

## ARRESTS AND CONVICTIONS

**Purpose:** The purpose of this policy is to guide the response by the Department of Recreational Sports when an employee (student or non-student) is involved in an arrest or conviction of a crime (other than minor traffic offenses).

**Scope:** This policy pertains to all employees within the Department of Recreational Sports

### Policy:

- I. REPORTING OF ARRESTS AND/OR CONVICTIONS
  - a. According to University Policy, any current Rec Sports employee charged with a crime (other than a minor traffic offense) shall report being charged with such crime to the Office of Legal Affairs within 72 hours of the employee becoming aware of such charge. Failure to report being charged with such a crime may result in appropriate disciplinary action, including termination of employment.
  - b. During this process, Rec Sports may choose not schedule the employee in question for any work-related duties or amend the employee's job-related responsibilities.
  - c. The full policy from the Office of Legal Affairs can be found at [https://legal.uga.edu/policies/arrest\\_and\\_conviction\\_policy/](https://legal.uga.edu/policies/arrest_and_conviction_policy/)

### Procedure

- I. COMMUNICATION BY REC SPORTS STAFF
  - a. Upon notification of arrest and/or conviction, the direct supervisor will contact the employee via email with the following message:
    - i. If amending job-related responsibilities:

*We have received notification of a police report involving you on MM/DD/YYYY. Per our departmental policy, your job-related responsibilities will be amended pending the outcome of the investigation by the Office of Legal Affairs. These changes are as follows...*

*According to the University's Policy on Arrests and Convictions, you are required to report this to the Office of Legal Affairs. They can be reached at 706-542-0006.*

ii. If Suspension is warranted:

*We have received notification of a police report involving you on MM/DD/YYYY. Per our departmental policy, you will not be placed on our work schedule pending the outcome of the investigation by the Office of Legal Affairs.*

*According to the University's [Policy on Arrests and Convictions](#), you are required to report this to the Office of Legal Affairs. They can be reached at 706-542-0006.*