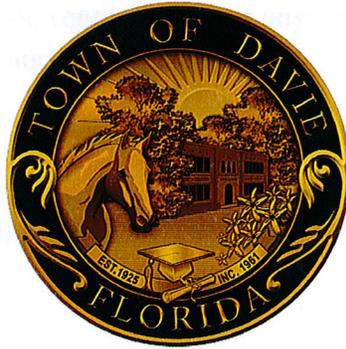


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**ARREST REPORTING
SOP #24-001**

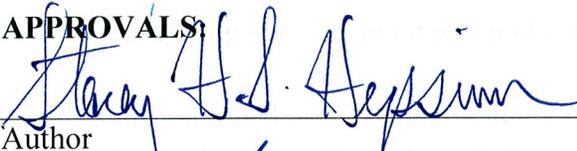
September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 18, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

APPROVALS:



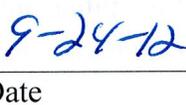
Author



Date



Town Administrator



Date

1-1. POLICY.

This operating procedure implements the Town of Davie's policy to ensure all selected employees are re-screened as a condition of continued employment as well as an employee's continuing duty to report arrests or anything that can lead to possible criminal prosecution or results in a court appearance.

1-2. SCOPE.

This operating procedure applies to all Town of Davie employees, contracted staff, and volunteers.

1-3. PROCEDURES.

Any employee who is arrested or receives notice of possible criminal prosecution, including any violation or infraction mandating a court appearance, must report this to his or her immediate supervisor. Reporting must be done immediately if during normal working hours or immediately on the next business day if after normal working hours. Failure to report an arrest may be cause for discipline up to and including dismissal. Any arrest or notice of possible criminal prosecution must be reported to an employee's immediate supervisor, Department Director, and the Human Resources Director.

Nothing shall prevent the Town of Davie from initiating disciplinary action independent of any judicial or administrative proceeding(s).

Employees shall conduct themselves, on and off the job, in a manner that will not bring discredit or embarrassment to the Town of Davie.

The Town of Davie may determine that an employee has violated the law or acted unbecoming a public employee even if the violation has not resulted in arrest or conviction. Employees shall abide by both criminal laws and civil law, for example, laws prohibiting sexual harassment and employment discrimination.

For continued employment, each employee in the Town of Davie is required to be re-screened at no more than 5-year intervals following the completion of their initial screening. Rescreening shall be conducted by the Human Resources Department and costs allocated by department.

All criminal history record information shall be reviewed by a servicing Human Resources professional. A criminal history does not automatically bar someone from employment unless the criminal history is a disqualifying offense under any state or federal provision for particular positions. The nature, job-relatedness, severity and offense date in relation to the position applied for must be considered.

1-4. ACTIONS FOLLOWING ARREST.

- a. Once the facts related to the arrest have been determined:
 - 1. The employee may be allowed to continue in his or her current role;
 - 2. The employee may be temporarily reassigned;
 - 3. Management may initiate action to separate the employee in accordance with the provisions of Town of Davie operating procedure for Standards for Disciplinary Action for Town Employees.
- b. Employees outside the Regular Service serve at the pleasure of the Town of Davie and may be dismissed “at will.”
- c. Regular Service employees who have satisfactorily completed at least a one (1) year probationary period in their current class will be afforded all rights they are entitled to as regular status employees; and such employees may only be dismissed for cause and will normally receive written notice of intent to dismiss and an opportunity to answer orally and in writing the charges against him or her prior to taking the proposed action.

1-5. CONFIDENTIALITY.

An applicant or employee may be shown their own criminal record and may be provided a copy. However, applicants or employees must be cautioned the record may not be used for any other purpose and they are not allowed to provide a copy of the record to any other organization.
