

Notification of Arrest, Criminal Charges or Child Abuse Complaints

Employees of the agency must notify the Human Resources Office of any arrests, the filing of any criminal charges, and the disposition of any criminal charges pending against them. Notification to the Human Resources Office should occur within five (5) business days of notification to the employee. Employees whose duties require possession of a Commercial Drivers License and who are convicted of violating, in any type of motor vehicle, a State or local law relating to motor vehicle traffic control (other than a parking violation), shall notify his/her current employer of such conviction.

Employees must notify the Human Resources Office of any child abuse complaints filed against them. Employees must notify the Human Resources Office regarding the findings in any complaint against them alleging child abuse. Notification of Human Resources Office of any complaints and findings should occur within five (5) business days of notification to employee.

Current employees shall report any felony convictions or founded complaints of child abuse that occurred within five years of the date this policy was adopted or revised.

Information relating to arrests, criminal charges and child abuse complaints shall be treated and maintained as part of the employee's confidential file.

Employees who do not notify the Human Resources Office as required under this policy may be subject to disciplinary action up to and including termination.

Legal Reference: Iowa Code §§232.68-69: 235A; 279.8; and 280.17 (1999)
441 I.A.C. 152, 155 and 175

Cross Reference: #400.20-Employment Application Dishonesty

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