

**SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION
DISCLOSURE OF ARRESTS AND CONVICTIONS BY CURRENT EMPLOYEES**

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. ARREST

Employees arrested or charged by summons to appear for crimes covered by this policy, (all felonies; misdemeanors involving violence and theft; or any offense requiring one to register as a sex offender) or for a crime otherwise job related (e.g., a DUI or DUS if driving is a job requirement), have a duty to notify their supervisor and the Director of Human Resources within five days of the arrest or receipt of the summons. Employees classified as Office Director, Asst. Office Director, Division Director, Asst. Division Director or above must report all non-traffic violation arrests to their supervisor within five days of arrest or receipt of summons. Any employee arrested under circumstances involving an alleged violation of a criminal drug or alcohol beverage related statute in the workplace, whether on or off site; in a state vehicle; or as part of any activity the Department of Administration initiates or takes part in must notify his or her immediate supervisor within five days of the arrest. An arrest, depending on the circumstances may be grounds for actions or sanctions. After notification of any arrest, supervisors must report the arrest to Human Resources Director. While an arrest is not a conviction, the Department of Administration will determine any potential actions or consequences on a case by case basis.

II. CONVICTION

Current employees have a duty to immediately report a criminal conviction covered under this policy (all felonies; job related crimes; misdemeanors involving violence and theft; or any offense requiring one to register as a sex offender) to their supervisor. Employees classified as Office Director, Asst. Office Director, Division Director, Asst. Division Director or above must report all non traffic violation convictions to their immediate supervisor within five days of conviction or receipt of summons. Any employee convicted of violating any federal, state, or local criminal drug or alcohol beverage related statute in the workplace, whether on or off site; in a state vehicle; or as part of any activity the Department of Administration initiates or takes part in must immediately notify their supervisor after such conviction. After notification of any arrest, supervisors must report the arrest to Human Resources Director.

A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal, state or local court. The employee can add a statement pertaining to the conviction. Whether the conviction has an effect on employment status will be determined after consultation with appropriate personnel.