STAFF SELF-REPORTING OF ARRESTS, CRIMINAL CHARGES, AND CONVICTIONS

FILE: GBEAA-R1

I. Procedures for Self-Reporting

A. Any person employed by ACPS in any capacity (including but not limited to full or part-time, probationary or non-probationary, employed in a temporary or seasonal capacity, or substitute teachers) shall report an arrest or criminal charge for a reportable offense in writing to Human Resources within seven (7) business days of such arrest or criminal charge, except in circumstances beyond the employee's control. The employee shall also report in writing to Human Resources the final disposition of each reported criminal charge within seven (7) business days after the employee receives notice of that disposition.

B. Self-reporting must occur regardless of where the alleged criminal activity occurred and whether or not it was within the scope of the employee's job duties.

C. Under this regulation, employees are responsible for self-reporting directly to Human Resources regardless of whether ACPS may receive notice of an arrest or criminal charge from law enforcement.

D. All information regarding an arrest or criminal charge, as specified in this regulation, self-reported by an ACPS employee shall be maintained in a confidential manner by Human Resources.

E. Following the employee's self-report, Human Resources shall conduct a further review of this matter. The employee will be notified if Human Resources proceeds with an internal investigation.

F. Any internal investigation will be conducted in accordance with applicable law, Board policy or collective-bargaining agreement.

G. Self-reporting under this policy shall not be considered or treated as an admission of guilt.

H. Pending the outcome of the judicial process and/or the internal investigation, ACPS may place the employee on administrative leave.

I. Violation of Maryland or federal criminal law by a school system employee may result in disciplinary action, up to and including dismissal.

J. Failure to self-report shall be considered insubordination.

K. This regulation does not affect any other reporting obligations under law, Board policy, ACPS regulations, or other applicable requirements.

Board Reviewed	Superintendent Approved
11/10/2026	11/10/2026