

**ARREST (CITATION)/CONVICTION SELF REPORT FORM  
 DP374 Employment Background Checks**

**EMPLOYEE NAME:** \_\_\_\_\_

**SCHOOL/DEPARTMENT:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**ARRESTS/CITATIONS:** Any employee of Jordan School District who is arrested (cited) for **any** of the following offenses shall report the arrest (citation) to the Administrator or Human Resources, or his/her designee, within forty-eight (48) hours or the next business day, whichever is greater.

1. any matters involving arrests for alleged sex offenses;
2. any matters involving arrests for alleged drug-related offenses;
3. any matters involving arrests for alleged alcohol-related offenses;
4. any matters involving arrests for alleged offenses against the person under Utah Code Ann., Title 76, Chapter 5, Offenses Against the Person. This Title and Chapter includes, but is not limited to, crimes where a person has assaulted, harassed, abused, neglected, exploited, endangered, kidnapped, murdered, trafficked, raped, sexually assaulted, etc. another person(s); and
5. any matters relating to arrests for violations of the vehicle code for employees who drive motor vehicles as an employment responsibility.

**CONVICTIONS:** An employee shall report **any/all** convictions, including pleas in abeyance and diversion agreements, to the Administrator of Human Resources, or his/her designee, within forty-eight (48) hours or the next business day, whichever is greater.

Failure to report an arrest(citation) or conviction required in policy or failure to authorize the District to conduct a background check will result in disciplinary action, up to and including termination for cause pursuant to the District's Orderly Termination Policy (DP361 NEG or DP316A). It is the responsibility of the employee to comply with all other provisions/requirements found in District Policy DP 374 Employment Background Checks.

**Please Provide the Following Information & Statement(s):**

**Arrest/Conviction Date:** \_\_\_\_\_ (mm/dd/yyyy)      **Case #:** \_\_\_\_\_

**Arrest/Conviction Location:** \_\_\_\_\_      **Arresting Agency:** \_\_\_\_\_

<b>Nature of Arrest (Citation)/Conviction:</b>	<b>(Copy of Police Report must be attached)</b>
If more space is needed please write on a separate page.	

**NOTE: Utah State Board of Education Rule 277-516 directs educators to report arrests/convictions within 48 hours of arrest to the educators District & State UPPAC committee. The District must notify USBE within 48 hours of being notified by an educator.**

\_\_\_\_\_  
 Signature of Employee

\_\_\_\_\_  
 Date:

Return this form to the administrator of Human Resources within 48 hours in person or via e-mail (scan and attach).

HR USE ONLY		
Received Date: _____	Received By: _____	Date Reported to UPPAC: _____