

ARRESTS & CONVICTIONS

PURPOSE

To establish guidelines for taking appropriate action(s) when an employee has been arrested or convicted of crime(s) that could be relevant to employment with the State, including arrest(s) and conviction(s) found in background checks upon promotion, demotion, or transfer from one position or agency to another. These guidelines may also be relevant in determining appropriate action(s) involving the services provided by volunteers and contractors.

SCOPE

This policy applies to all employees in the state civil service.

STATEMENT OF POLICY

The State is committed to providing the public with qualified staff who possess good character and standards. In conjunction with the policy requiring background checks for state employment, this requirement that employees promptly report arrests and convictions, in conjunction with an individualized assessment, will provide basic safeguards to meet that commitment and assist in maintaining a safe work environment for employees, clients and customers of state agencies.

REFERENCES

IC 35-33-1-5
IC 4-13-2-14.7
IC 12-24-3-2
IC 4-15-2.2-10
IC 4-15-2.2-30
31 IAC 5-12-2
Background Checks for State Employment Policy/R&P

EFFECTIVE DATE June 11, 2012
Supersedes Policy dated July 1, 2011

APPROVAL _____



Daniel L. Hackler, State Personnel Director

Date _____ June 11, 2012