

Employee Report of Arrest/Conviction/Child Abuse Registry/Loss of License

CONFIDENTIAL REPORT

An employee must report an arrest, conviction/child abuse registry within 72 hours of the incident and submit the original report to the Human Resources Director and a photocopy to his/her Senior Manager.

Print Full Name: _____ PERNR: _____

Location of Employment: _____ Job Title: _____

Check appropriate item: Arrest Criminal Conviction Government Child Abuse/Neglect Registry
 Loss of License

Date Action Occurred: _____ Time Action Occurred: _____

Authority Taking Action (i.e., Law Enforcement Office/DSS Office): _____

Print detailed information on the reverse side of this form. Attach copies of reports associated with this incident.

Signature Date: _____

Report Submitted via: Hand-Delivery US Mail Agency Mail Other: _____

THE SECTION BELOW IS FOR THE EMPLOYEE'S SENIOR MANAGER

Name: _____ Date/Time Received: _____

Title: _____ Location: _____

Action: No action necessary at this time Employee temporarily reassigned
 Employee temporarily suspended without pay Other (Describe): _____
 Meeting Scheduled with Employee on: _____

Recommendation to Human Resources Director: _____

Signature: _____ Date: _____

THE SECTION BELOW IS FOR THE HUMAN RESOURCES DIRECTOR

Name: _____ Date/Time Received: _____

Recommendation: _____

Signature: _____ Date: _____

THE SECTION BELOW IS FOR THE EXECUTIVE DIRECTOR

Final Decision: _____

Employee advised via: _____ Date: _____

Executive Manager Signature: _____ Date: _____