

SELF-REPORTING OF ARRESTS AND CONVICTIONS BY EMPLOYEES

1. Definitions:

- a. Criminal Traffic Violations include, but are not limited to:
 - i. Leaving the scene of an accident;
 - ii. False information regarding an accident;
 - iii. Operating a motor vehicle without a license or while license is suspended;
 - iv. Driving while under the influence or with an unlawful blood alcohol level;
 - v. Failure to sign or accept a summons;
 - vi. Fleeing and eluding police officers or reckless driving.
- b. Minor Traffic Violations are defined as a non-criminal violation that may require community service hours, under § 316.027(4), Fla. Stat., but is not punishable by incarceration, and for which there is no right to trial by jury or right to court-appointed counsel.

- 2. All South Tech Charter Academy, Inc. Board (STA) employees will self-report in writing with the appropriate documentation any arrests and/or criminal charges, including criminal traffic violations, to the Academy President or Management Company Representative/designee within forty-eight (48) hours of said arrest and/or criminal charges. In addition, all Academy employees shall self-report in writing any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty, guilty in your best interest, or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment has been entered.
- 3. Only employees who drive STA.-owned, operated or controlled vehicles, or are required to hold a valid driver's license or a commercial driver's license ("CDL") as a condition of employment, are required to report minor traffic violations as per Section 2 above when they occur with any vehicle.
- 4. When handling sealed and expunged court records disclosed pursuant to State Board of Education Rule 6B-1.006(5), the School and district shall comply with the confidentiality provisions of § 943.0585(4)(c) and § 943.059(4)(c), F.S., pertaining to sealed and expunged court records.
- 5. Failure to self-report may result in discipline, up to and including termination from employment.
- 6. The supervisor shall forward a copy of the documentation from the employee regarding violations to the chief personnel officer/designee within twenty-four (24) hours of receipt of the information.

Authority: §§ 230.23(17); 230.23005, Fla. Stat

Implemented: §§ 230.03(2); 230.335(1)(a); 231.001; 231.02; 231.28(1); 435.03-07; Fla. Stat

New: 7/01/2005; Revised: 7/07/2005; 3/11/10

Reference: Palm Beach School District Policy 3.13