

<b>POLICY 501.9</b>	<b>ARREST OF SCHOOL EMPLOYEES</b>	
	REVISED: 2/98, 11/16	RELATED POLICIES: <b>501.1, 501.2, 501.3, 501.4, 501.5, 501.6, 501.7, 501.8, 501.10</b>
	CFA STANDARDS:	REVIEWED: AS NEEDED

- A.** Florida Statute requires that the Department notify the superintendent of schools or in the case of other education providers, which include private elementary and secondary schools, the appropriate administrator of such school, within forty-eight hours of the arrest of any school district employee or other education provider employee, who has been charged with any felony, misdemeanor child abuse or the sale or possession of a controlled substance.
1. Officers shall question arrested persons as to their place of employment and indicate the response in the designated area of the arrest affidavit.
  2. When any school district employee or other education provider employee is charged with any felony, misdemeanor child abuse or the sale or possession of a controlled substance, a copy of the arrest affidavit and offense report will be forwarded by the arresting officer to the Office of Internal Affairs.
  3. If any arrested person who previously refused to identify their employer later informs a booking or transport Reserve Officer that they are employed by a school district or other education provider, and they have been arrested for any of the above, a Patrol supervisor will be notified immediately.
    - a. The Patrol supervisor will assign an officer to supplement the original report with this information.
    - b. Upon completion of the supplement, the officer will forward a copy of the supplement and a copy of the original report to the Office of Internal Affairs.
    - c. The Patrol supervisor will email the office of Internal Affairs with the incident case number and employee information
  4. Upon receipt of any offense report, arrest affidavit or supplement concerning the arrest of an employee of a school district or other education provider, the Office of Internal Affairs will ensure that the appropriate school district superintendent or administrator of such other education provider is notified of the arrest and will provide the name and address of the employee and the specific charge for which the employee was arrested.
    - a. The initially required notification shall be made within forty-eight hours of the arrest and may be made by telephone or other appropriate means.

- b. The initial notification shall be confirmed in writing. The written notification shall include the name and address of the arrested employee and the specific charge for which the employee was arrested. The written notification shall also include the date, time and name of the person notified and the name of the person who made the initial notification. The Office of Internal Affairs shall maintain a copy of the notification letter either by hard copy or electronically.