



Policy Name: III.36 Criminal Activity and Arrests Policy	Section: III Human Resources	Programs: All
	Standard/Area: F 4 Workforce Development and Management	Review Date: 8.20.25
File: P Drive: III.36 Criminal Activity and Arrests Policy, Human Resources	Effective Date: 8/25 (moved from Employee Handbook)	Revision Date:

Section I: Intent

To establish clear guidelines regarding employee criminal activity and arrests, ensuring the integrity, safety, and reputation of MVCS.

Section II: Policy

MVCS is committed to maintaining a safe, ethical, and law-abiding workplace. All employees are expected to comply with all applicable laws and regulations. Any employee engaged in criminal activity, including arrests, must promptly report such incidents and may be subject to disciplinary action, up to and including termination of employment.

Section III: Procedures

Reporting Requirements:

Employees must immediately (within 24 hours) notify their supervisor or the Human Resources department if they are involved in any criminal activity or are arrested. This includes being charged with a traffic violation, a misdemeanor, or a felony.

Failure to report such incidents may result in disciplinary action.

Criminal Activity and Conduct:

Engaging in criminal activity, whether on or off-duty, that negatively impacts the organization's reputation, safety, or operations is prohibited.

Criminal conduct that violates organizational policies or ethical standards may lead to disciplinary action, including dismissal.

Arrest and Legal Proceedings



Employees who are arrested must inform their supervisor or HR as soon as possible.

The organization will review the circumstances of the arrest and determine appropriate actions in accordance with employment laws and organizational policies.

Disciplinary Action:

Employees found engaging in criminal activity or arrested for such activity may face disciplinary measures up to and including termination of employment, depending on the nature and severity of the incident.

Disciplinary action depends upon a review of all factors involved, including whether the employee's action was work-related, the nature of the act, or circumstances that adversely affect attendance or performance. Any disciplinary action is not dependent upon the disposition of any case in court.

Employees are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled as a result of an arrest may lead to disciplinary action, up to and including termination of employment, for violation of the attendance policy.

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other source as long as management has reason to view the source as credible.

Confidentiality and Fair Treatment:

All reports and investigations will be conducted confidentially and fairly, respecting the rights of the involved employee.

Compliance:

This policy is in alignment with all applicable local, state, and federal laws governing employment and criminal conduct.

Section IV: Distribution and Training

The Policy and associated attachments are distributed on the MVCS shared Drive (P) and also on the Employee Portal. Notifications related to new, amended, or reviewed policies will be communicated to MVCS leadership and program directors for dissemination to their staff as appropriate. The policy may be directly disseminated to appropriate staff and/or staff groups



via email notification after initial dissemination to leadership as per direction of the CEO or designee. The dissemination will be performed by the Chief Operating Officer.

Section V: Legal, Regulatory, Accrediting, and Other Related References and Resources