

St. Andrews Parish Parks & Playground Commission  
**Policy Manual**

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**Reporting Policy of Criminal Convictions for Currently Employed Staff and Volunteers**

St. Andrew's Parks and Playground Commission is committed to assuring a safe and secure environment for its staff members, customers, volunteers, visitors, and others who may receive services from or have contact with SAPPPC employees or volunteers. For this reason, SAPPPC has enacted this policy which provides a mandatory process by which all employees or volunteers (as defined below) must report any post-employment criminal conviction(s) to appropriate SAPPPC administrators and sets forth standards by which any convictions will be evaluated and acted on. This policy sets forth a process which enables SAPPPC to review the circumstances of the criminal conviction(s) to assure that the employee or volunteer in question does not pose an unreasonable safety risk to fellow employees, volunteers, customers and visitors or indicate conduct that would be inconsistent with the employee or volunteer's assigned job duties and his/her access to SAPPPC resources or facilities. The standards contained in this policy shall apply to criminal convictions reported directly by the employee/volunteer or identified independently by SAPPPC through any other means. "Post-employment" for the purposes of this policy also includes criminal convictions which may occur after an employee has been formally offered and accepted employment or a volunteer assignment.

**St. Andrew's Parks and Playground Commission employees and volunteers must report any criminal conviction(s).** For this purpose, "criminal conviction" means all criminal convictions and pleas that are acknowledgements of criminal responsibility, including but not limited to prayers for judgment that occur on or after the effective date of this policy, registration as a convicted sex offender with any governmental authority as a result of any prior conviction for a sex offense, and/or any convictions or pleas that are acknowledgments of criminal responsibility subject to the jurisdiction of a military court.

Convictions for minor traffic-related infractions (e.g., speeding, reckless driving, careless operation or other minor offenses) are not required to be reported under this policy unless driving is a required part of the employee's regularly assigned job duties and/or job description. In these circumstances, the employee **must** report any traffic-related conviction under the provisions of this policy.

*Approved October 26, 2017*

2. Employees are required to report criminal convictions as outlined in this policy within five business days of the conviction or other covered criminal disposition or at the first possible opportunity if the employee is incarcerated. The employee is required to report this information to his/her Supervisor or Department Head. The employee must provide written documentation (for example, a written court record of the conviction or plea) that describes the criminal conviction(s) in question. Supervisors and/or Department Heads who have had such matters reported directly to them, either from the employee or through any other source, must immediately convey this information to the Human Resources Director or designee. The Human Resources Director or designee will forward the relevant information and documentation to the Executive Director for review and assessment as described below.

3. A failure to report a criminal conviction under this policy or to cooperate with SAPPPC in regards to a reportable matter under this policy may subject the employee to appropriate disciplinary action, up to and including termination of employment.

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