



# Staff Self-Reporting of Arrests, Criminal Charges, and Convictions

(CONFIDENTIAL)

Office of Employee Engagement and Labor Relations  
Department of Compliance and Investigations  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
850 Hungerford Drive, Room 55, Rockville, Maryland 20850

MCPS Form 230-41  
July 2017  
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**INSTRUCTIONS:** Any person employed by MCPS 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 or criminal charge for any of the offenses listed on this form as well as the disposition of any ensuing criminal proceeding, which occur on or after October 1, 2016, to the Department of Compliance and Investigations (DCI), within the Office of Employee Engagement and Labor Relations, within seven business days of such arrest or criminal charge (i.e., days that MCPS offices are open), except in circumstances beyond the employee's control. 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 a charge or an arrest will not be considered or treated as an admission of guilt. After completion of this form, submit it to [selfreport@mcpsmd.org](mailto:selfreport@mcpsmd.org).

See [MCPS Regulation GCC-RA, Staff Self-Reporting of Arrests, Criminal Charges, and Convictions](#) for definitions of arrest, criminal charge, conviction, disposition, and self-reporting.

Employee Name \_\_\_\_\_ Employee ID# \_\_\_\_\_

MCPS Job Title \_\_\_\_\_

All Work Assignment Locations *(use additional sheet if necessary)*

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

Personal E-mail address: \_\_\_\_\_

MCPS E-mail address: \_\_\_\_\_

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

Town/City, State, Zip Code \_\_\_\_\_

Date of Offense \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Reported to MCPS \_\_\_\_/\_\_\_\_/\_\_\_\_

Method of Initial Report to DCI (telephone, e-mail, mail, submission of this form to [selfreport@mcpsmd.org](mailto:selfreport@mcpsmd.org))

Nature of charges *(Use additional sheet if necessary. See reverse side for list of offenses.)*

Person completing this form \_\_\_\_\_

Relationship to Employee \_\_\_\_\_

**OFFENSES:**

- 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; or
- 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 in items (1) through (16) of this list;
  - 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.