



Administrative Procedure

Category:	Procedure:	
Human Resources	Reporting Arrests and Convictions	
Descriptor Code:	Issued Date:	Revised Date:
AP-G-212-1	November 2018	

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2 All employees of Knox County Schools have an ongoing obligation to comply with criminal background
3 requirements necessary to obtain employment. The following rules shall apply to all Knox County Schools
4 employees.

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6 **ARRESTS**

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8 An employee arrested for any criminal charge shall notify the Knox County Schools Executive Director of
9 Human Resources no later than five (5) days after such arrest. Failure of the employee to report the arrest
10 within the time prescribed will lead to disciplinary action up to and including discharge. Although in most
11 instances, an arrest in and of itself may not result in disciplinary action, Knox County Schools may conduct
12 an investigation that could lead to disciplinary action up to and including discharge.

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14 **CONVICTIONS**

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16 An employee convicted of any criminal charge shall notify the Knox County Schools Executive Director of
17 Human Resources no later than five (5) days after such conviction. Within thirty (30) days after receiving
18 notice of a conviction, Knox County Schools will take any appropriate disciplinary action.

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20 Failure of the employee to report the conviction within the time prescribed will lead to disciplinary action
21 up to and including discharge. Convictions can result in disciplinary action up to and including discharge.
22 In determining whether and to what extent an employee will be disciplined or discharged for a conviction,
23 Knox County Schools (KCS) will consider the following factors: the degree to which the nature of the
24 criminal offense reduces KCS's ability to maintain a safe working environment; the degree to which the
25 nature of the criminal offense unreasonably endangers the safety of other employees and/or students; the
26 degree to which the conviction unreasonably undermines the public confidence in KCS's operations; the
27 nature of the criminal offense; the nature of the employee's job with KCS; the existence of any explanatory
28 or mitigating facts or circumstances; whether the employee promptly reports the conviction; and any other
29 facts relevant to the employee, including but not limited to years of service and record of performance with
30 KCS.

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