

**School Board of Sarasota County
EMPLOYEE SELF-REPORTING FORM**

Directions:

- Complete the appropriate boxes below – for an arrest or case conclusion
- Print out the form, sign and date.
- Attach copies of any relevant documents. (Do not send originals.)
- Make a copy of this Self-Reporting Statement for your records.
- Put the Self-Reporting Statement and any supporting documents in an envelope marked “Confidential” and deliver to:

Human Resources Department, Attention: Employee Relations Administrator
- Remember it is your obligation to self-report. If you have questions, contact the Employee Relations Administrator at extension 31217.

EMPLOYEE INFORMATION

Employee Name _____	A#	<input type="text"/>
Position _____	Work Location _____	
Telephone <input type="checkbox"/> Home: _____	<input type="checkbox"/> Cell: _____	

ARREST INFORMATION

Date of Arrest		
Arresting Agency	<input type="checkbox"/> Sarasota County Sheriff’s Department	<input type="checkbox"/> North Port Police Department
	<input type="checkbox"/> Sarasota Police Department	<input type="checkbox"/> Venice Police Department
	<input type="checkbox"/> Other Agency: _____	
Charge <i>(with brief description)</i>		
Level of Charge	<input type="checkbox"/> Felony	<input type="checkbox"/> Misdemeanor

JUDICIAL OUTCOME

Date of Outcome		
Charge		
Level of Charge	<input type="checkbox"/> Felony	<input type="checkbox"/> Misdemeanor
Outcome	<input type="checkbox"/> Conviction <input type="checkbox"/> Found Guilty <input type="checkbox"/> Adjudication Withheld <input type="checkbox"/> Entered a plea of Nolo Contendere (no contest) <input type="checkbox"/> Entered a pre-trial diversion program <input type="checkbox"/> Other: _____	

Employee Signature	Date
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