



If an employee is arrested for, charged with or notified of a proposed administrative finding for any prohibited crime or conduct listed in Policy 8.9 Security Clearance: Background Checks (Policy 8.9); the employee must immediately self-report this information to the Director of Human Resources or their designee in the Director's absence. Employees must also self-report all dispositions of any prohibited crime or conduct as specified in Policy 8.9.

Failure to immediately self-report will result in disciplinary action up to and including dismissal. Depending on the nature of the allegations, the employee's job duties may be reassigned until the charge, conduct or matter is resolved. Employees must maintain security clearance at all times as a condition of employment. KDADS may conduct a new or updated background check on a current employee at any time. Failure to maintain security clearance in accordance with the requirements of Policy 8.9 shall be grounds for dismissal.

*Reference: K.S.A. 75-2949f; K.A.R. 1-49-1 et. seq., 8.9 Security Clearance: Background Checks.*