

# *Parsippany-Troy Hills Township Schools*

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## MEMORANDUM

**TO:** All Certified Staff Members

**FROM:** Dr. Sutter, Assistant Superintendent of Human Resources

**RE:** ARREST REPORTING FOR CERTIFIED STAFF ANNUAL NOTIFICATION

As indicated below, all New Jersey school districts are required to inform their staff of the following New Jersey Administrative Code which became effective on January 5, 2009. This amendment places the responsibility for reporting an arrest or indictment on each certificated employee.

The district is required to inform employees of this requirement on an annual basis. Certificated employees must take the time to fully understand their responsibility in regards to this, in case they are faced with any legal issues in the future. The failure to comply with this reporting requirement may result in negative consequences beyond any that come from the underlying legal issues themselves.

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### **ARREST REPORTING REQUIREMENTS FOR CERTIFICATED STAFF N.J.A.C. 6A:9-17.1(c) Effective January 5, 2009**

All certificate holders shall report their arrest or indictment for any crime or offense to their Superintendent within 14 calendar days. The report shall include the date of the arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holder shall also report to their Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" pursuant to N.J.A.C. 6A:9-17.5. School districts shall make these requirements known to all new employees and to all employees on an annual basis.

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