

TITLE: SELF-REPORTING OF CRIMINAL CHARGES AND TRAFFIC CITATIONS

POLICY:

Criminal Charges

All administrative employees and any other personnel must self-report in writing within forty-eight (48) hours to the Director of Human Resources any arrests or criminal charges, including "criminal traffic violations," and provide a copy of the charging/arrest documentation.

In addition, such employees must self-report in writing to the Director of Human Resources (including a copy of the final disposition) any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment.

Traffic Citations

LWCS employees who drive LWCS-owned/operated or controlled vehicles or are required to hold a valid driver's license or commercial driver's license ("CDL") are required to report "minor traffic violations" when they occur with any vehicle, including personal vehicles.

Failure to self-report criminal or traffic citations may result in discipline, up to and including termination from employment.

Definitions

- A. Criminal traffic violations include, but are not limited to:
1. leaving the scene of an accident;
 2. false information regarding an accident;
 3. operating a motor vehicle without a license or while the license is suspended;
 4. driving while under the influence or with an unlawful blood alcohol level;
 5. fleeing and eluding police officer;
 6. reckless driving.
- B. Minor traffic violations are defined as non-criminal violations that may require community service hours under F. S. 316.027(4) but are not punishable by

incarceration and for which there is no right to trial by jury or right to court-appointed counsel.

SPECIFIC AUTHORITY:

F.S. 435.03

F.S. 435.04

F.S. 435.05

F.S. 435.06

F.S. 435.07

F.S. 1001.41

F.S. 1001.43

F.S. 1012.315

F.S. 1012.32

F.S. 1012.39

F.S. 1012.56

F.S. 1012.797

F.A.C. 6A-10.081

ADOPTED: 2/16/2024