

# PROCEDURE

Cancels:

See Also: POL-0410-HR

Approved by: BOCC

Res. #

## PRO -0410-2- HR REPORTING CRIMINAL CONVICTIONS

<u>Action By:</u>	<u>Action:</u>
<b>Employee</b>	<ol style="list-style-type: none"> <li>1. Is <b>convicted</b> of a drug/alcohol-related violation occurring in the workplace.</li> <li>2. <b>Notifies</b> the Human Resources Director within 5 days of the conviction.</li> </ol>
<b>Human Resources</b>	<ol style="list-style-type: none"> <li>3. <b>Records</b> the notification.</li> <li>4. <b>Notifies</b> the employee's Department Head/Elected Official.</li> </ol>
<b>Department Head/Elected Official</b>	<ol style="list-style-type: none"> <li>5. <b>Ensures</b> the employee has been <b>removed</b> from all safety sensitive functions.</li> <li>6. <b>Determines</b> if the employee's duties are associated with federal contracts or grants <ol style="list-style-type: none"> <li>6a. If no, <b>moves</b> to step seven.</li> <li>6b. If yes, <b>notifies</b> the appropriate federal agency within 5 days of the employee's notification.</li> </ol> </li> <li>7. <b>Determines</b> within 30 days if the employee will face disciplinary action or be required to participate in a rehabilitation program (If this decision has not already been made).</li> </ol>

**Employee**

8. **Communicates** the decision to all federal agencies providing funding to the department.
9. **Communicates** the decision to the employee.
10. If disciplined, **prepares** and **acts** in accordance with all requirements.
11. If sent to rehabilitation, **follows** the steps required in policy POL--HR.
12. **Returns** to work under the rehabilitation requirements.