

BOARD POLICY – SECTION NUMBER 07.22.00.00:

SUBJECT: DUTY TO REPORT (ARRESTS AND CONVICTIONS)
EFFECTIVE DATE: December 16, 2009
SUPERSEDES: NEW

PURPOSE AND POLICY

The Hillsborough County Board of County Commissioners (“BOCC”) institutes this Duty to Report (Arrests and Convictions) policy to promote a safe work environment and to protect the public, fellow employees and fiscal resources. All Commissioners’ Aides (hereinafter “employees”) and any intern or volunteer working with the BOCC have a duty to report arrests or criminal convictions as well as pleas of no contest, nolo contendere or guilty to any crime.

Policy

A. Duty to report arrests

An employee, intern or volunteer is required to disclose to his or her Commissioner any arrest for any crime, and/or issuance of a notice to appear by a law enforcement officer. Interns or volunteers who do not work for a particular Commissioner must make this report to the Chairperson. This disclosure must be made within forty-eight (48) hours of the date of the arrest or issuance of the notice to appear or as soon as the employee returns to work on his or her next regularly scheduled work day, whichever comes first.

The Commissioner (or Chairperson, as applicable) will then seek advice from the County Attorney, who will work with the Human Resources Director to provide guidance and a recommendation on what action, if any, should be taken in relation to the disclosing employee’s, intern’s or volunteer’s continued service with Hillsborough County.

B. Duty to report convictions, pleas of guilty, no contest, and nolo contendere

An employee, intern or volunteer is required to disclose to his or her Commissioner any conviction or plea of guilty, no contest or nolo contendere, whether or not adjudication was withheld, to any crime. Interns or volunteers who do not work for a particular Commissioner must

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HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601**

make this report to the Chairperson. The disclosure must be made within forty-eight (48) hours of the date of the conviction or plea of no contest, nolo contendere or guilty. The Commissioner (or Chairperson, as applicable) will then seek advice from the County Attorney who will work with the Human Resources Director to provide guidance and a recommendation of what action, if any, should be taken relative to the employee's, intern's or volunteer's continued service with Hillsborough County.

- B. Failure to comply with these disclosure requirements may result in disciplinary action up to and including dismissal.

Approved By: Board of County Commissioners
Approval Date: December 16, 2009