

Any employee of Idaho Arts Charter School (IACS) who is arrested, charged, or indicted on any criminal offense, whether misdemeanor or felony, and regardless of the jurisdiction, is required to immediately report the same to the Administrator or designee. The report must occur within twenty-four (24) hours of such arrest, charge, or indictment, unless the employee is unable to do so, in which instance, the employee must report the incident as soon as practicable.

The employee is not required to report minor traffic infractions that are not classified as a misdemeanor or felony.

The employee is required to report to the Administrator or designee the final disposition of the criminal matter, whether the employee was acquitted, convicted of the charge, or entered into a plea agreement. Such report must occur within one (1) business day of an order being issued, unless the employee is unable to do so.

Any employee who fails to report an arrest, charge, or indictment, or fails to report the final disposition thereof, may be subject to disciplinary action, up to and including dismissal.

Depending on the nature of the criminal offense, IACS may take action relative to the individual's employment status, up to and including dismissal.



**LEGAL REFERENCE:**

Idaho Code Section 33-512

**ADOPTED:** June 13, 2011

**AMENDED:**