

## SELF-REPORTING FORM

School Board Policy 2405 requires all employees to self-report in writing by completing the Self-Reporting Form and submitting it to the Security Clearance Department within forty eight (48) hours after the employee's arrest, citation, or charge for any Disqualifying Offense listed in Policy 2404, and all felonies or any other crimes that impact the employee's ability to perform any essential job functions. If the employee is unable to self-report in writing within forty-eight (48) hours to the Security Clearance Department due to incarceration or confinement, the employee shall notify his or her Principal/Department Head within forty-eight (48) hours after the arrest, citation, or charge.

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Work Location: \_\_\_\_\_

Personnel number: \_\_\_\_\_

DOB: \_\_\_\_\_

Reporting (check all that apply): ( ) Arrest ( ) Civil Citation ( ) Final Judgement

Date of Arrest, Civil Citation, and/or Final Judgement: \_\_\_\_\_

Arresting Agency

Charges

Describe Circumstances (include date(s))

Final Judgement (if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return this form to the Security Clearance Department via

Fax: 754-321-0497

Scan & Email to: [selfreporting@browardschools.com](mailto:selfreporting@browardschools.com)

Deliver in person to: 7720 W Oakland Park Blvd, Sunrise, FL 33351