

**BOARD OF TRUSTEES  
CARSON CITY SCHOOL DISTRICT**

REGULATION No. 1015  
ALL STAFF

**DUTY TO REPORT CRIMINAL CHARGES AGAINST EMPLOYEES**

All staff, whether full or part-time are required to report to their principal and or immediate supervisor, preferably in writing, any criminal charge, arrest, or conviction of a crime described in this regulation. The report must be made within 24-hours of the employee's knowledge of the charge, arrest, or conviction. Reports shall be made of all charges, arrests, or convictions arising on or after July 1, 2016.

Crimes which must be reported include but are not limited to the following:

- (1) any crime involving a minor;
- (2) any felony; and
- (3) any misdemeanor except minor traffic violations, but including DUIs.

Operators of District vehicles and equipment must also report all traffic violations, however minor.

A failure to report will result in disciplinary action, up to and including termination of employment.

Once a report is received, the supervisor will forward the information to the Human Resources office and the School Resource Officer, if any, who shall share the information with the Superintendent.

The Superintendent shall submit information concerning the arrest or conviction of licensed District employees to the Department of Education within the time prescribed by the Department.

Persons other than the affected employee may make reports. So long as such persons act in good faith, they are immune from civil or criminal liability under Nevada law.

As used herein "arrest" is the taking of a person into custody, in a case and in the manner authorized by law. An arrest may be made by a peace officer or a private person.

References: NRS 171.104, 391.055 through 391.059, inclusive.

Adopted: September 27, 2016