



## University Policies and Procedures

### **07-01.03 – EMPLOYEE SELF-DISCLOSURE OF CRIMINAL RECORDS**

**I. Policy Statement:** Towson University (“University”) employees are required to self-disclose certain crimes for which they have been found guilty after their date of hire by the University.

**II. Reason for Policy:** The University is dedicated to providing a safe environment for students, faculty and staff. This policy promotes campus safety.

**III. Definitions:**

Criminal Record means a conviction or finding of guilt, including any form of guilty plea and probation before judgment. A Criminal Record does not include a juvenile record.

**IV. Responsible Executive and Office:**

Responsible Executive: Vice President for Administration & Finance and  
Chief Fiscal Officer

Responsible Office: Office of Human Resources

**V. Entities Affected by this Policy:** All staff, faculty and student employees.

**VI. Procedures:**

- A. All employees must disclose to their supervisor a Criminal Record of any: felony; misdemeanors involving force or threat of force, dishonesty, or theft; alcohol/drug related offenses; and, any offense requiring registration as a sex offender (“Disclosable Offenses”).
- B. The employee must report any such Criminal Record within five (5) days of the entry of the Criminal Record.
- C. The supervisor must promptly inform the Director of Human Resources of any disclosure made pursuant to this policy.
- D. Disclosures made pursuant to this policy may subject the employee to discipline, including termination. Employees who are convicted of drug and alcohol related offenses are subject to the discipline required by Executive Order 01.01.1991.16.

- E. Employees who fail to self-disclose a Criminal Record of a Disclosable Offense may be subject to discipline including termination.

**Related Policies:** None.

**Approval Date:** 05/22/2008

**Effective Date:** 05/22/2008

Approved by: President's Council April 23, 2008