



**CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL**

<b>POLICY TITLE</b>	<b>Duty to Notify of Arrests, Charges and Convictions</b>
<b>INITIAL EFFECTIVE DATE</b>	<b>May 18, 2015</b>
<b>LAST REVISION DATE</b>	<b>New Policy</b>
<b>POLICY NUMBER</b>	<b>10.01</b>

**OBJECTIVE** All employees of the City of Watauga have a responsibility to report to their supervisors certain events that occur outside their work hours, which may negatively impact their ability to perform their job duties. This policy requires that employees report arrests, charges, and convictions to their supervisor.

**SCOPE** This policy applies to all regular full-time, regular part-time, temporary, and seasonal employees who work for the City of Watauga.

**POLICY**

**A. Employee's Responsibility**

1. Employees are required to report arrests, charges, and convictions to their supervisor. Class C traffic citations do not need to be reported.
2. Employees shall self-disclose, without the necessity of an inquiry, any suspension, limitation, revocation, or cancellation in driver's license status and any and all arrests, charges, or convictions for DWI, DUI, Involuntary (vehicular) Manslaughter, or Reckless Driving, whether such incidents arose out of work-related driving or not.
3. Employees shall make such self-disclosure to their supervisor or Human Resources at the earliest opportunity and shall not operate any City vehicle/equipment or their personal vehicle to conduct City business until cleared to do so by Human Resources.
4. Employees may be disciplined up to and including discharge for conduct which occurs outside regularly scheduled working hours if such conduct affects the employee's ability to work for the City or if it places the City Council, City Administration, or the City's reputation in a negative light. An example that might be considered negative light is a conviction for an offense that jeopardizes citizen trust or confidence in an employee's ability to perform their job duties and responsibilities.
5. If the employee has any questions about the necessity of reporting an arrest, the employee should contact Human Resources and notify the Director of Human Resources or designee of the arrest.

## **B. Supervisor's Responsibility**

1. It is a supervisor's duty to communicate with employees the type of "off the job" behavior which would be considered covered by this section of the policy.
2. A supervisor who is advised by an employee of an arrest should immediately report the notification to their Department Head and to the Human Resources department.

## **C. Consequences for Failure to Comply**

Employees who fail to comply with the notification requirements identified above may be disciplined, pursuant to the disciplinary actions policy, up to and including dismissal. Employees who are dismissed for failing to follow notification procedures may also be deemed ineligible for rehire with the City of Watauga.