



Taylor County

Board of County Commissioners'

Policy Manual

Policy #:	Title:	Effective Date:
4.10	Violation of Local, State, and/or Federal Laws and Self-Reporting of Arrests and Convictions Policy	06/15/2018

PURPOSE

Employees are responsible for assisting the County in protecting the public's health and safety. As such all employees are expected to report any violations of local, state and/or federal laws on County property and/or self-report personal violations for review to determine merit for continued employment. This policy is intended to promote a safe environment for the community and the workforce.

REFERENCE

Personnel Policies adopted effective October 1, 2014

POLICY

Anyone known to be violating a local, state, and or federal law on County property or at a County-supported function will be subject to referral for prosecution to the appropriate law enforcement agency.

All employees are required to self-report the following information to their immediate supervisor or the Human Resources office within forty-eight (48) hours:

- a) Any arrests/charges that are considered a felony
- b) Any conviction, finding of guilt, withholding of adjudication, commitment to pretrial diversion program, or entering of a pleas of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation.

For purposes of this policy a minor traffic violation is defined as a non-criminal violation that may require community service hours, but is not punishable by incarceration and for which there is no right to trial by jury. Criminal traffic violations, including driving under the influence of alcohol and/or drugs, are not minor and must be reported.

Any employee in violation of the reporting requirements of this policy may be subject to disciplinary action up to or including dismissal.

RESPONSIBLE DEPARTMENT

All Departments

Sunset Date: none

Signature Acknowledgement

By signing this form I acknowledge I have received a copy of the policy named below, this policy has verbally been explained to me, and I understand the policy and its contents.

Taylor County Board of County Commissioners
Violation of Local, State, or Federal Laws and Self-Reporting of Arrests and Convictions Policy

Adopted:

Print Employee Name

Employee Signature

Today's Date

Witness Signature

Today's Date