



SOCORRO INDEPENDENT SCHOOL DISTRICT

Arrest and Convictions Report Form

DH: Employee Standards of Conduct

Please send this notice to the Department of Human Resources upon receipt of such information.

ARREST AND CONVICTIONS

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
 - Dishonesty, fraud, deceit, theft, or misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Driving while intoxicated (DWI); or
 - Acts constituting abuse or neglect under the Texas Family Code.

A supervisor or principal shall notify the personnel services department of any arrest, indictment, conviction, or other adjudication within five calendar days of receipt of such information.

Campus/Department	Date of Arrest	Date of Notice to Supervisor
Employee's Name (Print)	Employee Signature	Date
Supervisor's Name (Print)	Supervisor Signature	Date

HUMAN RESOURCES USE ONLY

Received by	Date
-------------	------