



LARAMIE COUNTY GOVERNMENT

TITLE Arrests, Convictions, and other Law Violations	APPROVAL DATE 8/15/1995
SECTION Workplace Expectations	REVISION DATE 12/20/2016

Felony

Every employee shall notify the Elected Official or Department Manager of any felony arrest or conviction. Being arrested or convicted will not necessarily disqualify an employee from employment, but it is important for Laramie County Management to be aware of the situation. Each situation will be evaluated on an individual basis.

Driving Violations

It is the responsibility of the employee to notify their respective Elected Official or Department Head of any and all convictions which may violate Driving Guidelines and/or the Laramie County Policy. Every employee shall notify the Elected Official or Department Manager of any arrest or conviction, on or off duty, which carries a potential suspension, limitation or invalidation of a driver's license, whether such action may or has occurred as a result of conviction or administrative action.

Drug/Alcohol Convictions

Every employee shall notify their Elected Official or Department Manager of all convictions for a violation of any statute involving drugs or controlled substances or any statute in which intoxication or consumption or presence of alcohol in the individual's body is an element, including, but not limited to, Driving Under the Influence, whether such offense took place in or out of the workplace. Such convictions may result in disciplinary action or termination of employment if driving is an essential function of the employee's job. The County Attorney/Risk Manager and HR should be notified immediately by the Elected Official or Department Manager.

Any required notifications must be reported no later than the first scheduled work day following the incident. The County Attorney/Risk Manager and HR should be notified immediately by the Elected Official or Department Manager.