

D.4.11 (Policy) Notification of Misdemeanor and Felony Offenses

Responsible Department: Human Resources

Board Adoption: 4-28-09

Last Board Action: 7-25-17

Employees Who are Arrested, Charged or Convicted

Notice of Charge or Arrest

An employee who is arrested for, or otherwise charged with any of the following shall notify the immediate supervisor of the arrest or charge and shall provide a description of the specific offense for which the employee is arrested or charged within three business days of the arrest or charge:

1. an offense classified as a felony under the Texas Penal Code or federal law;
2. an offense involving moral turpitude as defined in Policy [D.4.9](#);
3. operating a motor vehicle while intoxicated as described in Texas Penal Code Chapter 49 (DWI); or
4. any offense involving inappropriate use or disclosure of identifying information of another person (including students) without the other person's consent.

“Arrest” or “arrested” includes being subject to an arrest warrant and appearing or surrendering in court under an arrest warrant.

If the immediate supervisor is not available, the employee shall report the event to the next-level administrator, and so on until an administrator in the employee's chain of command is notified within the three-day period. If no supervisor or administrator is available to notify the employee shall notify the Associate Vice Chancellor for Human Resources and Org. Development within the three-day period.

A violation of this procedure may subject an employee to disciplinary action up to and including termination.

Notice of Resolution of Charge or Final Conviction

In addition to the notification of charge or arrest, an employee entering a plea of guilt or no contest for which a finding of guilt is entered (including pleas of guilt that are withheld by the Court in deferred adjudication plea arrangements or other probated sentence pleas) or otherwise found guilty of any of the offenses listed above, shall notify the immediate supervisor within three business days of the plea or finding of guilt and the details of the specific offense related to the plea or finding of guilt.

Supervisors and Others Who Are Notified

A supervisor, next-level administrator, or other administrator who receives the notices described above shall immediately notify the Associate Vice Chancellor for Human Resources and Org. Development and the General Counsel.

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The Associate Vice Chancellor for Human Resources and Org. Development shall notify the College President/Vice Chancellor and Chancellor as appropriate.

The General Counsel shall notify the Associate Vice Chancellor for Communication, and the College District Police Chief, District Ethics and Compliance Officer, District Director of Internal Audit, Chairperson of the Board of Trustees, and/or others as appropriate

Point of Contact

Except for specific requirements of this policy, the Office of the Associate Vice Chancellor for Communication shall be the central point of contact for dissemination of information regarding the event. All requests for information shall be directed to the office of the Associate Vice Chancellor for Communication.