

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: GAC, GAC-RA, GANN

Responsible Office: OFFICE OF HUMAN RESOURCES, DIVISION OF INVESTIGATIONS AND COMPLIANCE

SELF-REPORTING CHARGES, ARRESTS, AND CONVICTIONS

A. PURPOSE

To establish procedures to support Policy GANN – Self-Reporting Charges, Arrests, and Convictions.

B. BACKGROUND

Anne Arundel County Public Schools (AACPS) employees shall self-report all charges, arrests, and convictions for any offense, including driving under the influence (DUI) or driving while impaired (DWI) and other criminal traffic offenses listed in this regulation to maintain a safe and secure environment for all students and employees.

C. DEFINITIONS

1. **Arrest** – the taking of a person into legal custody.
2. **Charge** – a formal accusation of an offense as a preliminary step to prosecution.
3. **Charging Document** – a written accusation alleging that a defendant has committed a crime, including a citation, an indictment, an information, a statement of charges, and a warrant.
4. **Conviction** – the act or process of judicially finding someone guilty of a crime in a court of law.
5. **Self-Reporting** – to notify the Division of Investigations and Compliance of charges, arrests, and convictions for any criminal offense, including DUI or DWI and other criminal traffic offenses both orally and in writing.

D. PROCEDURES

1. An employee, whether full- or part-time, probationary or non-probationary, or employed in a temporary or seasonal capacity (i.e. substitute teacher, substitute custodian, or emergency coach), shall report the following charges, arrests, or

convictions to the Division of Investigations and Compliance within 24 hours, absent extraordinary and compelling circumstances as determined in the sole, exclusive, and reasonable discretion of the Division of Investigations and Compliance:

a. Charges, arrests, and convictions (or the equivalent in any jurisdiction) to be reported:

i. Crimes against person(s) which puts a person(s) at risk, including:

- a) Abduction;
- b) Abuse or neglect of an adult;
- c) Assault;
- d) Assault with intent to commit a crime;
- e) Battery;
- f) Carjacking;
- g) Child abuse;
- h) Child selling;
- i) Confinement of an unattended child;
- j) Contributing to certain conditions of a minor delinquency in need of supervision or assistance;
- k) False imprisonment;
- l) Kidnapping;
- m) Maiming or mayhem;
- n) Manslaughter or murder;
- o) Reckless endangerment;
- p) Robbery; and
- q) Domestic violence.

ii. Crimes of a sexual nature, including:

- a) Incest;
 - b) Indecent exposure;
 - c) Keeping a disorderly house or maintaining a nuisance;
 - d) Pornography;
 - e) Prostitution or pandering;
 - f) Rape;
 - g) Sex offenses of any type; and
 - h) Unnatural or perverted practices.
- iii. Crimes involving weapons, including weapons (firearms) violations of federal or State laws.
- iv. Crimes involving drugs, including:
- a) Hiring, soliciting, engaging, or using a minor for the purpose of manufacturing, distributing, or delivering a controlled dangerous substance;
 - b) Manufacturing, distributing, or dispensing a controlled dangerous substance;
 - c) Possession of, or possession with intent to manufacture, distribute, or dispense a controlled dangerous substance; and
 - d) Prescription forgery
- v. Crimes against property, including:
- a) Burglary;
 - b) Breaking and entering;
 - c) Malicious destruction of property;
 - d) Larceny;
 - e) Housebreaking; and

- f) Unlawful entry.
- vi. Crimes involving religious and ethnic matters (hate crimes).
- vii. Crimes involving money and fiscal matters, including:
 - a) Forgery;
 - b) Robbery; and
 - c) Theft.
- viii. Crimes involving animal cruelty.
- ix. Criminal Traffic Violations to be reported:
 - a) Driving under the influence of alcohol;
 - b) Driving while impaired by alcohol;
 - c) Driving while impaired by alcohol and drugs;
 - d) Driving while impaired by controlled substances;
 - e) Driving with a suspended or revoked license;
 - f) Driving uninsured;
 - g) Driving while not licensed;
 - h) Leaving the scene of an accident (hit and run);
 - i) Reckless driving;
 - j) Negligent driving;
 - k) Fraudulent use of a license;
 - l) Failure to remain at scene of accident involving bodily injury;
 - m) Failure of driver to stop after unattended vehicle damage;
 - n) Manslaughter by automobile; and
 - o) Fleeing from or attempting to elude police officers.

2. Employees shall provide the following required information verbally to the Division of Investigations and Compliance by telephone at 410-222-5286 during business hours or at 410-222-5998 after business hours or in writing by e-mail at employeeselfreporting@aacps.org: the employee's name, work assignment, date of birth, nature of charges, and contact telephone number.
3. All reports made by an employee shall be held in the strictest confidence by the Division of Investigations and Compliance and maintained in a separate self-report file.
4. Based on the information provided by the employee, the Division of Investigations and Compliance shall conduct a further review of this matter.
5. At the Superintendent's or the Superintendent's designee's direction an investigation shall be conducted.
6. Pending the outcome of the judicial process or the internal investigation, administrative actions may be taken if it is determined that a nexus (connection) exists between the type of charge, arrest, or conviction and the employee's duties and responsibilities with AACPS.
7. Upon receipt by the Division of Investigations and Compliance of a copy of an order issued by a court of law regarding a filing of not guilty or an expungement of the employee's offense, the Division of Investigations and Compliance shall remove all documentation related to the offense from the self-report file as well as the official personnel file.
8. A request with reasonable notice shall be made to the Division of Investigations and Compliance by an employee who desires to review material in their self-report file. The contents of the self-report file may then be reviewed by the employee in the presence of a designated representative of the Division of Investigations and Compliance.

Regulation History: Issued 04/07/10; Technical Edit 06/16/26

Note Previous Regulation History: None

Legal Reference: Section 1-101 of the Criminal Procedure Article