

LCCS POLICY 400

Required Employee Notification Regarding Criminal Offenses

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Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	All Employees
Responsibility:	All Staff, Human Resources Department
Purpose:	To maintain current Human Resources records and protect clients from exposure to persons with criminal backgrounds.
Legal Cite:	OAC 5101:2-5-09; 5101:2-5-13(e)

POLICY STATEMENT

Employees shall notify the Agency within twenty-four hours of any charge and/or conviction of any criminal offense that is brought against them.

DEFINITIONS

Twenty-four hours: Twenty-four (24) clock hours

DUI: Operating vehicle under the influence of alcohol or drugs-OVI; ORC 4511.19

PROCEDURE - including required timeframes and documentation

Employees must notify LCCS of any criminal charge(s) brought against them within twenty-four (24) hours of its occurrence, including DUI if driving is a condition of employment, but not other traffic offenses unless reporting of off-duty traffic offenses is required by an employee's specific work assignment.

Employees must notify her/his immediate supervisor and the Human Resources department. Notification needs to follow the chain-of-command and after-hours/weekend protocol.

When the twenty-four-hour notification period includes weekend, holiday or leave time, the employee is to have LCCS Security connect her/him to her/his supervisor if necessary. If the employee's immediate supervisor is not available, the employee is to follow her/his normal chain-of-command until a direct contact is made.

If the charge(s) results in a conviction or plea of guilty, the employee will notify LCCS, in the same manner described above, within twenty-four hours of the conviction/plea. Failure to notify LCCS of any conviction or plea of guilty to any criminal offense could result in discipline.

Failure to notify LCCS within twenty-four hours of any charge relating to the crimes listed in Rule 5101:2-5-09 of the Administrative Code will result in immediate dismissal from the agency.

Conviction of any of the crimes listed in Rule 5101:2-5-09 of the Administrative Code while in the employ of LCCS will result in immediate dismissal from employment with the agency.

This policy will be provided to and reviewed with all employees and with new employees as part of New Employee Orientation.

This policy will be reviewed with all staff/employees every six months.

CASE PRACTICE GUIDES

Criminal offense is a violation of any municipal, state or federal code. This includes, but is not limited to any offense defined in Chapter 29 of the Ohio Revised Code.

RELATED POLICIES and FORMS

OAC 5101:2-5-09 Appendix A