

E-10 POLICY Notification of Arrest, Criminal Charges, Licensure, Child Abuse Complaints, and Sex Offender Registry

Employees must notify the Human Resource Department or designee by the next working day after:

1. Arrest or Criminal Charges: The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee’s job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students;
 - ii. Would impact the employee’s ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or
 - iii. Would impact the employee’s Commercial Driver’s License if the employee’s job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on College property or in a College owned or utilized vehicle, or at a College-supervised activity or College-sponsored function.
 - e. Employees must also promptly report whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.
2. Certificate or License: The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee’s position.
3. Child Abuse: The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act. Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an “inconclusive” determination that occurred at any time. Current employees must give such disclosure within ten (10) days following adoption of this Policy.

PERSONNEL

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Human Resources Department or designee of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Legal Reference: Neb. Rev. Stat. §28-711. Child subjected to abuse or neglect; report; contents; toll-free number; Neb. Rev. Stat. §43-2101. Persons under nineteen years of age declared minors; marriage, effect; person eighteen years of age or older; rights and responsibility.

“(1) All persons under nineteen years of age are declared to be minors, but in case any person marries under the age of nineteen years, his or her minority ends.”

Registered Sex Offenders

As required by the State of Nebraska, pursuant to Neb. Rev. Stat. §§29-4001 through 29-4014, individuals required to register as a sex offender are hereby:

1. Required to register with the Human Resources Department prior to employment and at any time during employment when a situation may arise. (Employees).
2. Required to register with the Assistant Campus Director/Dean of Student Services, or their designee upon enrollment for each term for which they register to attend classes at any College facility. (Students/Visitors).
3. Prohibited from residing in any student residence facility owned and/or operated by Southeast Community College (hereinafter “the College”).
4. Prohibited from working or volunteering in any student residence facility owned and/or operated by the College.
5. Prohibited from working or volunteering in any childcare facility/program owned and/or operated by the College.
6. Subject to any additional restrictions related to their attendance and participation at the College as deemed necessary and appropriate by College Administration.

The Vice Presidents for Human Resources, Student Success, and Access Equity and Diversity or their designees in consultation with the College president, are authorized to establish procedures necessary and appropriate to implement the requirements identified in this policy.

Legal Reference: Neb. Rev. Stat. §§29-4001 through 29-4014

Adopted: 12/13/22

Reviewed: 12/10/21, 10/21/22, 11/08/22

Next Review: TBD

Web link:

Tags:

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