

## Employee Self-Reporting of Arrests, Criminal Charges, CPS Investigations and Findings & Incarceration

**INSTRUCTIONS:** Any person employed by PGCPS in any capacity (including, but not limited to full- or part-time, probationary or non-probationary, employed in a temporary or seasonal capacity, or substitute teachers) shall report an arrest, criminal charges, CPS Investigation and finding, or incarceration for any of the offenses listed on this form as well as the disposition of any ensuing criminal proceeding.

The employee may report the information on this form to the Employee and Labor Relations Office (ELRO) within seven (7) business days (i.e., days that PGCPS offices are open) of the arrest, charge, indication, etc. Self-reporting must occur regardless of where the alleged criminal activity occurred and whether or not it was within the scope of the employee's job duties. Self-reporting the required information **will not** be considered or treated as an admission of guilt. Forms should be submitted to [elro.investigation@pgcps.org](mailto:elro.investigation@pgcps.org).

See [Administrative Procedure 4215](#) - Criminal History Checks, Employee Self-Reporting of Arrests, Criminal Charges, CPS Investigation and Findings & Incarceration for additional information governing self-reporting.

Employee Name: \_\_\_\_\_ EIN#: \_\_\_\_\_

PGCPS Job Title/ Location:  
\_\_\_\_\_

Supervisor: \_\_\_\_\_

Contact telephone numbers: Cell/Work/Home:  
\_\_\_\_\_

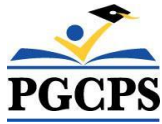
PGCPS E-mail address:  
\_\_\_\_\_

Home Street Address:  
\_\_\_\_\_

City, State, Zip Code:  
\_\_\_\_\_

Date of Alleged Offense:  
\_\_\_\_\_

Date Reported to PGCPS:  
\_\_\_\_\_



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Nature of Charges (Use additional sheets if necessary. See below for list of offenses.)

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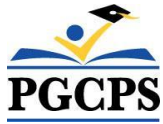
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**OFFENSES** (list is not exhaustive):

- Distribution of drugs or other controlled substances;
  
- A sexual offense in the third or fourth degree under § 3-307 or § 3-308 of the Criminal Law Article of the Maryland Code or an offense under the laws of another state that would constitute an offense under § 3-307 or § 3-308 of the Criminal Law Article if committed in Maryland;
  
- Child sexual abuse under § 3-602 of the Criminal Law Article, or an offense under the laws of another state that would constitute child sexual abuse under § 3-602 of the Criminal Law Article if committed in Maryland;
  
- A crime of violence as defined in § 14-101 of the Criminal Law Article, or an offense under the laws of another state that would be a violation of § 14-101 of the Criminal Law Article if committed in Maryland, including: (check all that apply)
  - abduction;
  - arson in the first degree;
  - kidnapping;
  - manslaughter, except involuntary manslaughter;
  - mayhem;
  - maiming;
  - murder;
  - rape;
  - robbery;
  - carjacking;
  - armed carjacking;
  - sexual offense in the first degree;
  - sexual offense in the second degree;
  - use of a handgun in the commission of a felony or other crime of violence;
  - child abuse in the first degree;
  - sexual abuse of a minor;
  - an attempt to commit any of the crimes described above, specifically:  
\_\_\_\_\_;



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- continuing course of conduct with a child under § 3-315 of the Criminal Law Article;
- assault in the first degree;
- assault with intent to murder;
- assault with intent to rape;
- assault with intent to rob;
- assault with intent to commit a sexual offense in the first degree;
- assault with intent to commit a sexual offense in the second degree.
  
- Child Protective Services (CPS):
  - Investigation for alleged child abuse, child sexual abuse, and/or neglect – specify:  
\_\_\_\_\_;
  - Indicated finding of alleged child abuse, child sexual abuse, and/or neglect – specify:  
\_\_\_\_\_;
  
- Driving while under the influence (DUI);
  
- Possession of drugs;
  
- Possession with intent to distribute;
  
- Other:

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