

The Scotch Plains-Fanwood Public Schools

512 Cedar Street
Scotch Plains, New Jersey 07076

Peter N. Pitucco
Director of Human Resources

Phone (908) 232-6161
Fax (908) 889-4997

To: New Staff Members
From: Peter N. Pitucco, Director- Human Resources
Re: Arrest Reporting Requirements

Arrest Reporting Requirements for Certificated Staff

N.J.A.C.6A:9B-4.3 and Policy #3159
Effective January 5, 2009

As indicated below, The Scotch Plains-Fanwood Public Schools is required to inform its employees of this code amendment, which became effective on January 5, 2009. This amendment places the responsibility for reporting an arrest or indictment on the employee.

Please be advised that the district is required to inform employees of this requirement on an annual basis. Please take the time to fully understand your responsibility should you be faced with a legal issue in the future.

(c), 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:9B-4.4. School districts shall make these requirements known to all new employees and to all employees on an annual basis.

Arrest Reporting Requirements for Support Staff

Policy #4159

All support staff members shall be required to report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment. For purposes of this policy, "support staff members" shall include all school district employees who hold a position in the school district for which no certificate issued by the New Jersey State Board of Examiners is required.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the support staff member. Such support staff members shall also report to the 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" for disciplinary action, which may include termination or non-renewal of employment in accordance with law.

Please let us know if you have any questions. Have a great year!