

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY ARRESTS AND CONVICTIONS	Policy 4.04.05
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1. Any college employee who is arrested, indicted, cited, or convicted for a criminal offense other than a minor traffic violation, is required to notify, in writing, the immediate supervisor and the Vice President for Financial and Administrative Services concerning the circumstances within five calendar days of the conviction, arrest or citation.

2. Any college employee who has been arrested, indicted, cited, or convicted of a criminal offense other than a minor traffic violation must notify, in writing, the immediate supervisor and the Vice President for Administrative Services and Chief Financial Officer of the disposition of the matter within five calendar days of the disposition.

For purposes of this Policy, a "conviction" means the entry in a court of law or military tribunal of (1) a plea of guilty, nolo contendere, no contest or the equivalent; (2) a verdict of guilty; or (3) a prayer for judgment continued or a deferred prosecution.

Cross Reference: 4.04.04 – Drug-Free Work Place

Adopted: July 2002

Revised: October 22, 2013, July 22, 2014, October 28, 2014