

# MCPS Regulation GCC-RA

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

### Overview

Montgomery County Public Schools (MCPS) is committed to providing a safe and secure work and learning environment for all employees and students. As a school system, MCPS also expects that its employees will abide by the highest ethical and moral standards and adhere to federal, state and local laws that govern public employees charged with the protection and care of our community's children. All new employees have been required to undergo a criminal background check as a condition of employment for many years, as Maryland law prohibits any county board of education from knowingly hiring or retaining any individual who has been convicted of, or pled guilty to, certain crimes. In conjunction with the [MCPS Employee Code of Conduct](#) and the [Child Abuse and Neglect Policy](#), MCPS requires all employees to self-report any arrest, charge or conviction for certain categories of offenses under state law.

[MCPS Regulation GCC-RA, Staff Self-Reporting of Arrests, Criminal Charges, and Convictions](#), revised July 24, 2017, ensures that once employees are hired, they will keep the school system informed of any arrests, charges, convictions or other disposition of cases pertaining to crimes spelled out in the regulation. Primarily, these crimes pertain to offenses involving drugs or controlled substances, sexual offenses, child abuse and crimes of violence.

Employees must report information about their arrest, charge or conviction to the Department of Compliance and Investigations (DCI) in the Office of Employee Engagement and Labor Relations, within seven days of that event. Exceptions to the reporting timeline may be made if there are circumstances beyond the employee's control that prevent reporting the event to DCI within the seven days. To assist employees in complying with regulation GCC-RA, MCPS has created two helpful resources for employees:

- ❖ **FREQUENTLY ASKED QUESTIONS**—This document provides employees with an easy-to-use document that clearly spells out what is expected of employees. The document is available [here](#) or by searching the MCPS website, [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org) for self-reporting regulation or GCC-RA.
- ❖ **SELF-REPORTING FORM**—To assist in complying with this requirement, [MCPS Form 230-41](#) can be completed by employees or their legal representatives and submitted to DCI via email at [selfreport@mcpsmd.org](mailto:selfreport@mcpsmd.org). The use of the form is voluntary and is being provided as a helpful resource. Employees or their legal representatives may also fulfill the reporting requirement by calling DCI at 240-314-4899. Information provided to DCI will be maintained confidentially.

Employees who fail to report an arrest, charge, or conviction in compliance with this regulation may be subject to disciplinary action, up to and including dismissal, in accordance with normal contractual and due process procedures. It should be noted that this self-reporting requirement does not supersede other reporting requirements that may be mandated by state law. If employees have additional questions not addressed by the information on the MCPS website, they should contact DCI.