

**ORANGE COUNTY PUBLIC SCHOOLS
ORLANDO, FLORIDA**

**MANAGEMENT DIRECTIVE A-10
GUIDELINES ON SELF-REPORTING OF ARRESTS AND
CONVICTIONS BY EMPLOYEES**

1. The security and safety of our employees, students and guests is of paramount importance. To this end, all employees shall adhere to the following directives: all arrests, injunctions and convictions (except for minor traffic offenses) of all employees shall be self-reported by the employee to the district within 48 hours from the date and time of arrest. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial. The appropriate authority to self-report arrests and convictions is the Office of Professional Standards. A phone message may be left 24 hours a day at (407) 317-3239. Failure to self-report may result in discipline, up to and including dismissal.
2. Arrests shall include cases in which the employee was taken into custody, as well as charges of criminal misconduct for which the employee was not taken into custody (i.e., Notice to Appear, Criminal Traffic Citation). Convictions shall include any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea or Nolo Contendere for any criminal offense other than a minor traffic offense.
3. A common definition to allow for a uniform interpretation and reporting of a minor traffic violation shall be defined according to Florida Statute 318.13 (3) as follows: Infraction means a noncriminal violation that may require community service hours under Section 316.027 (4), but is not punishable by incarceration and for which there is no right to a trial by jury or right to a court-approved counsel. Criminal traffic violations are not minor and must be reported.
4. An educator is defined as any individual who holds certification and any administrator required to hold a teaching certificate. School districts are required to file legally sufficient complaints of violations of the Educator's Code of Conduct, including the Principles of Professional Conduct of the Education Profession in Florida (Rule 6A-10.081, Florida Administrative Code) with the Department of Education. The Department of Education may also take action against an educator who fails to report a violation.
5. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585 (4) and 943.059 (4), Florida Statutes.



Superintendent

February 1, 2020
Date Revised