
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 219
EFFECTIVE DATE: 08/03/10
REVISED: 12/05/17
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: REPORTING CONVICTIONS, INVESTIGATIONS, AND CHANGES OF LICENSE

I. Policy:

1. All employees are required to immediately report convictions, guilty or nolo contendere plea, or deferred adjudications for felony, misdemeanor (excluding juvenile adjudication) or any lesser crime other than a minor traffic infraction. Convictions shall not automatically impact the employees' employment.
2. The employer will make an assessment of the effect of the conviction to the essential duties of the position the employee holds.

1.1 Reporting Convictions, Investigations, and Change of License

1.1.1 Reporting Convictions

All employees and volunteers are required to immediately report convictions, guilty or nolo contendere pleas, or deferred adjudications for felony, misdemeanor (excluding juvenile adjudication) or any lesser crime other than minor traffic infractions to their supervisor or manager. Convictions shall not automatically impact the employees' employment or the volunteer's assignment.

The employer will make an assessment of the effect of the conviction to the essential duties of the position the employee holds or the duties the volunteer performs.

1.1.2 Reporting Investigations

All employees and volunteers are required to immediately report to their supervisor or manager if they are under investigation by a licensing board or other regulatory entity for actions related to their employment or volunteer assignment.

1.1.3 Reporting Change of License

An employee or volunteer must immediately notify his/her supervisor or manager of any suspension, restriction, or revocation of his/her driver's license, permit, or other license or certification required for the performance of his/her assigned job.

II. RESPONSIBILITY FOR REVIEW: The Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.