



Administrative Regulation 4160 Mandatory Self-Reporting by District Personnel: Charge, Arrest or Conviction of a Crime

Responsible Office: Office of Human Resources

PURPOSE

The Superintendent has adopted this Administrative Regulation in order to establish the procedures for reporting a charge, arrest or conviction of certain crimes by District Personnel within the Washoe County School District (District).

DEFINITIONS

1. "Arrest," as used in this Regulation, refers to the taking of a person into custody by legal authority, in a manner authorized by law. An arrest may be made by a peace officer or by a private person.
2. "District Personnel," as used in this Regulation, includes all full-time, part-time, intermittent, and seasonal employees of the District, as well as volunteers and contractors who are likely to have unsupervised contact with pupils.
3. "Felony," as used in this Regulation, refers to a criminal violation that may be charged as a felony under state or federal law.
4. "Gross Misdemeanor," as used in this Regulation, refers to a criminal violation of state or federal law that is punishable by up to one year in jail, a \$2,000 fine, or both.
5. "Misdemeanor," as used in this Regulation, refers to a criminal violation of state or federal law that is punishable by up to six months in jail, a fine of not more than \$1,000, or both.
6. "Minor Traffic Citations," as used in this Regulation, refers to a violation of any state or local law or ordinance governing the operation of a motor vehicle, other than: (1) a violation that causes the death of a person; (2) a violation of NRS 484C.110 or 484C.120; or a violation declared by law to be a felony.

REGULATION

1. Self-Reporting Responsibilities
 - a. District Personnel must self-report all charges, arrests, or convictions to their immediate supervisors for the following:
 - i. Crimes involving a minor, including, but not limited to, crimes involving allegations of child abuse or neglect;

- ii. Felonies;
 - iii. A gross misdemeanor or misdemeanor, except for minor traffic citations, but to include Driving Under the Influence (DUI).
 - 1. However, District Personnel who operate District vehicles pursuant to their position job description must report all traffic citations to their immediate supervisor within 24 hours after receiving the citation.
 - b. Self-reporting of a charge, arrest, or conviction of such a crime must be made within 24 hours of the charge, arrest, or conviction. If District Personnel cannot self-report within 24 hours of the charge, arrest, or conviction because of detention by law enforcement, District Personnel must self-report within 24 hours of being released from detention.
 - c. District Personnel must report to their immediate supervisor any charge, arrest, or conviction of a crime, as indicated above, by completing the Mandatory Self-Reporting by Staff Form (HR-F617). If a particular District Personnel does not have an assigned immediate supervisor, then the Mandatory Self-Reporting by Staff Form (HR-F617) must be submitted to the Office of Human Resources' (Human Resources) Labor Relations Department (Labor Relations).
 - d. Failure to self-report may result in disciplinary proceedings, up to and including termination from employment.
2. Supervisor Responsibilities.
- a. The supervisor shall forward the Mandatory Self-Reporting by Staff Form to the Office of Human Resources' Labor Relations Department.
3. Labor Relations Department Responsibilities.
- a. The Labor Relations Department shall:
 - i. Review the circumstances of the charge, arrest, or conviction, in consultation with the School Police Department;
 - ii. Assist the supervisor in conducting any further investigation, as needed, or submit a Confidential Request for Investigation Form (CRIF) for an investigation by the District's Administrative Investigators; and
 - iii. Assist the supervisor, who will determine if just cause exists to impose disciplinary action.

4. Licensed Employees

- a. Upon the self-reporting of a licensed employee pursuant to this Regulation, or the discovery of a charge, arrest, or conviction that was not timely reported, the Department of Labor Relations shall submit in a timely manner all information required by the Nevada Department of Education or other appropriate licensing body, in accordance with applicable state and/or federal law.

5. Immunity from Liability

- a. In accordance with state and federal law, immunity from civil or criminal liability extends to every person who in good faith:
 - i. Participates in the making of a report to any authority;
 - ii. Causes or conducts an investigation of a person who is licensed by the Nevada Department of Education and who is arrested; or
 - iii. Submits information to the Nevada Department of Education concerning a person who is licensed and who is arrested.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

- 1. This Administrative Regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 4160, Mandatory Reporting By Staff – Charge, Arrest or Conviction of a Crime;
 - b. Board Policy 4505, Standards of Professional Conduct.
- 2. This Administrative Regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. Chapter 391, Personnel, and specifically:
 - i. NRS 391.053-059, Procedure for Notification and Tracking of Criminal Cases Involving Licensees.

REVISION HISTORY

Date	Revision	Modification
9/21/2012	1.0	Adopted
12/18/2017	1.0	Revised to change Responsibility from Human Resources to General Counsel; added purpose statement
09/03/2025	2.0	Revised to change responsible office; update definitions; district vehicle clarification