



**DOUGLAS COUNTY GOVERNMENT
POLICY FORM**

SUBJECT DISCLOSURE OF EMPLOYEE ARREST, CITATION OR ACCIDENT	POLICY NO. HR.2.10
TITLE EMPLOYEE MANDATORY DISCLOSURE	APPROVAL DATE September 1, 2010
	REVISION/REVIEW DATE August 15, 2018

PURPOSE: To ensure all employees provide timely and accurate information related to encounters with any law enforcement agency that result in being arrested, charged or convicted of any crime.

DEPARTMENT(S)
RESPONSIBLE: Human Resources and the Office of Professional Standards at the DCSO will work together to ensure consistency of the process and procedures, and confidentiality, to the extent permitted by law, of the results.

OFFICES/
DEPARTMENT (S)
AFFECTED: All Elected Offices and Board Departments subject to the employee handbook. (Sheriff’s Office personnel are exempted, as provisions specific to the DCSO P&P manual control.)

POLICY:

Any employee of Douglas County Government:

- Whether on or off duty, who is arrested, charged or convicted of any crime, or detained as a suspect by any law enforcement agency or criminal justice agency regarding a criminal offense, must notify their supervisor of the incident at the beginning of their next shift or if it occurred while on duty they must notify their supervisor immediately.
- Who is the subject of a restraining order must notify their supervisor at the beginning of their next shift. If the restraining order involves any other Douglas County Employee or could be violated by performing any work function, the employee must notify his/her supervisor immediately.
- Who is cited for any traffic violation or who is involved in an accident wherein there is damage to any other vehicle, person, and/or property, whether or not the employee is at fault, while

operating a County owned vehicle must notify their supervisor of the citation or accident immediately and preferably while still on scene of the accident.

- Who is required to drive or operate machinery as part of their job, must notify their supervisor at the beginning of their next shift or if made aware while on duty they must notify their supervisor immediately, if their license is suspended or revoked or of any new or previously undisclosed condition or restriction that would prohibit him/her from legally operating a motor vehicle.

It is the responsibility of the supervisor to notify his/her chain of command and Human Resources immediately upon knowledge of any of the above situations. In the case of a citation or accident while operating a County owned vehicle, the supervisor must also notify Risk Management.

Human Resources and the County Attorney's Office will collaborate with the supervisor to determine if the administrative or judicial action, citation or accident, is in conflict with the employee's ability to perform their job and/or places the County, employees, or citizens at risk. A recommendation will be made to the Elected Official, County Manager, or Director related to appropriate next steps. Each situation will be evaluated on an individual basis. The fact that the County has or has not utilized any of the various disciplinary actions available does not set any precedent and should not be relied upon in future disciplinary situations by any employee.

Failure to comply with this policy will result in disciplinary action up to and including termination.