### 1.0 SCOPE:

- 1.1 This procedure outlines the process for CMCSS employees to timely report any arrests or criminal citations. (See [HUM-A080](#)).

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

### 2.0 RESPONSIBILITY:

- 2.1 CMCSS Employees

### 3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer

### 4.0 DEFINITIONS

- 4.1 None

### 5.0 PROCEDURE:

- 5.1 Employees must report any arrest or criminal citation to their principal, building administrator, or department head no later than the first workday following the arrest .If not on calendar when arrest occurs, within 24 hours of arrest.

- 5.1.1 It is not necessary for an employee to report traffic citations (with the exception of alcohol/drug related traffic citations) unless driving is a condition of the employee's position or unless otherwise required by the employee's department.

- 5.2 The principal, building administrator, or department head shall report the incident to the Chief Human Resources Officer immediately via e-mail.

- 5.3 After the initial report is made, the employee must report all court appearances and changes of the status of the case to the Chief Human Resources Officer no later than 24 hours following the notification of court date. The Chief Human Resources Officer should be notified no later than twenty-four (24) hours of court appearance/charge indicating determination and providing appropriate court documentation supporting disposition.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Reporting Arrests Policy ([HUM-A080](#))

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Reporting Arrests Reports	HR Dept.	Indefinite	Does not apply	Locked offices in secure building

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/9/16		Initial Release
8/17/17	A	Updated to reflect that report to CHRO must be within 24 hours.



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| 10/22/18 | B | 5.3: replaced “court appearance or charge” with “notification of court date”. Added “The Chief Human Resources Officer should be notified no later than twenty-four (24) hours of court appearance/charge indicating determination and providing appropriate court documentation supporting disposition”. |
| 10/6/22  | C | Updated 5.2 to specify that the notification of an incident shall be reported via email to the Chief Human Resources Officer.   |

**\*\*\* End of Procedure \*\*\***